Edgecombe
COMMUNITY COLLEGE

General CATALOG

2013–2015

Edgecombe Community College
General Catalog
2013-2015

Visit the website at www.edgecombe.edu.

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Welcome

Welcome to Edgecombe Community College. We are delighted that you are interested in our college and look forward to helping you achieve your educational goals. Our diverse range of courses, programs, and support services will help you be successful.

The 2013-2014 academic year marks our 46th year of service to the residents of Edgecombe County and surrounding communities. Our first graduating class in 1969 had fewer than 30 members. In May 2013, more than 400 students received associate degrees, diplomas, and certificates during commencement exercises. An additional 120 Adult High School diplomas and GEDs were awarded.

Today, our student body comprises about 3,000 degree-seeking individuals as well as thousands more who enroll in continuing education classes. Faculty and staff are dedicated to the young men and women and adult learners who fill our classrooms. We pledge to make every effort to make your ECC experiences positive, meaningful, and relevant to your objectives.

At Edgecombe, programs are developed with an eye toward industry needs. In May 2013, the college received a national award for its efforts to prepare students to be successful in careers and the workplace. The college received the ACT Career Preparedness Award. Edgecombe was one of just four honorees that received national ACT awards.

We are very proud of this distinction. For a school like Edgecombe, which serves 13,000 people a year, to receive a national award is a highlight for all of us at the college who work hard every day to prepare students to be work-ready.

If you are interested in preparing for a rewarding career, we have more than 100 curriculum programs resulting in two-year degrees, one-year diplomas, or certificates. If you would like to get started on a four-year degree, our College Transfer program enables you to take courses that parallel those required during the first two years of study at four-year colleges or universities. We make every effort to tailor our programs and classes to meet students' needs.

I am very proud to serve this college, and I hope that you will be proud to call Edgecombe Community College your educational home. We look forward to serving you.

Deborah L. Lamm, Ed.D.
President
Edgecombe Community College

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General Information

Academic Calendar
Fall 2013 – Fall 2014

Fall Semester 2013

June 21 – 30	Tuesday – Thursday	Fall Registration
August 16	Tuesday	Staff Development
August 17 & 18	Wednesday & Thursday	Final Fall Registration
August 19	Friday	Classes Begin
September 5	Monday	Labor Day Holiday
September 6	Tuesday	Classes Resume
October 10 & 11	Monday & Tuesday	Fall Break
October 12	Wednesday	Classes Resume
November 7	Monday	New Student Orientation
November 8 – 18	Tuesday – Friday	Spring Registration
November 23 – 25	Wednesday – Friday	Thanksgiving Break
November 28	Monday	Classes Resume
December 16	Friday	Fall Semester Ends

Spring Semester 2014

November 8 – 18	Tuesday – Friday	Spring Registration
January 1	Wednesday	New Year's Day Holiday
January 2	Thursday	Student Break
January 3	Friday	Staff Development
January 6 & 7	Monday & Tuesday	Final Spring Registration
January 8	Wednesday	Classes Begin
January 20	Monday	Martin Luther King, Jr. Holiday
January 21	Tuesday	Classes Resume
March 6 & 7	Thursday & Friday	Student Break
April 18 & 21	Friday & Monday	Good Friday & Easter Monday
April 22	Tuesday	Classes Resume
May 6	Tuesday	End of Spring Semester
May 7 – 20	Wednesday – Tuesday	Semester Break
May 9	Friday	Graduation

Summer Semester 2014

May 19	Monday	Staff Development
May 20	Tuesday	Final Summer Registration
May 21	Wednesday	Classes Begin
May 26	Monday	Memorial Day Holiday
May 27	Tuesday	Classes Resume
June 30 – July 3	Monday – Thursday	Summer Break
July 7	Monday	Classes Resume
August 6	Wednesday	Summer Semester Ends
August 7 – 20	Thursday – Wednesday	Semester Break

Fall Semester 2014

August 18	Monday	Staff Development
August 19 & 20	Tuesday & Wednesday	Final Fall Registration
August 21	Thursday	Classes Begin
September 1	Monday	Labor Day Holiday
September 2	Tuesday	Classes Resume
October 13 & 14	Monday & Tuesday	Fall Break
October 15	Wednesday	Classes Resume
November 5 – 16	Monday – Friday	Spring Registration
November 26 – 28	Wednesday – Friday	Thanksgiving Break
December 1	Monday	Classes Resume
December 18	Thursday	Fall Semester Ends
Dec. 19 – Jan. 7	Friday – Wednesday	Semester Break

About Edgecombe Community College

Edgecombe Community College (ECC) is located in the eastern part of North Carolina in Edgecombe County, approximately 75 miles east of Raleigh. The county is rural with a majority of the land used for farming. During the past two decades, farm employment has declined due to mechanization, and employment in the high tech manufacturing sector and service sector has increased.

Edgecombe Technical Institute began as an extension unit of Wilson County Technical Institute. In 1967, the college came under complete Edgecombe County administration, thus dissolving the relationship with Wilson County Technical Institute. The final step to full institutional independence came in the spring of 1971 when the General Assembly made all technical institutes of North Carolina independent of any local boards of education and granted government by a 12-member Board of Trustees. The Legislature has since designated a 13th non-voting member to the Board of Trustees, the SGA President. In 1987, the name of the college was officially changed to Edgecombe Community College. In 1997, the college changed from the quarter system to the semester system as mandated by the North Carolina Community College System. ECC is one of the 58 colleges that make up the North Carolina Community College System. The System was approved by the General Assembly of North Carolina in 1963 and is provided for in the General Statutes of North Carolina, Chapter 115-A. General supervision of the system falls under the State Board of Community Colleges.The NCCCS celebrates its 50th Anniversary in 2013.

The college's main campus is located on 120 acres 2.5 miles south of Tarboro and comprises eleven buildings. ECC also operates a campus in the Edgecombe County portion of Rocky Mount. This campus covers one city block and comprises three buildings. Three recent additions on the Tarboro campus are the Autobody Building, which opens fall 2013, the Cosmetic Arts Building, which features Cosmetology, Esthetics, and Manicuring and opened in 2008, and the Norfleet House (ca. 1811), which was relocated to the campus as part of the Historic Preservation program. In addition, the Thomas S. Fleming Building features a 1,020-seat auditorium, classrooms, computer labs, offices, and rentable spaces for meetings, conferences, and receptions.

Through a wide selection of programs and courses, ECC seeks to improve both the quality of life and the economic outlook of its students and area residents. With classes in subjects from English Literature to Statistical Process Control, ECC is equipping its students with practical skills that enable them to excel in their careers, homes, and communities. All ECC graduates are given an opportunity to complete Career Readiness Certificate (CRC) testing, a nationally recognized job skills assessment system. With ECC's flexible scheduling, the success that comes with higher education is easier to achieve. Classes for

traditional and non-traditional students are available during the day, evening, and weekend to accommodate individual needs.

Vision Statement

Edgecombe Community College will be the "preferred choice" for quality education and training.

Mission Statement

Edgecombe Community College is dedicated to fulfilling the educational, training, and cultural needs of the community.

College Goals

GOAL I To provide a comprehensive range of educational opportunities, quality training, and educational access to all eligible adults in the College's service area.

- Provide a broad range of Associate Degree, Diploma, and Certificate programs.
- Provide a broad range of Continuing Education programs.
- Provide Learning Resource Center services and distance learning opportunities that enable students to meet their educational goals.
- Provide support services to assist students in meeting their educational needs and goals.
- Improve cooperative relationships with public and private schools, colleges, and universities.
- Stimulate and support economic growth in the Service Area through education, training, and retraining of its citizens.

GOAL II To provide workforce development opportunities and cutting edge technology training.

- Grow workforce preparedness by fostering new collaborative partnerships.
- Assist economic development efforts by partnering in the recruitment of new industry.
- Provide nationally recognized educational certifications to students and the community.
- Model and advance the principles of sustainability.

GOAL III To ensure quality throughout the College.

- Evaluate and ensure quality instructional services.
- Employ, retain, and support highly qualified personnel with diverse backgrounds.
- Provide quality facilities, equipment, resources, services, and environment.

- Ensure, through a planned process, the College has clearly identified priorities, strategies for achieving goals and sustaining progress, and a means for evaluating their effectiveness.
- Provide effective leadership and sound management practices.
- Allocate funding equitably to meet these goals.

GOAL IV To promote global and cultural awareness in our community.

- Provide community service activities and programs.
- Encourage study abroad programs and foreign exchange opportunities.
- Recruit and support students with diverse backgrounds.
- Raise community awareness of global issues including social equity by providing new learning opportunities and resources.
- Inspire the community, staff, and students to be responsible environmental stewards.

Degree, Diploma, and Certificate Programs

ECC offers a wide variety of college credit curriculum programs. Courses in many areas are available day, night, on weekends, and through distance education.

Degree Programs

The college awards five degrees: Associate in Arts, Associate in Fine Arts, Associate in General Education, Associate in Science, and Associate in Applied Science. All but the Associate in Applied Science degrees are designed for those students who wish to transfer to a four-year college or university after completing their first two years at ECC. Associate in Applied Science degree programs prepare students for entry level jobs in paraprofessional fields as technicians; however, students may transfer some credits to selected colleges and universities for further study. Students take general education courses in addition to courses of an occupational nature. Degree programs require 64-76 semester hours of credit. Each graduate demonstrates competence in communication skills, mathematical reasoning skills, technological skills, cultural and global awareness, critical thinking, and sustainability skills.

Diploma Programs

Diploma programs are designed to provide training that will enable graduates to enter a skilled occupation at the entry level and to progress rapidly to the skilled or craftsman level. Diploma programs require a minimum of thirty-six (36) semester hours of credit and include courses in communication skills and social sciences.

Certificate Programs

Certificates are awarded to students who successfully complete an identified twelve to eighteen (12-18) semester hours of credit in a curriculum program.

Financial Assistance Opportunities

ECC offers a variety of financial aid opportunities, especially for students who without aid would be unable to begin or to continue their college education. Typically three-fourths of ECC students receive financial aid each year. Types of financial aid include grants, scholarships, loans, and on-campus work study jobs. Financial aid is available to students who demonstrate need and who are enrolled in degree or diploma granting programs as well as certificate programs. Applicants must submit the Free Application for Federal Student Aid (FAFSA) to be considered for funds from most of the programs. Some programs require additional forms. Students needing financial assistance should contact the Financial Aid Office as soon as possible for information and applications at (252) 823-5166.

Evening / Weekend Courses and Services

ECC offers evening classes Monday through Thursday throughout the year as well as daytime classes on Saturdays and Sundays. Courses in college transfer and technical areas are available. Each class usually meets one or two nights a week during a 16-week semester. Students may attend on a part-time basis. Additionally, courses are offered in continuing education and basic skills at both on-campus and off-campus locations.

The Evening Directors assist students in coping with college and meeting other needs. The Student Services Department is open, and placement assessment is administered during evening hours. Interested persons should contact Student Services for an appointment. The Financial Aid Office staff is also available by appointment to assist curriculum students with financial aid concerns.

The library is open Monday through Thursday in the evenings for the convenience of students. The bookstore also has special evening hours, which are announced on the campus message boards. Snacks and drinks are available in the Student Lounge and other campus buildings on the evenings that classes are in session.

For further information about evening and weekend programs, students should contact the Evening Director on either campus at (252) 823-5166.

Accreditation and Memberships

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

Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

In addition, the Cosmetology, Manicuring Technology, and Esthetics Technology programs are approved and governed by the North Carolina Board of Cosmetic Arts. The Barbering program is approved by the North Carolina Barbering Board.

The Associate in Applied Science degree in Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM – <http://www.cahiim.com>.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The Nursing programs – Associate in Applied Science and Practical Nursing – are approved by the North Carolina State Board of Nursing. The Nursing Assistant/Nursing Aide I and Medication Aide programs are approved and in compliance with the Division of Health Service Regulation.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (Co ARC).

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Accreditation Review Committee on Education in Surgical Technology.

Institutional memberships include the American Association of Community Colleges, the American Council on Education, the Association of Community College Trustees, the Council of Higher Education Accreditation, the North Carolina Association of Community College Trustees, the Rural Community College Alliance, the Southern Association of Colleges and Schools, and the Southern Association of Community, Junior, and Technical Colleges.

Collaborative and Contractual Agreements

Business and Technologies Collaborative Agreement

ECC collaborates with one college to offer business and technology degree program opportunities to students. Students may apply for admission to these programs and transfer successfully completed arts and sciences general education courses from ECC. They complete most of the major courses in this business and technology program at the college offering the program. ECC participates in a collaborative program in the following area:

- Healthcare Management Technology Collaborative Agreement with Halifax Community College

Health Sciences Collaborative Agreements

ECC collaborates with other colleges to offer health science program opportunities to students. Students may apply for admission to any of these programs and transfer successfully completed arts and sciences general education courses from ECC. They complete most of the major courses in these Health Sciences programs at the colleges offering the programs. ECC participates in collaborative programs in the following areas:

- Biotechnology Collaborative Agreement with Pitt Community College
- Computed Tomography and Magnetic Resonance Imaging Technology for Radiographers Consortium Agreement with Johnston Community College and Vance-Granville Community College
- Dental Assisting Collaborative Agreement with Martin Community College
- Dental Hygiene Collaborative Agreement with Halifax Community College
- Magnetic Resonance Imaging Technology Consortium Agreement with Johnston Community College and Vance-Granville Community College

Students who are interested in one or more of these Health Sciences programs should contact the program chair or the Student Services Department.

Public Services Technologies Collaborative Agreement

ECC collaborates with another college to offer a public services technology degree program opportunity to students. Students may apply for admission to this program and transfer successfully completed arts and sciences general education courses from ECC. They complete most of the major courses in this public services technology program at the college offering the program. ECC participates in a collaborative program in the following area:

- Funeral Service Education – North Carolina Funeral Director Collaborative Agreement with Fayetteville Technical Community College

Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement between the University of North Carolina System and many of the North Carolina independent colleges and universities and the North Carolina Community College System creates opportunities for transfer of course credits between the college and constituent institutions of the UNC System and certain independent colleges and universities.

Edgecombe Community College and Area Universities Articulation Agreements

East Carolina University, North Carolina Central University, North Carolina State University, North Carolina Wesleyan, St. Augustine University, the University of North Carolina at Greensboro, and the University of North Carolina at Wilmington participate in articulation agreements with ECC.

Career and College Promise Program for High School Students

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, made effective January 1, 2012.

Career and College Promise 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. North Carolina community colleges may offer 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. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
2. A Career and Technical Education Pathway leading to a certificate, diploma or degree;
3. A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115C of the General Statutes.

See admisssions section for further details and requirements for each pathway.

Edgecombe Early College High School

Edgecombe Early College High School (EECHS) is an innovative, collaborative program between ECC and Edgecombe County Public Schools. Housed on ECC's Tarboro campus, the program enables students to earn a high school diploma and a community college associate degree or two years of college credit in five years. EECHS serves students in grades 9-13 and is designed for students who desire a more rigorous curriculum or for those who simply do not fit in at a traditional high school. Students interested in EECHS must undergo an application and interview process. For more information, interested individuals should call Kathy Webb, Early College Liaison/High School Coordinator, or Dr. Katrina Rich, EECHS Principal, at (252) 823-5166.

Equal Opportunity Policy

Edgecombe Community College is an equal opportunity institution. The college is fully committed to the principles and practices of equal employment and educational opportunity for all people. The college declares that it does not practice or condone discrimination in any form against applicants, students, or employees on the grounds of race, color, national or ethnic origin, religion, gender, age, handicap, or political affiliation.

Religious Observance Policy

Edgecombe Community College (ECC) shall authorize a minimum of two (2) excused absences each academic year (or one per semester) for religious observances required by the faith of a student. ECC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence to all appropriate instructors. The student shall work with his/her instructors and be given the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

Hours

Administrative offices are open from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday. The Student Services Department is open from 8:00 a.m. to 7:00 p.m. Monday through Wednesday; 8:00 a.m. to 5:00 p.m. Thursday; and 8:00 a.m. to 4:00 p.m. Friday. During the fall and spring semesters, the college is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday. During the summer semester, the college is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday and is closed on Fridays.

Catalog Information

This catalog is intended for informational purposes only. It supersedes all previous catalogs. Changes in policy, fees, and other charges, course structure and content, graduation requirements, and other such matters may occur after the publication of the catalog.

Efforts will be made to keep changes to a minimum, but the information contained in the catalog is not binding and is subject to change without notice. A current addendum to the catalog containing any revisions since last printing may be obtained in the Student Services Department on either campus.

Performance Measures

In February 1999, the North Carolina Board of Community College adopted twelve (12) performance measures for accountability. The performance measures focus primarily on student success and serve as the college's major public accountability tool. In the 2007 Session, the General Assembly approved modification to the North Carolina Performance Measures and Standards as adopted by the State Board of Community Colleges on March 16, 2007. As a result, the number of performance measures was reduced to eight (8). In 2011, the eight performance measures were reviewed and revised to include baselines and goals. The State Board of Community Colleges reviews the accountability measures and performance standards annually to ensure that they are appropriate for use in recognition of successful institutional performance.
The eight (8) required standards include Basic Skills Student Progress, GED Diploma Passing Rates, Developmental Students success Rate in College-Level English Courses, Developmental Students Success Rate in College-Level Math Courses, First Year Progression, Curriculum Completion Rate, Licensure and Certification Passing Rate, and College Transfer Performance.

Results for the 2011-2012 academic year are summarized below. Additional information pertaining to college performance can be obtained from the Office of Planning and Research.

PERFORMANCE MEASURE	BASE-LINE	GOAL	ECC RESULTS 2011-2012
Basic Skills Student Progress	20.6%	51.2%	51.3%
GED Diploma Passing Rates	49.3%	82.0%	75.2%
Developmental Students Success Rate in College-Level English Courses	45.2%	74.9%	51.0%
Developmental Students Success Rate in College-Level Math Courses	47.5%	75.4%	42.9%
First Year Progression	53.2%	74.6%	53.3%
Curriculum Completion Rate	28.6%	45.6%	30.7%
Licensure and Certification Passing Rate	71.0%	91.7%	84.6%
College Transfer Performance	71.2%	93.6%	92.0%

Admissions

ECC operates under the Open Door Policy of the North Carolina Community College System. Any person, whether a high school graduate or non-graduate, who is eighteen (18) years old or older and is able to profit from further formal education may be served by the institution. The Open Door Policy does not mean that there are no restrictions on admission to specified programs. Please see program descriptions for admissions policy and procedure. Students are encouraged to enroll in programs which serve their needs and objectives in life, consistent with their backgrounds, aptitudes, and expressed interests. The restrictions on admission are flexible enough to allow all students opportunities to improve their educational status. Opportunities for preparatory or remedial studies are provided in the Adult Enrichment (Basic Skills) Center for students who lack specific academic skills necessary for admission to chosen programs.

The college offers occupational programs and adult education to all persons eighteen (18) years and older who are not enrolled in high school and who are able to profit from instruction. The college also offers Associate in Applied Science (A.A.S.), Associate in Arts (A.A.), Associate in Fine Arts (A.F.A.), Associate in General Education (A.G.E.), and Associate in Science (A.S.) degree programs. Diplomas and Certificates are offered in many curriculum programs. ECC offers the adult high school diploma, the high equivalency test GED, and preparation in the Adult Enrichment (Basic Skills) Center.

Should students desire a course of study but not have the appropriate educational background, developmental studies are available to prepare them for admission to a desired program.

Steps in the Enrollment Process

Persons wishing to enroll at the college should complete the entire enrollment process. This process consists of the following steps:

1. Students should submit an ECC application to the Student Services Department at: http://www.edgecombe.edu.
2. Students seeking a degree, diploma, or certificate are responsible for having an official high school transcript or General Education Development (GED) transcript showing date of graduation or completion submitted to the college. Home-schooled students must submit a copy of the Home-School's approved registration from the state in which they are registered. Students seeking a degree, diploma, or certificate who have college credits are responsible for having an official college transcript sent to the college. College credits will only be accepted and awarded from regionally accredited colleges or universities. Four-year college graduates who are able to provide official transcripts from the regionally accredited four-year college or university from which they graduated are not required to provide a high school transcript.

3. Students should complete the placement tests, when requested.
   - Students enrolling in a curriculum program must take the placement test battery before enrollment. The purpose of the test battery is to provide additional information in planning students' programs. No students are denied admission to the college based on placement test scores.
   - Upon receipt of the application, students are scheduled for placement tests. The placement test battery may be waived by the Student Services Department if students have satisfactorily completed one English and one mathematics course above the developmental or vocational level at a technical institute, college, or university, or have earned an associate degree or higher. Exceptions are granted to certain applicants according to the following guidelines:
     * A score of 500 or above on the SAT verbal exempts students from taking the English and reading placement assessments and allows students to enter ENG 111.
     * A score of 500 or above on the SAT math exempts students from the math placement assessment and allows students to enter college-level math courses.

   Scores and corresponding course placement schedules are available in Student Services. Placement test scores become invalid after five years if applicants do not enroll in the appropriate courses.
4. Curriculum students are placed in English/reading, and mathematics courses based on the results of the placement tests. This placement enables students to enroll in subjects commensurate with their achievement level as indicated by the placement test scores. Certain course prerequisites may make it necessary for students to enroll in developmental courses, which are identified by a numerical "0" prefix.
5. Students have the opportunity to have a personal interview with a counselor in Student Services. Students have an opportunity to ask questions about the college and its programs, and counselors have an opportunity to evaluate students' aptitudes and capabilities to pursue particular programs of study.
6. Applicants may be asked to complete a separate, more detailed residency status application if deemed necessary by college officials. Military personnel and dependents must complete a separate form.
7. All students must attend New Student Orientation which is offered on both campuses at various times before the beginning of each semester. Students have the opportunity to learn about the College, register for classes, and meet curriculum advisors.
8. Students seeking financial assistance should refer to the following link to apply for financial aid: http://www.fafsa.gov.

Provisional Enrollment

Applicants Age 16 to 18 with Special Needs

All North Carolina technical colleges or community colleges maintain an open door admissions policy to the institutions to all applicants who are high school graduates or who are at least eighteen (18) years of age, with selective placement in the different curricula or other programs of the institutions. Such selective placement is determined by the officials of each institution, based upon the admissions requirements, which may be approved by the State Board of Community Colleges for each curriculum and/or program offered.

Applicants who are minors between the ages of sixteen (16) and eighteen (18) years may be considered as persons with special needs and admitted to appropriate courses or programs, provided that the following criteria are met:

1. The minor applicant left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.
2. The application of each minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of the minor applicant; the petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
3. Such admission does not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are eighteen (18) years of age or older.

The State Board of Community Colleges and the Community College System encourage young people to complete high school before seeking admission to community colleges.

Career and College Promise Program for High School Students

Core 44 College Transfer Pathway

1. The Career and College Promise Core 44 College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics.

2. To be eligible for enrollment, a high school student must meet the following criteria:
3. Be a high school junior or senior;
   - Have a weighted GPA of 3.0 on high school courses; and
   - Demonstrate college readiness on an assessment or placement test. A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a Core 44 College Transfer Pathway.
4. A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
   - Have a cumulative weighted GPA of 3.5;
   - Have completed two years of high school English with a grade of 'C' or higher;
   - Have completed high school Algebra II (or a higher level math class) with a grade of 'C' of higher;
   - Obtain the written approval of the high school principal or his/her designee; and,
   - Obtain the written approval of the community college president or his/her designee. A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.
5. To maintain eligibility for continued enrollment, a student must
   - Continue to make progress toward high school graduation, and
   - Maintain a 2.0 GPA in college coursework after completing two courses.
6. A student must enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

Career Technical Education Pathway

1. The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster through Edgecombe Community College.
2. To be eligible for enrollment, a high school student must meet the following criteria:
   - Be a high school junior or senior.
   - Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee.
   - Meet the prerequisites for the career pathway.

3. High school counselors should consider students' PLAN scores in making pathway recommendations.
4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
   - Continue to make progress toward high school graduation, and
   - Maintain a 2.0 in college coursework after completing two courses.
6. A student must enroll in one program of study and may not substitute courses in one program for courses in another.

Cooperative Innovative High School Programs

1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.
2. Students can early tuition free college credits as a high school freshman by attending Edgecombe Early College. Students must apply in February of their 8th grade year.

Late Enrollment

If applicants apply too late to follow the published enrollment requirements, the Vice President of Student Services may grant provisional enrollment status with the understanding that all enrollment requirements will be satisfied by the beginning of the next semester.

Special Credit Students

Any persons eighteen (18) years of age or older who do not plan to earn a degree, diploma, or certificate but wish to enroll in a college credit course (not a continuing education class) are admitted as special credit students. Special credit students may register for courses if course prerequisites are met and if space exists in the classes. Regular students' registration takes precedence over special credit students' registration.

For enrollment at ECC, special credit students need only complete an application form, which is available in the Admissions Office or online; however, upon a later decision to pursue a degree, diploma, or certificate at the college, special credit students are asked to submit proof of high school graduation and to meet certain placement criteria. Special credit students are required to make a satisfactory

score on the college placement test prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not been tested are allowed to register only for developmental English/reading, math, and other non-restricted courses. College placement testing is not required for students who are auditing courses, but these students must meet prerequisites. The Vice President of Student Services may approve other exceptions to this policy. Special credit students are not eligible to receive financial aid or veterans' benefits. Special credit students can take no more than twelve (12) semester hours of credit without declaring a major.

International Student Admission Policy

Edgecombe Community College has approval by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement for attendance by international students. Application for admission should be made at least six months prior to the semester in which the applicant plans to enroll. International students are treated as nonresidents of the state of North Carolina with respect to tuition and fees. The College is unable to provide financial aid to international students; therefore, all international students must have sufficient funds to cover all living expenses, tuition, and fees while attending the college. Student housing is not provided by the College. International students are expected to make their own arrangements for housing. ECC does not accept international students in transfer.

The following items are required for admission:

1. Application for Admission and Residence Status Application – These forms are provided by the College and should be completed and returned at least six months prior to the date of proposed admission to initiate the admission process.
2. Academic Records – A certified copy of the original educational records, to include all previous academic experiences, is required. If the original copy of this record is written in a foreign language, a certified English translation is required.
3. The Test of English as a Foreign Language (TOEFL) – TOEFL scores are required of all applicants, except those from countries where English is the only official language, as evidence of adequate proficiency in English. The minimum acceptable TOEFL score is 550.
4. Placement Testing and Interview – Applicants must complete placement testing and personal interviews before they can be accepted for admission.
5. Financial Statement – A signed financial resource statement is required of all applicants. This should be a detailed statement of the applicant's financial situation, including the amount of money available per year, source of income, and any other pertinent information. The availability of funds sufficient to meet expenses for the first academic year must be

certified. The inclusion of any false information constitutes grounds for dismissal from the college.

6. Student Medical Form – A student medical form, completed and signed by a physician, must be submitted on the form provided by the College. The student must have completed the hepatitis B series.
7. Responsibility Statement – Each applicant must furnish a certified statement from a United States citizen stating that the citizen agrees to accept responsibility for sponsoring and assisting the applicant as may become necessary for the applicant to pursue his or her educational objective.
8. Upon receipt of all above items, the applicant's file will be presented to the Enrollment Management Committee for the admissions decision. The applicant will be informed by mail of the committee's decision, Form I-20 A-B, "Certificate of Eligibility, will be prepared on request from applicants who have been formally accepted for admission to the College.

Readmissions

Academic Forgiveness Policy

The Academic Forgiveness Policy applies to students who have failing grades at ECC at least five (5) years old and have not been enrolled for two (2) consecutive years at the college.

Upon readmission, when students complete twelve (12) hours of academic work with a two-point-zero grade point average (2.0 GPA) or better, their previous grades of "F" are forgiven in the computation of the overall grade point average. Financial aid may be reinstated at the successful completion of twelve (12) hours of academic work. ECC's Academic Forgiveness Policy does not apply to financial aid eligibility.

Catalog of Record

The catalog that is current when students enroll in the college is the catalog of record. Students who are in continuous attendance (except summer term) may graduate under the provisions of the catalog of record in effect on their date of entry into their current curriculum major program of study, 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 their current curriculum major program of study or a subsequent issue. A student who changes their curriculum major program of study must come under the provisions of the catalog in effect at the time of the change or a subsequent issue.

Drops, Suspension, Expulsions

Students who have been suspended or expelled from the college may request clarification at the time of withdrawal regarding when they may re-enter.

Students who have been dropped from class may re-enroll the next semester. Students who are readmitted after an absence of at least two (2) consecutive semesters must meet the requirements of the catalog in use at the time they apply for readmission to the college.

Registration

Academic Advising and Registration

Roles and Responsibilities of Academic Advisors

Academic advising is a cooperative effort between the advisor, other program and related faculty, and the Student Support Services counselor. Designed to assist the college's students in succeeding academically, academic advising recognizes the importance of student decision-making and sees others as support for the students' personal goals and responsibilities.

Retention and support of students are critical during the first year of students' enrollment at the institution and need to be continued throughout students' educational programs. Students' instructors and advisors have specific responsibilities for the provision of the services related to counseling and advising.

The advisors' role in the student-centered advisement model at the college is to work cooperatively with the Student Support Services counselor to provide ongoing assistance to students. The advisor receives appropriate training in the college delivery model to be able to facilitate students in their progress toward reaching their educational goals.

The advisor has responsibilities in three major areas: registration, academic support, and graduation.

Registration

Advisors perform the following functions:

1. Help students clarify their program choices and provide information to students.
2. May provide personal contact that includes the advisor name and role. This contact may be made by letter, note, phone call, or email to students after an application has been received. Additional mid-term contact regarding course registration/scheduling is expected.
3. Are accessible.
4. Meet with students twice the first semester (once within the first three weeks and again prior to registration) and at least once each semester thereafter.
5. Assist new students in registration and coordinate the registration of continuing students.
6. Work collaboratively with Developmental Studies advisors to ensure that students are placed into appropriate developmental courses.

Early and Final Registration

Once students have been admitted and have received their placement test scores,

they are assigned advisors based on their selected field of study. If students require developmental coursework, they are assigned to and advised by developmental advisors in collaboration with program advisors until they are ready to begin college-level work.

Students are encouraged to plan in advance for the registration process. Advisors are able to enroll students only during the two weeks of early registration or during the final registration period. However, students can be advised and work out their schedules at any time.

Students are strongly encouraged to register prior to or during early registration for two reasons. First, if there is a high demand for a particular class, it is much easier to open a second section during early registration than during late registration. Second, classes are much less likely to be full, so the chances that students will get exactly the schedule they want are greatly improved. Students who register early have until the end of the current semester to pay their fees. If they do not pay by the end of the semester, they are deregistered and have to begin the process again during final registration. Advisors may register students any time during or after the early registration period. However, due to their busy schedules, students should make an appointment.

If students are on financial aid, their records in Colleague should indicate the award. If the award is not found in the records and students claim to be receiving aid, they need to return to the Financial Aid Office in order to get the award posted before they are allowed to register.

Deregistration

Once students register with advisors, their spot is held until they pay their fees, have been awarded financial aid, or until the next deregistration occurs. Deregistration is a process performed by the Registrar that removes from courses all registered students who have not paid their tuition and fees or made arrangements with financial aid to pay tuition and fees. This removal occurs three times for each semester: the last day of the current semester, at the end of final registration (the day before the new semester begins), and at the ten percent (10%) point of the new semester. Students must pay their fees before the next deregistration is scheduled, or they have to start the registration process over again and may not get the courses they had originally signed up for. Failure to pay is not a problem for students on financial aid since their tuition and fees are automatically deducted from their award.

Academic Support

Advisors perform the following functions:

1. Provide adequate time with all students to determine issues and resolve them.
2. Refer students to a Student Support Services counselor when it is appropriate (academic and personal problems, crisis situations, instructor/student issues).
3. Refer students to other student support services within the college when appropriate (Career Counseling, Job Placement, Tutoring, and Special Needs).
4. Is the first stop for students who need help outside the classroom.
5. Provide information about the college policies and procedures in the *Student Handbook* and *College Catalog* while stressing the responsibilities of students.

WebAdvisor

WebAdvisor enables students to search for classes, register for classes, communicate with advisors and more. Students must use WebAdvisor to get their grades after each semester. **All students must meet with or contact their academic advisor prior to registering on WebAdvisor.** Students receiving financial aid who register for a course that is not required in their assigned program of study will be subject to administrative withdrawal and/or repayment of the tuition for the course. All students are issued a WebAdvisor account when they register for their very first class. To login, the User ID is the same as the MyEdge email login but the default password is the last six (6) digits of the student's social security number. Example: Student John Smith, born May 18, 1988, with a SSN of 123-45-6789, would login the first time with User ID: jsmith0518 and password: 456789. After logging in the first time, students must change their password. The WebAdvisor password must be at least six (6) characters long but no more than nine (9) characters. It must contain both letters and numbers. Students must remember the new password they choose for future use with their WebAdvisor account. For more information, students can go to http://www.edgecombe.edu/technical_support/wa_info.htm.

To determine their User ID and login to MyEdge email,Moodle, WebAdvisor, or any online Edgecombe account, students may go to http://it.edgecombe.edu/studentaccountinfo/myedgeid.asp.

Costs

Tuition and Fees

Students who enroll in curriculum classes are subject to tuition and fees which are due and payable at the time of registration. Student tuition and fees included in this catalog are determined each year by the North Carolina Board of Community Colleges and the General Assembly. Rates and fees are subject to change at the beginning of each new fiscal year.

Curriculum Tuition

Residency Status for Tuition

North Carolina residents are eligible for a lower tuition rate than non-residents. The controlling North Carolina statute (G.S. 116-143.1) states that "to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his or her length of residence in the State."

Regulations concerning classifying students by residence for tuition purposes are set forth in detail in *A Manual to Assist the Public of Higher Educational Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. The manual is available on request in the office of the Vice President of Student Services.

All new students applying for admission must respond on their respective applications to certain questions which are related to residence classification. The Dean of Enrollment Management is responsible for evaluating these responses and initially classifying students accordingly. For questions concerning residence status and appeals of initial residence classifications, students are advised to consult the Vice President of Student Services.

Military personnel stationed and living in North Carolina and their dependents are eligible for in-state tuition after proper documentation is received.

In-State Tuition

Students who are classified as in-state residents must have established a legal residence in North Carolina for 12 consecutive months before the date of enrollment. Tuition is $71.50 per credit hour for in-state students. The maximum tuition for in-state students for a semester is $1144.00.

Out-of-State Tuition
Tuition is $263.50 per credit hour for out-of-state students. The maximum tuition for out-of-state students for a semester is $4216.00.

Curriculum Fees

Student Activity
This fee is $.75 per semester hour of credit. The maximum semester student activity fee is $12.00 for up to 16 or more credit hours for in-state and out-of-state students.

Computer Use and Technology
The fee is $1.00 per credit hour for up to 12 credit hours.

Parking
This fee is $1.00 per credit hour for up to 12 credit hours.

Books and Supplies
The cost of books and supplies varies according to the course of study.

Graduation
Candidates for graduation are charged a $50 fee to cover costs of the diploma, announcements, and cap and gown purchase. This fee is non-refundable.

Insurance
ECC assumes no responsibility for student injuries or losses. An opportunity is provided at the time of registration for all students to obtain accident insurance. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

Health Science Programs
The Health Science fee is $30.00 per semester. All students enrolling in health science programs are also required to have malpractice insurance. Such insurance may be purchased through the college's Business Office. Malpractice Insurance is $ 8.50 per semester.
All persons who enroll in any ECC progam in which they could be exposed to blood borne pathogens are recommended to receive the Hepatitis B vaccination

series at their own expense prior to participating in clinical or similar training. Health science students will also be required to have a criminal background check and drug screen prior to clinical rotations.

All costs associated with criminal background checks and drug screens are the responsibility of the student. ECC recognizes and is fully supportive of the clinical agencies that choose to require criminal background checks and/or drug screens on students.

ECC has contracted with Castle Branch, Inc. to perform background checks and drug screens at a reduced rate for students. Results of the tests are available to the student and to the Human Resources Director of the clinical agency at www.certifiedbackground.com. Once students receive a letter of acceptance to a health science program, they should follow the instructions provided to obtain required checks and screens. Most clinical agencies will not accept hand-delivered background check and drug screening results.

Tuition Refunds

Students who enroll in curriculum classes are subject to tuition and fees which are due and payable at the time of registration. Student tuition and fees included in this handbook is determined each year by the North Carolina Board of Community Colleges and the General Assembly. Fees are subject to change due to any legislative increases that may occur. Edgecombe Community College is operating under the current refund policy in effect at the time of this publication.

A refund is made under the following circumstances:

1. A 100 percent refund of tuition and fees is made if the student officially withdraws prior to the first day of class (es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund of tuition and fees if the class in which the student is officially registered is canceled due to insufficient enrollment.
2. A 75 percent refund of tuition and fees shall be made if the student officially withdraws from the class (es) prior to or on the official 10 percent point of the semester.
3. For classes beginning at times other than the first week (eight calendar days) of the semester, a 100 percent refund of tuition and fees is made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund of tuition and fees is made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

4. A full refund of tuition and fees is granted to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina, thus making it impossible for them to complete their course requirements. The college will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.
5. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.

Financial Aid

The philosophy at ECC is that any individual who wishes to attend the institution should not be deprived of this privilege because of a lack of financial resources. Although the primary responsibility for financing an education remains with students and their families, the college participates in programs designed to supplement the family contribution when there is documented student financial need. Students who have completed the financial aid application procedure are considered for all types of financial aid without regard to their sex, race, color, disability, or national origin. In all financial aid awards, students have the right to accept or decline any aid they have been offered.

Federal and State Funds Available

Federal Pell Grant Program

Federal Pell Grants are awards which assist undergraduates in paying for their education after they complete high school or earn a GED. The Federal Pell Grant program is the largest federal student aid program. For many students, these grants provide a foundation to which other federal grants and non-federal assistance may be added. Unlike loans, grants do not have to be paid back unless students do not complete the term of enrollment.

The amount of students' Federal Pell Grant awards is calculated according to a federal formula which takes into consideration the family's financial circumstances, the student cost of education, and the amount of funds actually available for the program. In order to apply for a Federal Pell Grant, students should complete the FAFSA. The Department of Education's Central Processing System processes the application and sends a Student Aid Report (SAR) directly to students or instructs them on how to access the SAR online. The college receives an electronic confirmation of the SAR and the students' eligibility for federal aid.

According to new federal regulations, a student may only receive Pell Grants for a total of 12 equivalent full-time semesters, or until the student receives a bachelor's degree – whichever comes first. Students are therefore advised to monitor their use of Pell Grant funding if they plan to pursue a four-year degree.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Students who receive the Federal Pell Grant may also be eligible for the Federal Supplemental Educational Opportunity Grant. This federal grant program does not require repayment unless students do not complete the terms and conditions of the award. The amount of the grant is based on student financial need, and the minimum award is $100.00. To be considered for FSEOG, students should apply as soon after January 1 as possible. FSEOG is for undergraduates with exceptional

financial need, that is, students with the lowest Expected Family Contribution (EFC). Limited assistance is available from the program to eligible students.
*Funding is subject to change each July 1, pending legislative ruling

Federal Work-Study (FWS) Program

The Federal Work-Study Program provides jobs for eligible students to earn money to help pay college expense while attending classes at least part-time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various departments of the college. Funds for these student jobs are provided by the federal government through its college work-study program. On average, students work approximately 10 to 15 hours per week, earning $7.00 per hour. Students' primary focus should be academic achievement; therefore, they should consider carefully whether their academic responsibilities permit them to assume the obligations of part-time work. If students accept campus employment, they are expected to fulfill the requirements of the job. Students are required to submit an application for employment through the Financial Aid Office.
*Funding is subject to change each July 1, pending legislative ruling

Federal Direct Loan Program

A program of student loan assistance (money that has to be repaid with interest) to eligible borrowers. Students may borrow up to $3,500 per year for the first year of undergraduate work. Students with sophomore standing may borrow up to $4,500 per year. Repayment begins six months after borrowers terminate at least half-time student status. The federal government pays the variable percent interest on the subsidized loan while students are in school; the interest is paid by the borrower or capitalized on the unsubsidized loan. The interest rate is fixed at 6.8 percent for loans first disbursed on or after July 1, 2013.

Vocational Rehabilitation

Many states offer educational assistance to students who have a significant disability. North Carolina students should contact the Vocational Rehabilitation Division of the Department of Health and Human Services; Raleigh, N.C. Students from other states should contact their local Vocational Rehabilitation counselor.

Other Sources of Assistance

Workforce Investment Act (WIA) System

ECC offers training under the WIA system. The program is especially designed

for individuals who require skills training for employment. All individuals enrolled in the WIA program must qualify under program guidelines.

Services provided by the WIA program may include financial assistance with tuition, fees, books, equipment, and supplies, as well as personal services such as counseling, job development, job coaching, and follow-up assistance. Participants are required to follow strict program guidelines and regulations.

Applicants should contact the WIA office located at:
101 Tarboro Street, Rocky Mount, NC 27801
Phone: (252) 977-3292 or (800) 852-5130

North Carolina Community College Grant (NCCCG) Program

For students to be eligible for need – based aid under this program, they must meet the following criteria: (1) be admitted to an eligible program of study, (2) have applied for federal aid, (3) meet academic requirements to maintain federal aid eligibility, and (4) meet other criteria as may be required by the program. This award may be given in addition to the Federal Pell Grant if students are eligible. Students must be enrolled in at least 6 hours to be eligible.

North Carolina Targeted Assistance Program

This program provides funding for students enrolled in or intending to enroll in high demand/low enrollment programs. Students are required to file the FAFSA. Aid is given to students who demonstrate need and meet eligibility requirements.

ECC Emergency Loan Program

This program provides short-term loans to students who need assistance with the cost of tuition/fees. Loans must be repaid prior to the end of the term in which they were received. Students are encouraged to complete the FAFSA first.

Scholarships

ECC Foundation Scholarships

Other scholarships may be available through the ECC Foundation Office. In addition, all students are encouraged to check with their church affiliation, alumni groups, and other civic organizations for scholarship availability.

NC Veterans Scholarship

The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. Eligible students should write to the N.C. Department of Veterans' Affairs, Raleigh, N.C., for information or contact the Veteran's Affairs counselor for more details.

Veterans' Affairs

ECC provides training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children of deceased or disabled veterans; Public Law 894, disabled veterans; and Public Law 98-525. If you or your spouse is a veteran, veterans' educational benefits may be available. Information is available at www.gibill.va.gov or by calling 1-888-442-4551 or contact the Veterans' Affairs counselor at the college.

North Carolina Education Lottery Scholarship

For students to be eligible for need-based aid under this program, they must meet the following criteria: (1) be admitted to an eligible program of study, (2) have applied for federal aid, (3) meet academic requirements to maintain federal aid eligibility, (4) meet other criteria as required by the program (5) be a NC resident and be enrolled at least 6 credit hours. This award may be given in addition to the Federal Pell Grant, if students are eligible.

North Carolina Nurse Scholarship Program (NESLP)

This scholarship program was created to work in combination with existing financial aid resources to encourage enrollment and retention of qualified nurse education students. Funds for NESLP are allocated by the N.C. General Assembly among colleges and universities which offer nurse education programs. NESLP awards are available for licensed practical nurse (LPN) and registered nurse (RN) education. Applicants must complete the FAFSA as soon after January 1 as possible to be considered for NESLP.

Private Scholarships

The college offers numerous private scholarships each year, totaling more than $100,000 awarded annually. Requirements for scholarships vary; however, the primary criteria include financial need, scholastic ability, and specified program of study, residency status, and participation in community activities. To apply for scholarships, students must obtain application forms from the college's Financial Aid Office. Application forms indicating the scholarships for which students are eligible must be returned to that office by the announced deadline. Incomplete applications are not considered. Most scholarships are awarded during the fall

months, and the first award payments are made during the fall semester. Students should see the Financial Aid Office for the deadlines. Listed below are the scholarships available to eligible applicants as of publication of this catalog.

Named Endowed Scholarships

ACT 1 Endowed Scholarship. Established in 1996 to honor the John and Elretha Bryant family from Tarboro, this scholarship is awarded to students in Business Administration, Business Computer Programming, and Microcomputer Systems Technology.

Mike Alford Memorial Endowed Scholarship. This scholarship was established in 2002 to honor local resident and author, Mike Alford, whose personal challenges with cancer and an amputation serve as an encouragement to students in the Allied Health field.

ALLTEL Communications Endowed Scholarship. Established in 1996 when the company was known as 360 Communications, this scholarship is awarded to students in Business Administration.

Berry L. Anderson, Sr. Memorial Endowed Scholarship. Established in 1988 by the Anderson family, this scholarship is awarded to students in any curriculum. Mr. Anderson was a founder of ECC and served on the Board of Trustees for 19 years.

Guy E. and Alice A. Barnes Memorial Endowed Scholarship. This scholarship was established in 1997 to honor Mr. Barnes and his 25 years of service on the Board of Trustees. He was also a founder of the college and served the community in many civic, political, and religious endeavors. The scholarship is awarded to students in any curriculum.

Robert E. Barnhill, Sr. Memorial Endowed Scholarship. Established in 2000, this scholarship honors a founding member of ECC and a great community leader. Mr. Barnhill was instrumental in establishing the structure and bylaws of ECC. He developed one of the largest privately owned businesses in North Carolina, Barnhill Contracting Company. He was a modest man and helped his community by also establishing the Tarboro Community Outreach Center and working for the Boy Scouts of America. This scholarship is awarded to students in any curriculum.

Baker Mabrey Bass Jr. Memorial Endowed Scholarship. This scholarship was established in 2002 by the Edgecombe-Tar River Foundation and Mabry's brother, Bill Bass, to honor Mr. Bass' 40 years as editor of the local paper, *The Daily Southerner*. He contributed many humorous columns over the years and especially

loved and worked to promote and preserve the Tar River. This scholarship is awarded to students in any curriculum.

Kim Bell, RHIA, Health Information Technology Endowed Scholarship. Established in 2010 to aid a student in the Health Information Technology Program.

Francis E. Blackwell Memorial Endowed Scholarship. Established in 2000 to honor a local businessman and ECC trustee, this scholarship is awarded to students in Business Administration or Allied Health.

JoAnn Brown Endowed Scholarship. This scholarship was established in 1997 by Mrs. Brown's husband, the Honorable Frank R. Brown, and ECC at the time of her retirement. After teaching in the Tarboro public schools for 16 years, Mrs. Brown served as executive director of the Edgecombe Community College Foundation from 1986 until 2000. This scholarship is awarded to students in any curriculum.

A. R. Burnette Family Memorial Endowed Scholarship. Established in 1995 by Mr. Archie R. Burnette, Jr., this scholarship honors his parents, Mr. and Mrs. A.R. Burnette, and his sister, Doris. This family was outstanding in farming, civic affairs, and education in Edgecombe County. Doris Burnette was a teacher in the Tarboro City and Edgecombe County schools her entire professional life and was recognized and respected as one of the best educators of her time. This scholarship is awarded to students in any curriculum.

Johnnena Poulos Cannon Memorial Endowed Scholarship. This scholarship was established in 2004 by family, friends, and co-workers to honor the memory of a much loved and devoted instructor at ECC. The scholarship is awarded to students in a math-related curriculum or college transfer students with the intent of majoring in math.

Robert "Bob" Cole Memorial Endowed Scholarship. Established in 2003 to honor the memory of ECC math/science instructor Bob Cole, the scholarship is awarded to students in Radiography, Respiratory Care, Magnetic Resonance Imaging Technology, Medical Transcription, or College Transfer with intent to major in Biology.

Stanley L. Daughtridge Memorial Endowed Scholarship. This scholarship was established by Mrs. Stanley L. Daughtridge in 1997. Mr. Daughtridge taught at South Edgecombe High School for 9 years and then worked for 28 years for the United States Soil Conservation Service. He served in many professional and civic organizations. The scholarship is awarded to students in any curriculum.

Edgecombe County Veterans Memorial Endowed Scholarship. Established in 2002 by Joel Bourne to honor past, present, and future military service men and women from Edgecombe County, this scholarship is awarded to students in any curriculum.

Emily "Mimi" Havens Edmondson Memorial Endowed Scholarship. This scholarship was established by family in 1999 to honor her memory. A native of Tarboro, "Mimi" gave unselfishly of her time and energy in helping others. The scholarship is awarded to students in Respiratory Care.

Ronald G. Ellis, Jr. Endowed Scholarship. Established in 2008 by Earl Roberson, this scholarship is awarded to a student in any curriculum. This scholarship honors Mr. Ellis' many years of unselfish service to others.

Jason Iam Erich Memorial Endowed Scholarship. Established in 2009 by parents Norma and Fred Erich and friends to help students in any curriculum.

Cindy Fiore Memorial Endowed Scholarship. Established in 1993 by family and friends to honor the life of a very special student and nurse, this scholarship is awarded to a second-level nursing student.

Dr. Thomas S. Fleming Memorial Endowed Scholarship. Established in 1999 by Dr. Fleming's wife, Louise Fleming, this scholarship is awarded to students in any curriculum. Dr. Fleming, who died in July 2007, joined the ECC Board of Trustees in 1971 and served as its chairman from 1978 until his death.

Judge George M. Fountain Memorial Endowed Scholarship. This scholarship was established in 1998 by Judge Fountain's wife, Nellie Lanier Fountain. A native of Tarboro, Judge Fountain began his law practice with his father in 1935. After serving in WWII, he continued to practice law and was appointed Special Superior Court Judge. He was later elected to Resident Superior Court Judge of the 7th Judicial District, where he served until his retirement in 1982. He was the first Superior Court judge to serve in all 100 counties of North Carolina and became known as one of the best judges to serve this state. The scholarship is awarded to students in the Criminal Justice program.

Nina W. Fountain Memorial Endowed Scholarship. This scholarship was established in 2000 to honor the long service and dedication of Mrs. Nina W. Fountain to the college in many ways. Mrs. Fountain served as President of the ECC Foundation Board of Directors from its establishment in 1982 until 2004. This scholarship is awarded to students in any curriculum.

Dr. Hartwell H. Fuller, Jr. Memorial Endowed Scholarship. Established in 1998, this scholarship honors Dr. Fuller, a lifelong educator who taught at Rocky

Mount Senior High School, Wilson Technical College, and Pitt Community College. In 1968, Dr. Fuller joined ECC as Director of Adult Education. In the years that followed, he also served as Dean of Instruction and Vice President. In 1994, he was named President of ECC, where he served until his retirement in 2004. This scholarship is awarded to students in any curriculum.

Dr. Hartwell H. Fuller, Jr. Endowed Merit Scholarship. Established in 2011, these scholarships are awarded by merit to two Edgecombe County public high school scholars. These students, one entering an allied health program and one entering the college transfer program, receive the full cost of an associate's degree, including tuition, books, and a laptop computer.

Annie Louise Gaynor Memorial Endowed Scholarship. This scholarship was established by family in 1989. Miss Gaynor became known as the "Red Cross Nurse" because of her deep commitment and service to the Rocky Mount Chapter from 1933 until her death. After her retirement, Miss Gaynor continued to serve others and in 1982 was the first recipient of the Distinguished Service Award of Nash General Hospital Volunteer Association. The scholarship is awarded to a second-level nursing student.

Vivian B. Godwin Memorial Endowed Scholarship. This scholarship was established by her family in 1996 to honor Mrs. Godwin, one of the first employees at ECC. This scholarship is awarded to students in the Cosmetology program.

Jack Havens Memorial Endowed Scholarship. Established in 1991, this scholarship is awarded to students in any curriculum. Mr. Havens was a founding father of ECC and served as the first chairman of the ECC Board of Trustees.

Dr. Geraldine Jordan Memorial Endowed Scholarship. Established by Dr. Jordan in 1997, this scholarship is awarded to a second-level nursing student. Dr. Jordan chaired the Nash, Edgecombe, Wilson, and Halifax Associate Degree Nursing Program from 1975 to 1983.

Carolyn Weeks Kalamajka Memorial Endowed Scholarship. This scholarship was established in 1996 by family, friends, and coworkers to honor Mrs. Kalamajka, an employee of Nash General Hospital for almost 19 years. Before joining the hospital, Mrs. Kalamajka attended and graduated from ECC in 1977. The scholarship is awarded to students in the Nursing program.

Major Linwood Thomas Lewis, Sr. Memorial Endowed Scholarship. This scholarship was established in 2000 by Major Lewis' daughter, Judy Silveri.

He was a well-recognized and much-admired member of the Tarboro Police Department. The scholarship is awarded to students in Criminal Justice or other law enforcement programs.

Gladys C. Harrison Matthewson Memorial Endowed Scholarship. This scholarship was established in 2002 by Mrs. Matthewson's daughter, Gladys Harrison Matthewson, and the Union Baptist Church. Mrs. Matthewson, born in 1896 in Princeville, was a kind, gentle, and compassionate woman. She valued education and taught in the Edgecombe County Negro School System until 1930. This scholarship is awarded to students in the Early Childhood curriculum.

Lacy and Grace G. McBryde Endowed Scholarship. Established in 1997 to encourage students to pursue their educational goals, this scholarship is awarded to students in the College Transfer or Nursing program.

Charles B. McIntyre Memorial Endowed Scholarship. Established in 1995 by family and friends, this scholarship is awarded to students in any curriculum.

Norman T. Parker, Jr. Endowed Scholarship. Established in 2002 by Mr. Parker's daughter and son-in-law, this scholarship is awarded to students in any curriculum.

General Henry Hugh Shelton Endowed Scholarship. Established in 1999, this scholarship is awarded to students in any curriculum. A native of Speed, General Shelton became the 14th Chairman of the Joint Chiefs of Staff in 1997.

Charles Sherrick, Sr. Memorial Endowed Scholarship. This scholarship was established by Mrs. Sherrick in 2011 to help a student in the Facility Maintenance Worker, Automotive, or Electrical curriculum.

Vivian Patterson Smith Memorial Endowed Scholarship. This scholarship was established for disabled students.

Carl W. Stephens, Jr. Memorial Endowed Scholarship. This scholarship was established in 1995 on the untimely death of the hard-working 28-year-old radiography student, Carl Stephens, Jr. This endowment funds an annual scholarship for a deserving student in the Radiography program.

Mary Thigpen Strickland Memorial Endowed Scholarship. This scholarship was established for a student in the first-year Associate Degree Nursing program.

Tarboro Lions Club Endowed Scholarship. Established in 1987, this endowed scholarship was formed to demonstrate the Lions Club's appreciation for public

participation in the Club's fund raising projects. This scholarship is awarded to students in any curriculum, but students who are blind or/and visually impaired or children of the blind or visually impaired are given first consideration.

Tarboro Student Aid Association Endowed Scholarship. Established in 1998, this scholarship is awarded to students in any curriculum. This association was established in the 1940s by civic and fraternal clubs and organizations to provide loans to graduates of Tarboro High School who planned to attend college. When this group dissolved in 1998, members established this endowed scholarship at ECC.

Vidant Edgecombe Hospital Endowed Scholarship. This scholarship was established in 2000 to support the pursuit of training in the Allied Health field.

Eddie Walker Memorial Endowed Scholarship. Established in 1990 to honor a former Business Administration instructor at ECC, this scholarship is awarded to students in the Business Administration program.

Veryl Wood Memorial Endowed Scholarship. This nursing scholarship was established in 1992 to honor this exceptional nurse.

Sylvia "Red" Baker York Memorial Scholarship. This scholarship was established by family and friends in 1999 to honor Mrs. York, a Tarboro native who spent most of her professional career in Raleigh and became the senior loan officer with Crestar Mortgage. She was recognized as one of the most productive and respected loan officers in the Raleigh area. The scholarship is awarded to students in any curriculum.

Named Community Scholarships

Thomas L. Boyette Memorial Scholarship. Established in 2004 to honor Mr. Boyette's 38 years of service to Superior Essex. This scholarship is awarded to students in the Electrical Electronics program.

John Cherry Memorial Scholarship. This scholarship was established in 2004 by the Tarboro Association of Saltwater Sportsmen to honor the memory of John Cherry, son of Police Chief and Mrs. Robert Cherry. The scholarship is awarded to students in any curriculum.

Ebonettes Club of Tarboro Scholarship. Established in 2001, this scholarship is awarded to a woman in any curriculum.

Edgecombe Garden Club Scholarship. This scholarship was established in 2003 to support education in Edgecombe County. The scholarship is awarded to students in any curriculum.

Edgecombe-Nash Retired School Personnel. This scholarship is awarded to a second-year college transfer student with intent to major in elementary or secondary education.

Golf Tournament Scholarships. Each year the Edgecombe Community College Foundation conducts a golf tournament to raise much needed scholarship dollars. These scholarships are awarded to students in any curriculum.

Gravely Scholarships. One of the oldest private scholarship funds in the twin county area, this scholarship provides funding for students at ECC, Nash Community College, and Wesleyan College.

H&R Block Scholarship. This scholarship was established in 2011 by Proctor Kidwell in memory of his mother, Louise Proctor Kidwell. A hard working accounting student is awarded this scholarship.

Thomas W. Hicks Memorial Scholarship. Established in 2002 to honor Thomas W. Hicks, who worked in life insurance and estate planning in Rocky Mount for 62 years, this scholarship is awarded to students in a business-related field.

Junior Guild of Rocky Mount Scholarship. Established in 1995, this service club scholarship is awarded to a woman in any curriculum.

Murdock Webbing Scholarship. Established in 2003 to recognize the importance of education and training in obtaining good jobs and supporting families, this scholarship is awarded to students in any curriculum.

Dorothy Pope Memorial Scholarship. Established in 2010 by family and friends in honor of Mrs. Pope's dedication to the education and training of young children. This scholarship goes to an Early Childhood Education student who would like to make a difference in the lives of young children.

Alicia Dupree Revis Surgical Technology Scholarship. This scholarship was established in 2010 to support a Surgical Technology student at ECC.

Rocky Mount Business and Professional Women's Organization Scholarship. This scholarship is awarded to women who are 25 years old or older and are going back to school to enter a new field or better their careers.

Rocky Mount Garden Club Scholarship. This scholarship is awarded to students in any curriculum.

Rocky Mount Kiwanis Club Scholarship. Established in 1992, this scholarship is awarded to students in any curriculum. A focus on education by this club results in an annual scholarship to ECC.

Margaret M. Rudolph Memorial Nursing Scholarship. Established in 2010 by her husband and family to honor the memory of Mrs. Rudolph's passion for nursing. This scholarship helps nursing students reach their goals.

State Employees Credit Union Scholarships. Established in 2005, these scholarships encourage excellence by supporting student achievement.

Sunshine Hair Design Scholarship. This scholarship was established in 2004 by business owner Renee Owens. Ms. Owens completed her cosmetology training at ECC and was able to establish a thriving business in this community shortly after completion. Ms. Owens wishes to support other cosmetology students by this annual scholarship.

Tarboro Kiwanis Club Scholarship. The Kiwanis Club is an international service organization of men and women who share the common goal of community and world improvement. Established in 1990, this scholarship is awarded to students in any curriculum.

Tarboro Pilot Club Scholarship. This nursing scholarship was established in 1997 by the Tarboro Pilot Club. This active service club focuses on the education and prevention of brain injuries. The Pilot Club conducts many activities throughout the year, such as the bicycle rodeo, the Alzheimer's walk, car seat safety training, and puppet shows concerning safely awareness in children. This scholarship is awarded to first or second year nursing students.

Telco Credit Union Scholarship. Telco Credit Union recognizes the importance of education and rewards a member who is a student at ECC in any curriculum.

Vidant Edgecombe Hospital Aux. Volunteers Scholarship. This volunteer organization provides not only many needed services for patients at Vidant Edgecombe Hospital but also a scholarship each year for a deserving nursing student. The first scholarship was awarded in 2002.

Joe Webb Memorial Scholarship. Established in 2002 to honor a 30 year instructor at ECC, this scholarship will aid a student in any curriculum.

Wells Fargo Bank Scholarship. Established in 1970, this scholarship provides financial assistance to students in any curriculum.

Woodmen of the World Scholarship. Established in 1994, this scholarship is awarded to second-year nursing students.

Eligibility Requirements

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the following criteria:

1. Be enrolled or accepted for enrollment in an eligible program of study at ECC on at least a half-time basis (In some cases, students may receive financial aid for less than half-time enrollment.)
2. Be citizens or eligible non-citizens of the United States with a valid Social Security number
3. Demonstrate financial need
4. Have a high school diploma or GED certificate
5. Be making satisfactory progress in the course of study being pursued

If students qualify for financial aid, they receive an award letter. The award letter is not a guarantee of funds; therefore, it is important that students understand the terms and conditions of the award. They should review the award carefully.

Application Procedure
Currently Enrolled Students

Financial aid awards are made for one academic year at a time; therefore, it is necessary for students to reapply for federal aid each year. In order to remain eligible for aid, they must meet the following criteria:

1. Submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.
2. Maintain Satisfactory Academic Progress (SAP). Students are required to complete at least 67 percent of all attempted hours of course work and must maintain a cumulative grade point average (GPA) of 2.0 – a "C" average.

Deadlines for Submitting the Free Application for Federal Student Aid (FAFSA)

Students should submit their FAFSA early. For priority consideration, submit the application by March 15th of each year. Awards offered to students meeting the priority deadline and determined eligible, may receive the North Carolina Student Incentive Grant and/or the Federal Supplemental Educational Opportunity Grant or both in addition to the federal Pell Grant.

Notification of Award Decisions

Students are notified of award decisions for the academic year typically in the summer (usually June). Awards for students beginning in semesters other than fall are generally made a few weeks prior to the start of that semester.

Payment Schedules

Students who have received financial aid award letters and have funds remaining after tuition and fees, books and supplies, and other charges have been deducted will receive a refund check according to the following schedule:

Fall, 2013 – October 08, 2013
Spring, 2014 – February 18, 2014
Summer, 2014 – June 27, 2014

Satisfactory Academic Progress (SAP) Policy Statement

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) towards the completion of eligible degree, diploma or certificate programs. This policy applies to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Student Loans (Subsidized, and Unsubsidized). In addition, the SAP policy applies to the North Carolina State Grant program as well.

SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment. All hours previously attempted are considered in determining SAP; therefore a student's complete academic history is reviewed even if the student did not previously receive financial aid. Students who have never received financial aid may be placed on financial aid warning based on having a Cumulative GPA below a 2.0, or having completed less than 67% of the hours previously attempted. Students who have attempted more than 150 % of the hours required to complete their current active, academic program go into a Suspension status.

Transfer students are required to submit official transcripts from ALL previously attended colleges, regardless of whether or not they have received financial aid. Official transcripts must be submitted to the Edgecombe Community College Office of Admissions. Unofficial transcripts will not be accepted.

SAP Definitions

Satisfactory: Student is eligible for financial aid if all other financial aid eligibility criteria are met.

Warning: Student remains eligible for financial aid; however, the student must meet the SAP requirements at the conclusion of the next term of enrollment. Failure to do so will result in the student being placed in a suspension status.
Probation: Student was suspended from financial aid, has submitted an appeal, and the appeal has been approved. The student is conditionally eligible for another semester of financial aid. Any specific conditions in addition to the student making SAP at the end of the probationary semester are noted in the probationary communication to the student. Failure to meet probationary requirements will result in the student being placed on Financial Aid Suspension once again.
Suspension: Student is not eligible to receive federal student aid or state grant assistance. The student must fund his education without the benefit of federal student aid or state grant assistance.

SAP Requirements

Students are encouraged to meet with an Academic Advisor to ensure they are meeting program requirements.

1. Qualitative Standard - Cumulative Grade Point Average
   A student must maintain a minimum cumulative grade point average (CGPA) of a 2.0. Grades for repeated courses are included in the GPA calculation for SAP. Grades received in remedial courses are included in the cumulative GPA calculation.
2. Quantitative Standard - Pace of Progression
   Students must complete a minimum of 67% of the hours they attempt at ECC as outlined in the chart below. Grades of F, I, U, W, WF, AU, NS, IP, and R do not count toward the minimum credit completion requirement. Students who fail or withdraw from a class may repeat the class and receive financial aid, if, they are considered to be making SAP. Students who pass a course (A, B, C, D) and wish to take it again may do so one time and receive financial aid to help pay for the class. If students take a previously "passed" class for the third time, they will be denied financial aid for that specific class. Remedial courses are counted in the pace of progression at ECC. It is important to minimize the number of times a student repeats a course so as not to be suspended for falling below a 67% pace of progression.
   Below are examples of the minimum pace of progression necessary to maintain SAP:
   Cumulative credit hours taken at ECC Greater than 67% Pace of Progression

3 credit hours	2 or more credit hours
6 credit hours	4 or more credit hours

12 credit hours	8 or more credit hours
24 credit hours	16 or more credit hours
48 credit hours	32 or more credit hours
72 credit hours	48 or more credit hours
90 credit hours	60 or more credit hours

3. Maximum Time Frame for Completion of a Degree, Diploma, or Certificate (150% Rule)
   The maximum time frame for completion of an academic program is measured by the total number of credit hours a student has attempted at ECC plus all transferred hours accepted from other schools. Credit hours attempted at ECC, but not completed, are always counted per Federal Regulations; all credit hours are included regardless of whether or not financial aid was received during the time the credits were taken. Hours for repeated courses are always counted. The maximum number of credit hours cannot exceed 150% of the credit hours required for the academic program that the student is pursuing. This is referred to as the 150% rule. Once 150% of the credit hours are reached the students are suspended. A student should work with an academic advisor to ensure that he is on track to complete a program. A student should avoid repeating courses if at all possible. Changing academic programs may require a student to take additional hours and exceed the 150% threshold; however, a student can appeal to the Financial Aid Office to make an allowance for the additional hours required to complete the new academic program.

Second Degrees, Diplomas, or Certificates

A student enrolled in a second (not concurrent) academic program is limited to receiving financial aid for the specific courses required to complete the second academic program as determined by an ECC Academic Advisor and documented by an official ECC Advisement Plan. Prior to meeting with an Academic Advisor students must submit ALL official academic transcripts from ALL previously attended institutions. Official transcripts from ALL previously attended post-secondary institutions (not high schools) must be submitted to the Office of Admission. A student seeking a second academic credential will be placed on "Restricted Hours", which requires meeting with an academic advisor and submitting a new program form to the financial aid office. Students who have already acquired a Bachelor's degree may be eligible for loans but will not qualify for North Carolina State Funding, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant (SEOG) per Federal Regulation. A student with a previous Bachelor's Degree may receive financial aid at ECC for classes

that are not repeats of the general education credits earned while completing the Bachelor's Degree. Once students have been approved and they are receiving financial assistance related to the completion of the second degree they may not change degree plans in order to receive additional financial assistance. Students who do not follow the second degree plan will become ineligible for continued assistance unless there are mitigating circumstances. Students are allowed to complete two academic programs and receive federal student assistance.

Treatment of Remedial (Developmental) Courses

As previously referenced, remedial or developmental credit hours (classes numbered below 100) are counted towards a student's 67% pace of progression. The courses also count relative to the 150% rule.

Retaking Coursework

The regulatory definition for full-time enrollment status (for undergraduates) has been revised to allow a student to retake any previously passed course one time only. For this purpose, passed means any grade higher than an "F". This retaken class may be counted towards a student's enrollment status and the student may be awarded federal student aid for the enrollment status based on inclusion of the class. A student may be paid more than twice for repeatedly failing the same course (the SAP policy still applies to such cases). However, if a student passed a class once he can be paid again for retaking the class once. Regardless of the grade achieved the student may not be paid for retaking the class a third time.

Consortium Agreements and SAP

If a student has an approved consortium agreement between ECC and another institution in which ECC is the host institution, credits earned at the other institution do not count as if they were taken at ECC. A student who is approved for a consortium agreement is required to have an OFFICIAL academic transcript sent to the other institution immediately following the end of the semester.

Application of SAP Requirements

Below are the criteria used by ECC to determine SAP status:

This Semester	Cumulative GPA at End of Semester	Next Semester
Satisfactory	2.0 or greater AND 67% or greater	Good
Satisfactory	2.0 or greater BUT Less than 67%	Warning
Satisfactory	Less than a 2.0 BUT 67% or greater	Warning
Warning	2.0 or greater BUT Less than 67%	Suspended
Warning	Less than a 2.0 BUT 67% or greater	Suspended
Probation	Less than a 2.0 BUT 67% or greater	Suspended

- Students who drop or withdraw from all courses for a semester, or receive any combination of F's, W's, WF's, I's, U's and R's are automatically placed on financial aid WARNING and may be required to return all or a portion of the financial aid they received.
- Students who have reached the maximum number of credit hours allowed to complete an academic program (150% rule) are also placed in a suspension status. The maximum number of credit hours (150% rule) is evaluated on previous enrollment, even if the students did not receive financial aid for all hours attempted. Once 150% of the allowable credit hours are reached, the student becomes ineligible for additional financial assistance.
- SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment.

Regaining Eligibility After Being Suspended

Students who are suspended from financial aid may appeal their status. Students who do not appeal, but wish to continue at ECC do so at their own expense. Students must bring their cumulative GPA above 2.0 and/or complete successfully the number of hours required to achieve a minimum of 67% in order to re-gain financial aid eligibility. Students who have exceeded the maximum number of credit hours (the 150% rule) must complete the degree without receiving additional financial assistance unless circumstances warrant an increase in the number of hours allowed.

SAP Appeals

SAP appeal forms are available in the Office of Student Financial Aid, submitted with email as an attachment, and can be downloaded from the Financial Aid Homepage. Appeals are evaluated by the Financial Aid Office and notification of the decision is sent within 10 working days of the receipt of the appeal. The SAP appeal decision is sent electronically to the student's ECC email address or in writing to the address on file with ECC. The decision made by the financial aid office is final.

Students are expected to monitor their own SAP and consult with the Office of Student Financial Aid when there are questions or concerns. The office provides written or electronic notice to students when students are on financial aid warning or when they are suspended. It is imperative that students keep their mailing and email addresses updated with ECC and check their ECC student email on a regular basis.

SAP Website

The Office of Student Financial Aid Satisfactory Academic Progress policy is on the Financial Aid page at http://www.edgecombe.edu/student-support. The SAP information on the Financial Aid Homepage is typically the most up-to-date policy information available. SAP policy, procedures, and appeal forms will be printed out for students upon request.

Veterans' Affairs

Role of Office of Veterans' Affairs

The Office of Veterans' Affairs serves to help assimilate veterans into the campus community and its environment. The office provides a myriad of services all designed to assist veterans in the pursuit of their educational objectives.

Assistance begins by helping veterans select a program of study which is suitable to their aptitudes, interests, and abilities. Once a program has been selected and veterans have been accepted by the college, they are assisted in completing their paperwork in order to be certified by the Department of Veterans' Affairs. Prior to certification, official transcripts from high school and all post-secondary training attempted must be submitted and evaluated in order that credit for previous training may be granted where appropriate.

Students must submit a certified copy of their DD-214 (Report of Discharge) or DD2384 (NOBE) and a 22-1990 (Application for Benefits). After completing the original application and providing supporting documents, veterans must be certified by this office. This certification must show complete identifying information, file number, course name, previous credit allowed, enrollment period, expected graduation date, and additional information as needed.

Veterans who are experiencing academic difficulties in degree/diploma programs are advised to request tutorial assistance, which is provided free of charge. Veterans whose average falls below a two-point-zero (2.0) or "C" average GPA are placed on probation and are so advised in a probation letter. Veterans who fail to make satisfactory progress are terminated (ECC termination letter) and so advised by the college and the Veterans Administration.

The ECC Office of Veterans' Affairs makes referrals to local and state organizations such as the Employment Security Commission, VA County Service Officer, Vocational Rehabilitation, the Department of Social Services, and the Health Department, when possible, to accommodate special needs of veterans.

Veterans' Counseling

The college programs are approved for the training of veterans. Veterans and eligible veterans' dependents who wish to pursue their education under the G.I. Bill must be counseled at the college by the Veterans' Counselor.

Satisfactory Progress Policy for Veterans

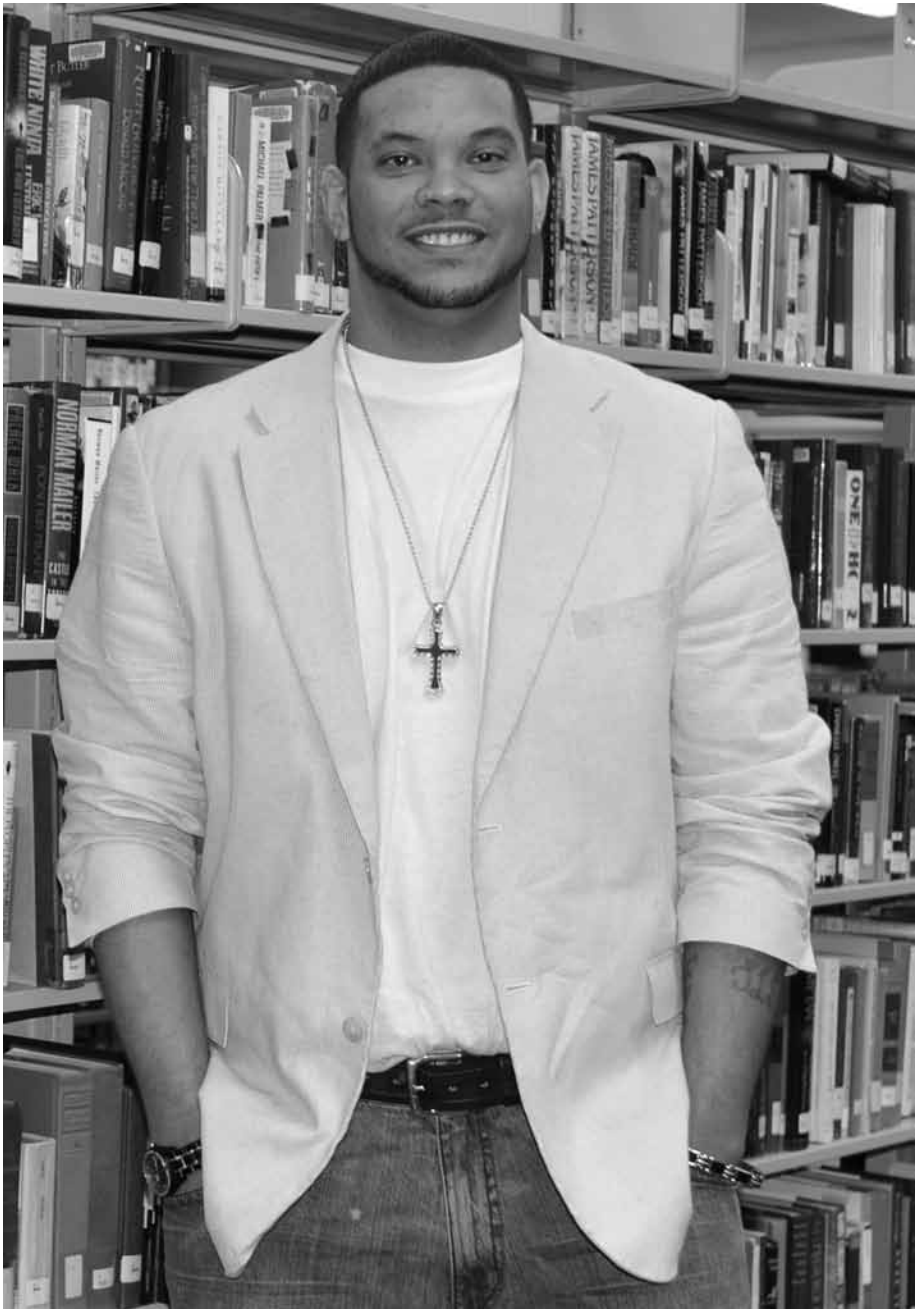
The Veterans Administration regulations require that veterans maintain satisfactory progress in order to continue receiving their educational benefits. A detailed description of the college's policy concerning satisfactory progress follows:

1. All students are required to have a minimum of two-point-zero (2.0) averages for graduation.
2. When veterans fail to maintain a two-point-zero (2.0) grade point average (GPA), they are placed on academic probation for the following semester of enrollment.
3. At the end of a two-semester probationary period, veterans who do not have a two-point-zero (2.0) cumulative grade point average (CGPA), counting all subjects undertaken from the original enrollment, or who have withdrawn during their probationary period, have their benefits terminated for unsatisfactory progress. Veterans who have their benefits terminated for unsatisfactory progress must raise their average to the minimum required for graduation before being recertified for educational benefits.

Veterans' Educational Assistance

1. Survivors and Dependents Educational Assistance Program (Chapter 35 of Title 38) entitles dependents of a veteran who died of a service-connected disability or who has a total disability arising from a service-connected disability to receive benefits from the Veterans Administration.
2. The Post-Vietnam Era Veterans' Act under Chapter 32, Title 38, provides educational assistance for veterans who saved money to be matched. The program is for veterans who entered the military service on or after January 1, 1977.
3. The Selected Reserve Educational Program, Chapter 1606, provides educational assistance for service in the Selected Reserve.
4. Chapter 30, also known as the Montgomery G.I. Bill, covers those persons who entered active duty after June 30, 1985. GED preparation is not covered under Chapter 30.

Students initiate proceedings by contacting their local Veterans' Affairs office. The Student Services Department is the clearinghouse on campus for veterans' affairs.



Academic Regulations

General Information

Student Classification

1. Full-Time Students – Students enrolled who are registered for twelve (12) or more credit hours.
2. Part-Time Students – Students who are taking fewer than twelve (12) credit hours.
3. Special Credit Students – Part-time students who are not seeking a degree or diploma. Students may take no more than twelve (12) semester hours credit without declaring a major.
4. First (1st) Year Students – Students who have successfully completed fewer than thirty-two (32) semester credit hours.
5. Second (2nd) Year Students – Students who have successfully completed thirty-two (32) or more semester credit hours.

Student Course Load Policy

Full-time curriculum students must take a minimum of twelve (12) credit hours. Normally students take fifteen (15) to eighteen (18) hours. Students registering for more than twenty (20) credit hours must have a cumulative grade point average of two-point-zero (2.0) or above and permission of the divisional academic dean.

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

Criteria for Official Enrollment

In order to be officially enrolled, students must have registered, paid their tuition and fees, and attended classes on or before the ten percent (10%) point of the semester. For online classes, there must be evidence of active participation in courses by the ten percent (10%) point, or students may bewithdrawn from courses.

Course Numbering

Courses are numbered in accordance with the following system:

1. Developmental studies courses are indicated by a three-letter prefix, and numbers range from 010-099. Developmental studies courses do not earn academic credit.
2. A.A., A.F.A., A.G.E., A.S., and A.A.S. degree courses are indicated by a three-letter prefix, and numbers range from 110-199 and 210-299.
3. Diploma courses are indicated by a three-letter prefix and numbered 100-109 and 200-209.

4. Continuing education courses beyond high school are indicated by a four-letter prefix and numbered 2000-4000.

Course Audits

Students who wish to audit courses must register through regular registration procedures. Audit students do not receive credit but are encouraged to attend classes regularly, participate in class discussions, and take all examinations.

Audit courses may not be changed to credit courses after the drop/add period, nor may credit courses be changed to audit courses. Audit work may not be used toward diploma or degree requirements.

In the event of limited classroom space, first priority for a classroom seat must go to students enrolled for credit. The fees for audit courses are the same as those for courses taken for credit.

Course Substitutions

Under special circumstances, course substitutions may be made in a program. Any course substitution must have the written approval of the advisor, department chairperson of the program involved, division dean, and the Vice President of Instruction. In the event a course has been deleted from a particular program, a course substitution may be used to meet the requirement.

Course Pre-requisites

Pre-requisites are requirements that must be met before students can enroll in a specific course. The pre-requisite may be a class that is required before registering for the next level, or it may refer to placement test scores that are required before registering.

Students must comply with Edgecombe Community College requirements that courses may not be taken until all pre-requisites have been met. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The appropriate advisor, department/division head, and dean of the division in which the course is offered must approve such exceptions in writing. Upon the written recommendation of these individuals, the Vice President of Instruction will render a decision on the exception request.

Exceptions to course pre-requisites may include the following:

- Developmental pre-requisites may be fulfilled by appropriate placement test scores; placement test scores may be waived based on a SAT or an ACT score;
- Visiting students who have written documentation from their college/university to enroll in a specified course that has a pre-requisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);
- Students who have life experiences that are deemed equivalent to or supersede the pre-requisite; a formal review of course level outcomes would occur and be maintained in the student's records;
- Students who successfully transfer in a course that has a pre-requisite would not have to take the pre-requisite;
- Successful completion (C or better) of a higher-level course in the same content as the requisite may be used to meet the pre-requisite requirement;
- Credit by exam may be used to meet pre-requisite requirements.

Course Co-requisites

Co-requisite courses are courses that must be taken at the same time or prior to the beginning of a course. Examples include BIO 094 Concepts of Human Biology and DRE 099 Integrated Reading & Writing III. Another type of co-requisite includes lecture and lab courses such as COS 111 Cosmetology Concepts I and COS 112 Salon I. All lecture and lab courses must be taken together during the same term. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The advisor, department/division head(s), and dean of the division in which the course is offered must approve such exceptions in writing. Upon written recommendation of these individuals, the Vice President of Instruction will render a decision on the exception request.

Course Failures/Prerequisites

If students fail a prerequisite course, they must repeat and successfully complete the prerequisite before beginning the next course. This course repetition could result in students being enrolled for a longer period than is normally required to complete the requirements for graduation.

Repetition of Courses

A student who fails a course may repeat that course until the student receives a passing grade. Students who receive a passing grade of "D" or better on a curriculum course may repeat the course once to seek a better grade. If a grade of "C" is required for progression in a student's program of study, then a student may

repeat the course until a grade of "C" is obtained, however, financial aid will not pay for more than one repeat of a course after a passing grade of "D" is obtained.

No course may be counted more than once in calculating the total number of hours toward graduation. For any course repeated, the highest grade earned is used in calculating the major grade point average hours toward graduation. At the time a higher grade is earned, students are responsible for notifying the Registrar to have the higher grade computed in the grade point average. The lowest grade comes out of the grade point average but remains on the official transcript.

Veterans who wish to repeat a course for which a passing grade has been earned do not receive educational benefits for repeating a course unless a "C" is required for progression in the program.

Schedule Changes and Drop/Adds

Students are expected to carefully plan their schedules in advance with the assistance of their advisors. All changes in schedules (drop/adds or section changes) must be adjusted during the drop/add period the first five (5) school days of the fall and spring semesters and the first three (3) school days of the summer semester. Changes in schedules must be approved by both the Student Services Department and the faculty advisor. Any new registrations after the first day of the semester must be approved by the Vice President of Instruction. The following additional guidelines apply:

1. Students may withdraw from a class up until the sixty percent (60%) point without penalty.
2. Students withdrawing from a class after the sixty percent (60%) point receive a grade of "F" regardless of class standing.
3. Students are not allowed to change a course initially taken for credit to audit status after the drop/add period.
4. Students who stop attending a course at any point in the semester but do not officially drop receive an "F" in that course.
5. All veterans should contact the college counselor in the Veterans' Office prior to dropping any course.
6. A standard semester is sixteen (16) weeks.

Dean's List and President's List

Full-time students who earn a grade point average (GPA) of three-point-five (3.5) without receiving a grade lower than "C" are placed on the Dean's List. Full-time students who earn a grade point average (GPA) of four-point-zero (4.0) maintaining an "A" average are placed on the President's List. Developmental courses are not counted either as hours towards full-time enrollment or in the calculation of the grade point average. Students who receive an "I" are not eligible for the Dean's or President's List.

Degree, Diploma, and Certificate Requirements

The following minimum requirements have been established for the Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science degrees; the vocational diploma; and certificates.

1. Students must complete all course requirements as outlined in their curricula. Graduates must have earned at least a two-point-zero (2.0) grade point average (GPA) in courses presented for graduation.
2. Students must earn a minimum of twenty-five percent (25%) of credit hour requirements at ECC.
3. Students must be recommended by the chair of the department in which they complete their major work.
4. Students must complete the Career Readiness Certification assessments.
5. Students must fulfill all financial obligations to the college and return all borrowed library books and materials.
6. Students participating in graduation activities must wear the appropriate cap and gown attire.
7. Students completing an AA, AFA, or AS degree, must make a "C" or better in each course.

Commencement Exercises

A commencement exercise to award degrees, diplomas, and certificates is held at the end of the spring semester. The specific date for commencement is listed in the college calendar. All students receiving degrees, diplomas, and certificates are expected to attend commencement exercises.

Marshals

Being named commencement marshals is an honor for rising sophomores who have maintained the highest scholastic averages during their freshman year. The Vice President of Student Services designates the chief marshal.

Distance Learning

Distance Learning at Edgecombe Community College (ECC) includes those classes that individuals can take anytime and anywhere for which classroom attendance is not required. The classes include curriculum college-credit courses, Continuing Education non-credit courses, and the online GED/Adult High School Diploma program. The distance learning classes are best suited for mature, self-motivated students who have good study skills and do not need to be reminded to study and complete their assignments. Student support services, such as the library, student services, and financial aid, are available without being on campus. Changing lives with quality instruction and a genuine concern from instructors is an integral part of Distance Learning at ECC.

Available Courses/Programs

Curriculum Courses

Two types of distance learning curriculum courses are offered at the college: online courses and hybrid courses.

Online

Online courses can be taken anytime and anywhere, provided individuals have access to the Internet. Classroom attendance is not required. The online curriculum classes compare to traditional classroom courses in that they earn the same credit, have the same quality and standards, are fully accredited, and have the same course objectives.

Hybrid

Hybrid courses combine the traditional classroom and the Internet. Therefore, depending on the instructor, students must meet on campus at certain times during the semester. Lessons are completed online. As with online classes, hybrid courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available online for hybrid students.

A schedule of curriculum course offerings (online and hybrid) can be found by clicking on "Find Classes" on the Academics menu on the ECC home page: www.edgecombe.edu.

Online Degree Programs

Edgecombe Community College has three (3) totally online degree programs: Business Administration, Health Information Technology, and Early Childhood. Students never have to come on campus to receive a degree in these programs; the courses are all online.

ED2GO

The Ed2Go (www.ed2go.com/edgecombecc) non-credit online courses are informative, fun, convenient, and highly interactive. These courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas (chat rooms), and supplementary links. All courses run for six weeks with a two-week grace period at the end.

These courses begin every month and can be completed from the home or office during the day or evening. Twenty-four (24) contact hours in length, they generate 2.4 Continuing Education units (CEUs). These courses require Internet access, email, and a Web browser, such as Internet Explorer or Mozilla Firefox. The courses are approved for teacher renewal. Upon successful completion of a course, students receive an official certificate issued by the Division of Corporate and

Community Development. For further information, interested persons should call (252) 823-5166, ext. 220.

GED/Adult High School Online

Students can prepare for the GED exam or the Adult High School Diploma at home, using the Internet. Both programs are free of charge and are fully accredited.

An on-campus orientation is strongly suggested for the online Adult High School Diploma program. Prospective GED students need to visit the Learning Lab on the Tarboro or Rocky Mount campus to take a placement test and to take the actual GED Test.
Windows 98, NT, ME, 2000, XP are required.

For more information on the GED/Adult High School Diploma Online program, interested persons should call (252) 823-5166, ext. 229.

Characteristics of Successful Distance Learning Students

Extensive research has shown that there are certain qualities distance learning students should have in order to be successful in this type of instruction. These qualities include, but are not limited to, the following:

1. Are mature, self-directed, and goal-oriented.
2. Are disciplined and organized.
3. Are dependable and responsible.
4. Know how to work independently and keep up with assignments.
5. Have the necessary college reading and writing skill levels.
6. Are able to think critically and solve problems.
7. Have completed the necessary prerequisites for the course.
8. Know basic word processing.
9. Have the required computer hardware and necessary software.
10. Are familiar with sending and receiving email.

Distance learning students should be willing to participate in a course orientation session, when applicable; begin course activities within the first week of the course; on a routine basis set aside an adequate amount of time for study; and contact the course instructor promptly with questions about aspects of the course.

Computer Requirements

Students must have easy access to a Microsoft Windows computer connected to the Internet, a Web browser such as Netscape Navigator/Communicator, Firefox, Safari, or Internet Explorer 6.0 or later, an email address, and the Microsoft Word processing software. Some online classes may also require Microsoft PowerPoint.

Software Used by the College

Moodle is the software used by the college for all curriculum online and hybrid courses. For more information about Moodle or to review an online orientation, you may visit the following link (no password needed): http://moodle.edgecombe.edu/mod/resource/view.php?id=3468

Moodle Login Information

1. Go to www.edgecombe.edu
2. Click on the "Moodle" logo at the top of the page
3. Use the following information to set a username and password and then use those to login:

Username:

Your Moodle user login name is your first initial, last name, and first four digits of your date of birth.

Example - John Smith Born May 18, 1988, the username would be: jsmith0518.

Password:

The password for Moodle, Webadvisor, and MyEdge email accounts is the same. Please use the following instructions to create your password for Moodle, Webadvisor, and MyEdge email accounts.

1. Go to Webadvisor at: webadvisor.edgecombe.edu/WebAdvisor/WebAdvisor
   - Verify you can access login with your UserID (which is the same as your UserID you have for your MyEdge email account). The UserID is your first initial last name month & day you were born. Example: Joe Smith born on August 2 would be jsmith0802. Your default password is the last 6 digits of your social security number. Example: If your SSN is 123-45-6789, your password would be 456789.
   - Once logged in, you will be forced to change this password. First, enter your UserID and your password (last 6 digits of your SSN). You will be prompted to enter a new password. The new password must be between 6 and 9 characters and contain both letters and numbers. Submit & logout. Please log back into Webadvisor to make sure your new password is working. Note: If you ever want to change your password, go to the EdgeID link below.
2. Once your Webadvisor login is working (with new password), you must go to the following link to activate and enroll your ID and password: https://edgeid.edgecombe.edu. The activation must be done by everyone (even those who already had a Webadvisor account).
   - To activate your UserID/Password, click on "Enroll".

- Enter your UserID and password (you just created in Webadvisor).
- You will be prompted to answer 3 security questions. Enter your answers. Answers to security questions are case sensitive.
- Click on "Enroll"

3. Check immediately your Webadvisor and MyEdge email accounts to be certain your new password has been accepted.

Moodle Support/Report Problems

For technical support and to report problems, please contact Mr. Arnold Worsley, Moodle Administrator: worsleya@edgecombe.edu or (252) 823-5166, extension 281. The direct link to Moodle is modle.edgecombe.edu

Tutorial Support

Edgecombe Community College also offers online tutorial support through Smarthinking, a leading provider of online tutoring and academic support. The free software offers live tutoring anytime, from anywhere, 24/7. Students are provided a link to Smarthinking in their Moodle course.

Cooperative Education

Cooperative Education (co-op) is designed to give students enrolled in selected programs in the college an opportunity to elect to work on a job relevant to their major while earning credit toward their degree. This combination of classroom instruction with practical, related work experience provides numerous benefits to participating students.

Co-op students may work one (1) or two (2) semesters in part-time or full-time jobs with employers selected and/or approved by the college depending on their program of study. Academic credit is given for the learning gained during the co-op work period. Students are contacted or visited periodically by their co-op or program instructor/coordinator and receive on-the-job supervision by their employer. If interested, contact your program advisor or the Director of Cooperative Education at (252) 823-5166, ext. 221.

Eligibility

All students enrolled in programs that require or offer the elective option of Cooperative Education for academic credit and who have completed a minimum of nine (9) credit hours within the appropriate program of study may be eligible to enter the Cooperative Education program. Students must meet the following conditions:

1. Possess the skills to be a creditable employee.
2. Be at least seventeen (17) years of age, subject to the rules and regulations of the NC Department of Labor Youth Employment Laws, and the US

Department of Labor Fair Labor Standards Act.

3. Have a minimum academic standing of two-point-zero grade point average (2.0 GPA).
4. Be approved by the co-op coordinator and their faculty advisor.
5. Be in an eligible program of study.
6. Have a co-op work site (volunteer or paid) that relates to their major.
7. Not be supervised by a family member.
8. Take no more than four (4) co-op courses in a selected major.

Curriculum Program Restrictions

Students must be enrolled in a curriculum program to participate in a cooperative work experience activity. Curriculum students cannot be "tuition exempted." Students in the following academic programs may not participate in co-op:

1. Career & College Promise Students
2. Special Credit Students
3. Associate in General Education Students
4. Gifted and Mature Students (under 16 years of age)
5. Programs in a Correctional Setting (23 NCAC 02E.0403)(c)

Application Procedure

Interested students should obtain an application from their faculty advisor or the Cooperative Education Office. The application should be approved and signed by their faculty advisor then turned into the co-op office. If students are accepted into the co-op program, the co-op coordinator or faculty advisor makes suggestions for locating employment. It is the student's responsibility to locate employment and it is the job of the co-op coordinator to approve the employment site. In some cases, students may already be employed appropriately and may bring this employment to the attention of the faculty advisor and/or the co-op coordinator.

Students interested in Cooperative Education are encouraged to contact the co-op office before the start of the semester. Information is also available through faculty advisors and/or the Student Services Department.

Orientation

All students enrolled in Cooperative Education classes are required to attend a mandatory orientation session. During orientation, students will be given instructions and explanations regarding the student workbook, rules, and regulations of the Cooperative Education Program. Cooperative Education workbooks should be purchased from the bookstore before attending orientation. Students are required to complete and return the remaining pages of the workbook throughout the semester at times that are designated at orientation. The completed workbook is due at the end of the semester for grading.

Academic Credit

One (1) credit hour is awarded for the satisfactory completion of one-hundred-sixty (160) contact hours or ten (10) hours worked per week during a sixteen (16) week period. Two (2) credit hours are awarded for the satisfactory completion of three-hundred-twenty (320) contact hours or twenty (20) hours worked per week during a sixteen (16) week period. Students must also take a one (1) contact hour corequisite seminar course in addition to their one (1) or two (2) SHC work experience course. Depending upon the curriculum, co-op students may earn up tosix (6) semester hours of Cooperative Education credit toward their degree or diploma requirements.

A major portion of the final grade is based on the employer evaluation of students' work performance and the degree to which measurable learning objectives are accomplished each co-op period, as well as students' ability to meet deadlines in a timely manner. Each approved curriculum offering Cooperative Education as an elective designates the total credit hours that may be applied toward graduation.

Explanation of Class Placement

Each level of Cooperative Education has three (3) choices for classes, including a one (1) credit hour course or a two (2) credit hour course, and a one (1) credit hour corequisite seminar course. Courses must be taken in order of levels. The levels and corresponding course information are as follows:

Level 1

COE 111	1 Credit Hour	160 Work Hours per Semester
or		
COE 112	2 Credit Hours	320 Work Hours per Semester

- *No Prerequisites Required*
- *Corequisite of COE 115 Required*

Level 2

COE 121	1 Credit Hour	160 Work Hours per Semester
or		
COE 122	2 Credit Hours	320 Work Hours per Semester

- *Prerequisite of COE 111 or COE 112 Required*
- *Corequisite of COE 125 Required*

Grades

Scholastic Standards and Grading System

At the end of each semester, quality points are assigned in accordance with the following formula:

Grade	Numerical Equivalent	Explanation	Quality Points Per Credit Hour
A	93-100	Excellent	4
B	85-92	Above Average	3
C	77-84	Average	2
D	70-76	Below Average	1
F	Below 70	Fail	0
AU		Audit	0
CE		Credit by Exam (A-C)	2-4
I		Incomplete	0
P		Pass	0
T(A-C)		Transfer Credit (Grade)	2-4
W		Withdrew	0

Grades for developmental level courses are as follows:

P	Mastered 80% or More of Required Coursework	0
R	Did Not Pass	0
W	Withdrew	0

Quality points, which are the numerical equivalents of the letter grades, are used to determine students' rank in class and academic honors. A minimum grade point average (GPA) of two-point-zero (2.0) is necessary to meet the grade requirements for graduation in all programs. Students who graduate from a college transfer program must have a grade of "C" or better in all courses.

Grade point averages are determined by dividing the total number of quality points by the number of credit hours attempted. An asterisk beside a grade on the permanent student record means that the course does not count in the grade point average.

Grades

Academic Standing

To be in good academic standing, beginning students must have earned a grade point average of two-point-zero (2.0 GPA) by the end of the first semester and must maintain a cumulative grade point average (CGPA) of two-point-zero (2.0 CGPA) thereafter. All students are required to have a major GPA of two-point-zero (2.0) for graduation. Students who graduate from a college transfer program (AA, AS, AFA) must have a grade of "C" or better in all courses to graduate.

Academic Progress

The policy governing academic progress at Edgecombe Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. Procedures are designed to identify students experiencing academic difficulties and to ensure enrollment in an interventional plan. A minimum cumulative grade point average of two-point-zero (2.0 CGPA) is required for all curriculum programs leading to graduation. Certain programs may require a higher GPA for graduation.

Academic Warning

Students who have failed to achieve a cumulative grade point average of two-point-zero (2.0 CGPA) or above for any semester will be placed on academic warning for the following semester. Students on academic warning may register for a maximum of twelve (12) credit hours, unless otherwise approved by their advisor or counselor.

Students will be notified of their status and the advisor/counselor will prescribe an Intervention Plan that may include study skills, time management, counseling, or other appropriate workshops. Students will remain on academic warning until they re-establish a two-point-zero (2.0 CGPA) cumulative grade point average.

Academic Probation

Students whose cumulative grade point average falls below 1.0 will be placed on academic probation. Students on academic probation may register for a maximum of six (6) credit hours, until they achieve a 2.0 cumulative grade point. Students on academic probation may not register for classes unless approved by their advisor or counselor. Academic advisors will encourage students to repeat courses in which they received a failing grade. The lower grade will be dropped from the calculation of the cumulative grade point average (CGPA) and the higher grade will be used to calculate the CGPA.

Students will be notified of their status and the advisor or counselor will prescribe an Intervention Plan that may include study skills, time management, counseling, or other appropriate workshops.

Advanced Placement

Students may qualify for advanced placement at the college through any of the following means:

1. Successfully completing certain advanced placement tests at the high school level.
2. Passing a departmental proficiency examination.
3. Attaining at least a minimum score on certain College Level Examination Program (CLEP) subject tests.

Advanced Placement Program (AP) Offered at High Schools

Students can earn credit or advanced placement for college course work while they are still in high school. The Advanced Placement program (AP) offers thirty-five (35) college-level courses and thirty-five (35) exams in twenty (20) subject areas.

The college grants academic credit or advanced placement to incoming students with qualifying AP grades on the exams. Although the AP course information should be on students' high school transcripts, it is the responsibility of students to present supporting documentation to the college's Admissions Office for possible course credit.

Departmental Proficiency Examinations

By following the procedures listed below, students may request to take proficiency examinations for credit for courses during the first five (5) school days of a semester.

1. Students should consult with and receive permission from the program/department chair to take the examination and must give evidence of adequate preparation.
2. Credit by proficiency exam is not available for all courses.
3. Students must complete the registration process.
4. Regular tuition rates apply to all credit hours earned by proficiency examinations. Students pay the tuition at the Business Office and present a validated receipt to the instructor responsible for the challenged course. The instructor may then arrange a date and time for the examination, which may be written, oral, or both.
5. To successfully challenge a course, students must obtain a minimum score of seventy-seven (77) or "C" on the exam. Grades received on proficiency exams are recorded on students' permanent records. Students who do not successfully pass a proficiency examination for a course have to continue in the course in order to receive credit. If students do not wish to continue in the course, they should complete the official withdrawal form in the Student Services Department. Students who do not officially withdraw from the course receive an "F" on their permanent record, and

the grade is included in their grade point average.

6. Proficiency exams are given only for courses offered on the schedule that particular semester.
7. Students who fail a course are not eligible to earn credit by proficiency examinations.
8. Credit by proficiency exam taken at another institution may be accepted for credit at Edgecombe Community College (ECC). Credit by proficiency exam taken at ECC may not be accepted at certain four-year institutions.
9. Students receiving veterans' benefits need to see the counselor in the Veterans' Office prior to taking any proficiency exam.

College Level Examination Program

The College Level Examination Program (CLEP) is a national testing program of the College Entrance Examination Board through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. Area colleges and public libraries administer the CLEP General and Subject exams. Information about test sites is available in the Library. There is a charge for each exam, and pre-registration is required. The college awards credit for the subject area exams only. A grade of "T" (Transfer) and credit hours for the course are awarded. No quality points are awarded, and the grade is not included in the grade point average.

United States Armed Forces Institute (USAFI)

USAFI courses and tests were administered to military personnel prior to June 30, 1974. The college awards credit where applicable to students' programs of study following the guidelines of the Office on Educational Credit and Credentials (OECC) of the American Council on Education. A grade of T is awarded, and credit hours for the course(s) are awarded. No quality points are awarded, and the grade is not included in the grade point average. Official records of service personnel and veterans completing USAFI courses and tests prior to June 30, 1974, may be obtained at no cost from DANTES Contractor Representative (Transcripts), Educational Testing Service, Box 2879, Princeton, N.J. 08541.

Grade Changes

A grade may be changed only through mutual agreement of the Vice President of Instruction and the faculty member who gave the grade. Students have the right to appeal grades through due process.

Incomplete Grades

A grade of "I" may be awarded only when students have not completed the requirements of a course. If a grade of "I" is not removed within the following

semester, the "I" grade is automatically changed by the Registrar to a grade of "F."

At the time a grade of "I" is awarded, the instructor completes a "Notice of Requirements for Removal of an 'Incomplete'" form. That form includes the following information:

1. Specific requirements for the completion of the course.
2. The student's grade standing at the time the "I" grade is awarded.
3. The time period allowed by the instructor for the completion of the course.

It is the student's responsibility to contact the instructor concerning the removal of an "I" grade.

The form for the removal of incompletes is approved by the appropriate instructor and the Vice President of Instruction. No additional tuition is paid when the "I" grade is replaced with a permanent grade.

In-Progress Grades

A grade of "IP" may be awarded when students have not substantially completed the requirements for a developmental course although they were enrolled the entire semester. In such cases, students must enroll in the course again to complete the requirements for the course.

Tuition and student activities fees must be paid by students in order for them to re-enroll in classes for which they received the grade of "IP."

Transfer of Credits

Into the College

The college allows transfer credit for students from other recognized and accredited post-secondary institutions, provided that certain conditions are met:

1. The course is required for graduation at the college.
2. The course was passed with a "C" or better.*
3. The course closely parallels the content of that which it replaces at the college.

*Credits that transfer to the college with a "T" grade are not included in students' overall grade point averages.

The college will only accept two (2) courses designated as "Writing Intensive" by the transferring college to meet Edgecombe Community College's writing intensive graduation requirement. The acceptance of the course is subject to

the evaluation by the department head of the student's degree program. While accepting up to two (2) courses designated as "Writing Intensive," ECC students must take at least one (1) writing intensive course at ECC.

The college may grant credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services when consistent with students' program requirements. The college does not allow credit for experiential learning.

Transfer credit is awarded only upon approval by the department head. Applications for transfer credit are handled on an individual basis. Once an evaluation is completed, the Registrar sends a copy to the advisor and to the student, and one is kept in the academic file in Student Services. Advisors can view transfer credits on students in the Colleague file.

Between Programs at the College

Credit for subjects earned with a grade of "D" or better at the college is accepted in cases when students transfer from one curriculum to another within the college. Courses transferred must be comparable in content and contact hours to the courses for which credit is given. Transfer of credits from one curriculum to another is granted under the following conditions:

1. The course(s) is/are required for graduation in both programs.
2. Those credit hours designated "elective" in the major curriculum may be transferred from one curriculum area to another; this policy applies only to the number of credit hours designated as elective hours in those curriculum areas into which students transfer.
3. When students re-enter a curriculum in which they have been previously enrolled, all previous grades earned (including "F"s) in that curriculum are included in the cumulative grade point average at the time of re-entry.
4. Continuing education courses are not transferable to curriculum programs.
5. Health Science programs have separate policies for transfer of courses between programs.

Between Divisions of the College

Transfer of Continuing Education Credits to Curriculum

Continuing education credits that lead to a credential or certification may be considered for course equivalency. Program/departmental and Vice President of Instruction approval must be received, and the student must be enrolled in the program for which he or she is seeking credit.

The amount of credit awarded in such cases is established by the faculty in the subject area in which the credit will be awarded. Such credit is awarded only in areas which coincide with the college's regular curriculum offerings and are appropriate to the student's educational goals. The decision concerning whether credit will be awarded is based on documentation which demonstrates academic comparability to credit earned by traditional means. Evaluation criteria include comparable content and credit hours with the corresponding curriculum course, grade earned, accreditation standards, instructor qualifications, and the number of years since the credits were earned. In cases where the documentation does not support the awarding of credit for previous non-credit courses or training, a student may be allowed to demonstrate proficiency in the course competencies through a proficiency/challenge examination.

To receive credit for credentials or certification of professional, occupational, or continuing education courses or programs, the student must submit documentation showing completion of equivalent course work to the Vice President of Instruction's office. The maximum credit awarded must not exceed twenty-five percent (25%) of the total amount of credit required for graduation from the curriculum program in which the student is enrolled. Such credit may not be transferable to another program within the college or transferable from Edgecombe Community College to other colleges or universities.

To Four-Year Colleges and Universities

Comprehensive Articulation Agreement with the University of North Carolina System

In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the State Board of Community Colleges have developed and approved a Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. It applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina.

As one provision of the Comprehensive Articulation Agreement, students who complete the A.A., A.F.A, or A.S. degree requirements at any community college are able to transfer to constituent institutions of the University of North Carolina with junior status and are considered to have fulfilled the institution-wide, lower division general education requirements of the receiving institution. Community college graduates of these programs normally receive sixty (60) semester hours of academic credit upon admission to the university.

Other provisions of the Comprehensive Articulation Agreement address the transfer of general education core courses for non-graduates and transfer agreements for major or professional specialties.

Transfer Agreements with Private Four-Year Colleges and Universities
The college has formal transfer agreements with many private four-year colleges and universities in North Carolina. These agreements list programs and courses which are accepted for transfer. For information about transfer to a specific college or university, advisors should contact the College Transfer Program Coordinator.

Competency Requirements

Educational Program Outcomes

Edgecombe Community College identifies and assesses six (6) general education core competencies: communication skills, mathematical reasoning skills, critical thinking skills, technological skills, global and cultural awareness, and sustainability. The college assesses these competencies annually by administrating common departmental exams, embedding common questions on finals, and/or using common rubrics in a cross-section of the general education core and program areas. The common departmental exams are provided, the competencies and assessment methods are documented in an assessment chart, and the results of each assessment are documented in the institution's strategic planning process.

Learning Outcomes	Upon degree completion at Edgecombe Community College, the student will...
I. Communication Skills - Reading, Writing, Listening, & Speaking	Communicate effectively with verbal and nonverbal messages appropriate to audience, purpose, subject, and format.
II. Mathematical Reasoning Skills	Comprehend and apply mathematical concepts and interpret numerical data.
III. Critical Thinking	Research, analyze, synthesize, and evaluate information to draw conclusions and respond to problems, scenarios, and arguments.
IV. Technological Skills	Use technology to facilitate learning.

V. Global & Cultural Awareness	Demonstrate an understanding of global and cultural diversity, events, and issues.
VI. Sustainability	Demonstrate knowledge of an appreciation for the circular nature of life and the necessity to meet the needs of the present without compromising the ability of future generations to meet their needs.

Student learning outcomes are measurable and well-defined by faculty and staff members. Student learning outcomes are written statements that represent student learning goals at the institutional level, the department or program level, and the course level. Each course contains specific competencies which support the student learning outcomes as applied to the program level outcomes.

The college realizes that students are a vital asset and assisting them in reaching their personal and professional goals is an obligation the college takes seriously. The college is committed to integrating student learning outcomes throughout all areas of the college. It will take several years for the college to realize the full impact of the integration of student learning outcomes. The ultimate goal for Edgecombe Community College is to become an institution where student learning drives the planning, resource allocation, and effectiveness process.

Attendance Policy

Students are expected to attend all classes, laboratories, clinical, and shop sessions to meet the objectives of the courses for which they are registered. Attendance begins with the first day of class. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence as soon as is possible. Students have full responsibility for accounting to their instructors for absences.

All work missed during absences may be allowed to be made up at the discretion of the instructor. Failure to make up missed work will adversely affect the student's final grade for the course. To receive credit for a course, the student should attend eighty percent (80%) of class hours and eighty percent (80%) of lab, clinical, and/or shop hours. However, individual instructors may adhere to a more stringent attendance policy. The attendance policy for each course is defined by the instructor on the course syllabus. It is the student's responsibility to read and abide by the policies outlined in the syllabus for the course for which they are enrolled. When absences total more than twenty percent (20%) of the total contact hours for the course, a student may be administratively withdrawn from the class.

Unofficial Withdrawal Policy

Students are expected to attend all scheduled classes. It is the sole responsibility of the student to officially withdraw from courses. However, when students are absent from two consecutive class meetings or have excessive absences without contact or notification of the instructor, the instructor should initiate follow-up procedures by (1) attempting to contact the student, (2) notifying the Student Support Specialist, and (3) notifying the Student's Advisor prior to the student missing twenty percent (20%) of the class. Notification to the Student Support Specialist must be done in writing (Unofficial Withdrawal Form) when unofficially dropping a student from their class. If the student is unable to be contacted, and the student does not officially withdraw before the sixty percent (60%) point of the course, the student will receive an "F" for the course.

Withdrawal by Students from Courses or College

A student who wishes to withdraw from an individual course or the College should complete an official withdrawal form in Student Services. A student is not officially withdrawn until he/she processes a formal withdrawal form with the Registrar's Office. The effective date of the withdrawal is the date the Registrar's Office receives the completed form. All required signatures should be obtained as indicated on the form prior to submission to the Registrar's Office. This will protect the student's scholastic standing, his/her right to re-enroll, and transfer credits. No student will be allowed to officially withdraw from any class after the sixty percent (60%) point or after the course has ended.

Failure to officially withdraw from a course will result in a grade of "F." If a student completes the Official Withdrawal process, the student may be given a grade of "W" for his/her class(es) prior to the sixty percent (60%) point. A student who withdraws from a course after the sixty percent (60%) point will be given a grade of "F." When extenuating circumstances exist, the Vice President of Instruction must approve the waiver of the grade of "F."

Withdrawal by Faculty or Administration from Courses

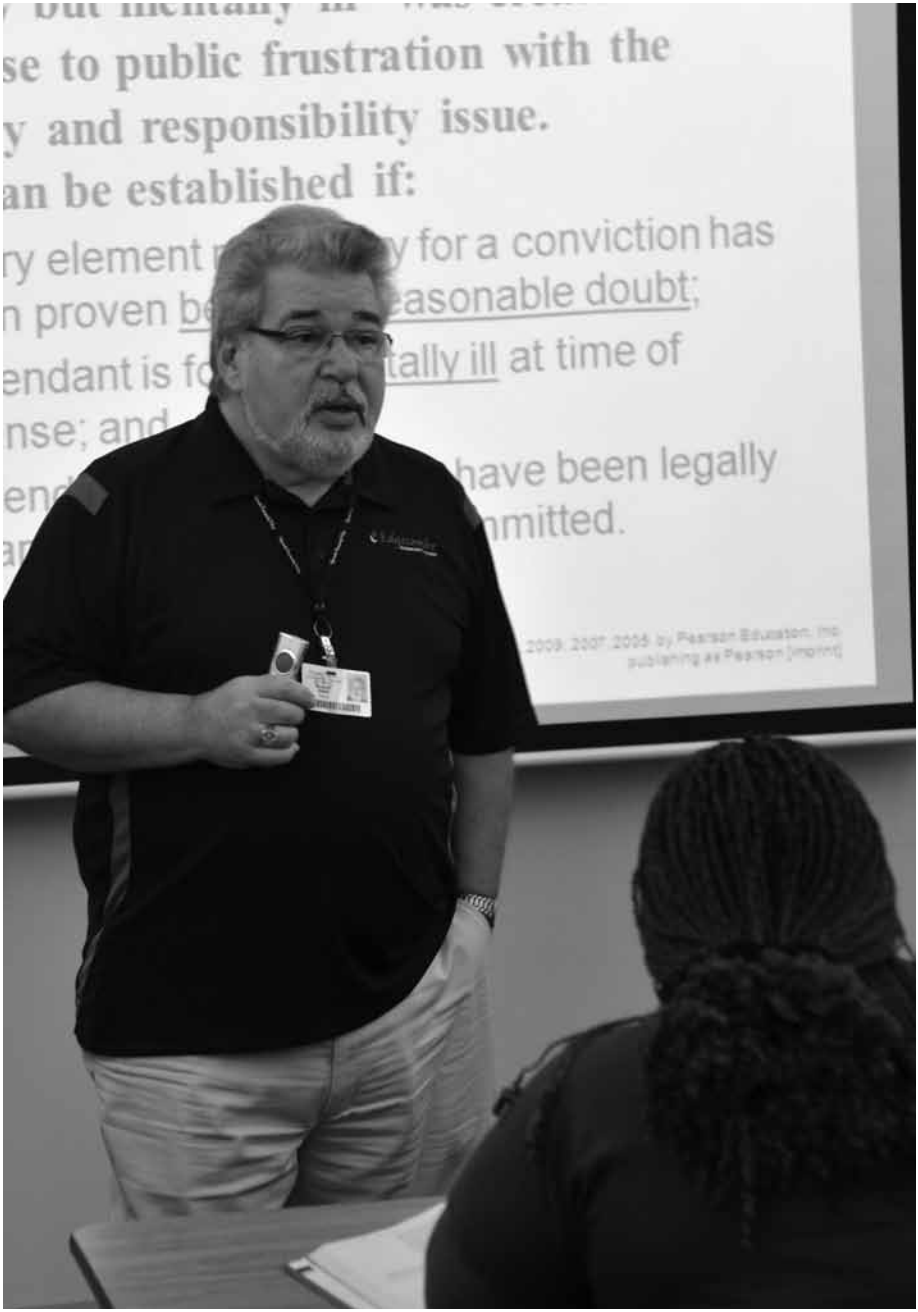
A faculty member has the option of administratively withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in the faculty member's attendance policy in the course syllabus, demonstrated that he/she does not intend to pursue the learning objectives of the course, or exhibited conduct unbecoming to a school or class environment. Faculty members may administratively withdraw a student up until the sixty percent (60%) point of the course. Any student administratively withdrawn after the sixty percent (60%) point of the course will be given a grade of "F."

Administrative Withdrawal may also occur when students complete the course requirements before the allotted time or transfer to another class with permission from the instructor and the Vice President of Instruction.

Students may be withdrawn for improper conduct by the President, the Vice President of Instruction, the Vice President of Student Services, or a designated representative.

Attendance Appeal Process

An appeal to the Attendance Committee must occur within three (3) class days of notification of withdrawal. To be considered for reinstatement in the class, students must appear before the Attendance Committee. The Attendance Committee consists of two (2) instructors. There is a separate committee appointed for the Tarboro and Rocky Mount campuses. Students' right to appeal is limited to one appeal per course per semester. Students are allowed to attend the class from which they were withdrawn until the Attendance Committee has rendered its decision. The Attendance Committee must meet within three (3) class days after an appeal has been filed. The decision of the Attendance Committee is final. Please be advised, some curriculum programs may have more stringent requirements on attendance, and students should refer to curriculum handbooks for appropriate appeal process.



Student Discipline, Rules, & Regulations

Student Conduct and Complaints

Student Conduct

Edgecombe Community College (ECC) is dedicated to fulfilling the educational, training, and cultural needs of the community and its students. Attending ECC obligates the student to display the qualities of courtesy, respect, and integrity that characterize the behavior of adult learners. The College's policy prohibiting academic dishonesty and the Student Code of Conduct are guides for students in understanding their rights and responsibilities. Students who fail to display these qualities will be subject to disciplinary sanctions. Students suspected of violating the College's policy prohibiting academic dishonesty or Student Code of Conduct will be afforded due process as outlined below.

Definitions

"Academic Dean" means person(s) authorized by the Vice President of Instruction (including department chairs) to determine whether a student has committed academic dishonesty and/or render a decision regarding an academic grievance and impose sanctions. Decisions made by an Academic Dean are final pending appeal to the Campus Appeals Committee.

"Academic Dishonesty" includes, but not limited to, cheating, plagiarism, aiding and abetting others to cheat or plagiarize, or other forms of academic dishonesty.

"Academic Grievance" means an adverse decision relating to a student's course of study, course(s), grade about which a student submits a Student Complaint. An academic grievance does not include a faculty member's administrative withdrawal of a student who has accumulated unofficial absences in excess of the number of times indicated in the faculty member's attendance policy in the course syllabus (See Attendance Appeal Process.)

"Accused Student" means any student accused of academic dishonesty or violating the Student Code of Conduct.

"Campus Appeals Committee" means the committee that is authorized by the Vice President of Instruction to consider an appeal from an Academic Dean's determination as to whether a student has committed academic dishonesty or decision regarding an academic grievance and by the Vice President of Student Services to consider an appeal from a Dean in Student Services determination as to whether a student has violated the Student Code of Conduct or decision regarding a non-academic grievance and recommend a decision and sanctions to the appropriate Vice President for a final determination.

"Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

"College" or "ECC" means Edgecombe Community College. The College's policy prohibiting academic dishonesty and Student Code of Conduct apply to both of the College's campuses and students enrolled in a distance education course.

"College Community" includes any person who is a student, faculty member, College employee, or any guest.

"College Employee" includes any person employed by the College performing administrative or professional responsibilities.

"College Property" includes all land, buildings, facilities, and all other property in the possession of or owned, used, or controlled by the College.

"Complainant" means any person who submits an allegation that a student has committed academic dishonesty or violated the Student Code of Conduct or submits a Student Complaint.

"Dean in Student Services" means person(s) authorized by the Vice President of Student Services to determine whether a student has violated the Student Code of Conduct and/or render a decision regarding a non-academic grievance and impose sanctions. Decisions made by the Dean in Student Services are final pending appeal to the Campus Appeals Committee.

"Faculty" means any person hired by the College to conduct classroom or teaching activities or otherwise considered by the College to be a member of its faculty.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

"Policy" means the written regulations of the College as found in, but not limited to, the policy prohibiting academic dishonesty, Student Code of Conduct, Student Handbook, General Catalog, College web page, and College computer use policy.

"Student" includes all persons taking courses at the College, either full-time or part-time. Persons who withdraw after allegedly committing academic dishonesty or violating the Student Code of Conduct, or who are not officially enrolled for a particular term but have a continuing relationship with the College, or have been notified of their acceptance for admission are considered "students."

Student Academic Dishonesty

Academic dishonesty, including but not limited to cheating, plagiarism, aiding and abetting others to cheat or plagiarize, or other forms of academic dishonesty, is a serious offense and is expressly prohibited. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, diploma, or certificate. Any student found to have committed or to have attempted to commit any act of academic dishonesty is subject to the disciplinary sanctions outlined below. This policy applies to allegations of student's academic dishonesty even if the student withdraws from school while a disciplinary matter is pending.

The President of the College has appointed the Vice President of Instruction to be responsible for matters of academic dishonesty and academic grievances, the development of policies for the administration thereof, and imposition of sanctions on any student(s) found to have committed academic dishonesty or failed to comply with academic policies. The Vice President of Instruction may authorize an Academic Dean or department chair to investigate allegations of academic dishonesty and/or academic grievances and make a determination regarding the facts and applicable sanctions. Decisions related to academic dishonesty and/or academic grievances made by the Vice President of Instruction, or Vice President of Student Services in the event that the Vice President of Instruction delegates such responsibility for a specific incident to him or her, are final.

Student Code of Conduct

This Student Code of Conduct applies to conduct that occurs on College property, at College sponsored activities, and to off-campus conduct that adversely affects the College and/or the pursuit of its objectives as determined by the Vice President of Student Services. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, diploma, or certificate. The Student Code of Conduct applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Any student found to have committed or to have attempted to commit any of the following misconduct is subject to the disciplinary sanctions outlined below:

1. Falsification, forgery, alteration, unauthorized possession, or misuse of

College documents, records, or identification, or knowingly furnishing false information to the College or to a College employee.

2. Destruction, damage, unauthorized entry, possession, or misuse of private or College property.
3. Theft or attempted theft of property or damage, other than accidental, to property of the College, members of the College community, or campus visitors or other personal or public property.
4. Disruption or obstruction of teaching, administration, or any other function or activity of the College.
5. Denial of or interference with any person's lawful right of access to, use of, or exit from any College property or with any other lawful right of any person on the campus.
6. Verbal, physical, or psychological abuse, threats, intimidation, harassment, coercion, and/or other conduct, including but not limited to stalking or bullying, in person or by electronic means, which threatens bodily harm to self or another person or persons in the College community or endangers the health or safety of any person.
7. Hazing of any kind, including acts directed against an ECC student by another student, or by a group of students which intimidates or subjects another student to indignity or humiliation. The express or implied consent, apathy, or acquiescence of the victim will not be a defense.
8. Sexual harassment as defined by the College's Sexual Harassment Policy in the Student Handbook.
9. Sexual violence or attempted sexual violence including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.
10. Engaging in any type of sexual activity on any College property.
11. Conduct that is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on College property or at a College activity.
12. Conducting or participating in gang activity on the College's campuses or at any College sponsored event. This violation includes, but is not limited to, displaying of gang symbols and colors.
13. Violation of the College's Tobacco-Free Campus Policy found in the Student Handbook.
14. Possession, use, manufacturing, sale, or delivery of alcoholic beverages on College properties or violation of the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook.
15. Possession, use, manufacturing, sale, or delivery of marijuana, narcotics, or other controlled substances or dangerous drugs or illicit drugs in violation of local, state, or federal law or the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook.
16. Being under the influence of alcohol or drugs.

17. Possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or dangerous chemicals while on campus in violation of the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook. The appropriate use of chemicals in class is exempt from this policy.
18. Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the College community.
19. Failure to comply with the directions of College employees or law enforcement officers acting in the performance of their duties and/or to identify oneself to these persons when requested to do so.
20. Violation of any College policy, rule, or regulation.
21. Violations of any city, state or federal law.
22. Theft or other abuse of computer facilities and resources, including but not limited to:
    - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - Unauthorized transfer of a file.
    - Use of another individual's identification and/or password.
    - Use of computing facilities and resources to interfere with the work of another student, faculty member or College employee.
    - Use of computing facilities and resources to send obscene or abusive messages.
    - Use of computing facilities and resources to interfere with normal operation of the College computing system.
    - Use of computing facilities and resources in violation of copyright laws.
    - Violation of the Acceptable Use Guidelines for College Computing Resources.
23. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
24. Failure to report behavior that threatens the public safety of the College community.
25. Abuse of the Due Process for Students and Student Appeals process, including but not limited to:
    - Failure to obey the notice from an Academic Dean or Dean in Student Services or the Campus Appeals Committee to appear for a meeting or hearing as part of the Due Process for Students and Student Appeals process.
    - Falsification, distortion, or misrepresentation of information to an Academic Dean, Dean in Student Services, Vice President, or before the Campus Appeals Committee as part of the Due Process for

Students and Student Appeals process.

- Disruption or interference with the orderly conduct of a Campus Appeals Committee proceeding.
- Submission of an allegation that a student has violated the College's policy prohibiting academic dishonesty or Student Code of Conduct in bad faith.
- Attempting to discourage an individual's proper participating in, or use of, the Due Process for Students and Student Appeals process.
- Attempting to influence the impartiality of a member of a Campus Appeals Committee prior to, and/or during the course of, a proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a Campus Appeals Committee prior to, during, and/or after a proceeding.
- Failure to comply with the disciplinary sanction(s).
- Influencing or attempting to influence another person to commit an abuse of the Due Process for Students and Student Appeals process.

26. Other violations determined by College authorities to warrant disciplinary action.

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct. The proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following any criminal proceedings at the discretion of the Vice President of Student Services and determinations made or disciplinary sanctions imposed without regard to the outcome of the criminal proceedings.

The President of the College has appointed the Vice President of Student Services to be responsible for the administration of the Student Code of Conduct and non-academic grievances, the development of policies for the administration thereof and imposition of sanctions on any student(s) found to have committed a violation of the Student Code of Conduct or failed to comply with any of the College's policies (other than academic policies). The Vice President of Student Services may authorize a Dean in Student Services to investigate allegations of violation(s) of the Student Code of Conduct and/or non-academic grievances and make a determination regarding the facts and applicable sanctions. Decisions related to the Student Code of Conduct and/or non-academic grievances made by the Vice President of Student Services, or Vice President of Instruction in the event that the Vice President of Student Services delegates such responsibility for a specific incident to him or her, are final.

Student Academic Dishonesty and Code of Conduct Procedures

Students are expected to be self-disciplined and display the qualities of courtesy, respect, and integrity at all times. Members of the college community may counsel a student about their need to exercise self-discipline and display these qualities at any time.

Faculty members are responsible for managing the classroom environment. Students who engage in misconduct that disrupts a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Such dismissal of a student from a class or activity should be reported as a complaint by the faculty member to the appropriate Dean in Student Services. Suspension from a class or activity for a longer period of time or administratively withdrawing a student for misconduct by a faculty member requires the approval of the Vice President of Student Services. The student may initiate a Formal Appeal by submitting a written appeal within ten class days of the date of the suspension or administrative withdrawal.

Complaints

Any member of the College community may file a complaint against a student alleging, in good faith, a violation of the College's policy difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Student Services Department. There is no fee for tutoring services. The Tutoring Program employs students and other qualified individuals as tutors. Students may apply to be tutors by contacting the Curriculum Learning Center. Online tutoring is available to all students 24 hours per day. Please contact the Curriculum Learning Center (CLC) for more prohibiting academic dishonesty and the Student Code of Conduct. Complaints alleging violations of the College's policy prohibiting academic dishonesty shall be in writing and directed to the appropriate Academic Dean. Complaints alleging violations of the Student Code of Conduct shall be in writing and directed to the appropriate Dean in Student Services on the campus on which the alleged violation occurred or where the student is registered or attends class. Complaints should be submitted as soon as possible after the event takes place or when it is reasonably discovered.

Rights of the Accused Student

The ECC Board of Trustees and the College are committed to providing all students with due process as provided in the Fourteenth Amendment to The Constitution of the United States of America.

Throughout the process of determining if a student committed academic dishonesty or violated the Student Code of Conduct, the Accused Student has the following rights:

- to seek information from the appropriate Dean about the Investigation and Resolution Process (outlined below);
- to be informed of the charge(s) and alleged misconduct set forth in the complaint;
- to be afforded a reasonable opportunity to offer a relevant response/defense;
- to be informed of and respond to the relevant evidence upon which the complaint is based;
- to remain silent with no inference of responsibility drawn;
- to be considered not responsible until proven responsible by a preponderance of the evidence;
- to appeal the decision of the appropriate Dean as outlined in the Formal Appeal Procedure (outlined below); and
- to waive any of the above rights.

Investigation and Resolution Process

The College's process for resolving allegations that a student committed academic dishonesty or violated the Student Code of Conduct utilizes an investigatory model, not an adversarial model, with the primary goal of uncovering the truth. The standard of proof is a preponderance of the evidence. An investigation begins when a complaint is forwarded to and the case is opened by the appropriate Dean. During the investigation, an Accused Student should continue to attend class and required College functions unless otherwise instructed by the Academic Dean or Dean in Student Services investigating the complaint.

After the Dean receives a complaint, he/she will review the information to decide what process, if any, to initiate. The Dean may:

1. Determine that the facts of the complaint or report, even if true, would not constitute academic dishonesty or a violation of the Student Code of Conduct;
2. Resolve the situation through an informal resolution process including but not limited to mediation or a meeting between the Accused Student and a third party; or
3. Initiate an investigation by gathering facts and meeting with the Accused Student.

If the Dean initiates an investigation, he/she may meet with the Complainant(s) and any witnesses to gather additional information. The Dean will verbally notify the Accused Student of the complaint and his/her decision to investigate it and interview him/her to gather additional information.

Upon conclusion of the investigation, the Dean will render a decision, which will be communicated to the Accused Student in writing via the Student's College email address. If the Dean decides that the Accused Student committed academic dishonesty or violated the Student Code of Conduct, the notice of his/her decision will include a brief description of the findings, the relevant provision(s) of the academic dishonesty policy or Student Code of Conduct violated, a description of any disciplinary sanctions, and reference to the Formal Appeal process described below.

If the Dean does not render a decision satisfactory to the Accused Student, the Student may initiate a Formal Appeal by submitting a written appeal within ten class days of the Dean's decision to the Vice President of Instruction if it relates to academic dishonesty or the Vice President of Student Services if it relates to a violation of the Student Code of Conduct.

Disciplinary Sanctions

Sanctions are imposed when a student is found to have violated the College's policy prohibiting academic dishonesty, the Student Code of Conduct, or other academic or non-academic policies of the College. Sanctions are determined by the severity of the case and the disciplinary history of the student. A student will be given one of sanctions below. Sanctions may be imposed singly or in combination upon individuals, groups, or organizations.

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions. Both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions by the College include, but are not limited to:

Warning: A warning is a written notice to the student or organization that the conduct in question violates College regulations. For organizations, a warning may include notification to the organization's president or adviser.

Reduction in Grade or No Credit: A reduction in a grade or no credit on an assignment, examination, or course in which an act of academic dishonesty occurred.

Loss of Privileges: The College may deem it appropriate to take away certain privileges from a student or organization for a specified period of time. This sanction may include, but is not limited to, limited access to or use of all or part of College property, participation in some or all College activities including educational or graduation exercises, removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineligibility to represent the College.

Imposition of Special Conditions: The student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties or assignments, or comply with a behavioral contract.

Disciplinary Probation: Disciplinary probation is levied for a specific time based on the seriousness of the violation and serves as a warning that any further violation of College regulations during the specific time may result in more serious consequences, including suspension or expulsion.

Interim Suspension: Interim suspension is a sanction levied by the Vice President of Student Services, or a designee, when she/he is satisfied that the continued presence of the student on the campus constitutes a threat to the security or emotional safety and well being of members of the College community or College property.

Suspension: Suspension is the separation of the student or organizations from the College for a definite period of time or until written specified conditions are met, after which the student is eligible to return or readmission. Conditions for return or readmission may be specified by the appropriate Vice President.

Expulsion: Expulsion is the permanent separation of the student or organization from the College. A student expelled from the College is not eligible for readmission.

Revocation of Admission and/or Degree: Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the College's policy prohibiting academic dishonesty or the Student Code of Conduct, including the completion of all sanctions imposed, if any.

Other sanctions which are deemed appropriate by the College.

Student Complaints – Academic and Non-Academic Grievances

If a student has an academic or non-academic grievance, i.e., other than one related to the College's policy prohibiting academic dishonesty and the Student Code of Conduct, the student should attempt to resolve their concern with the member of the college community having direct responsibility for their concern. The student should discuss his/her concern with the student, faculty member, or College employee(s) involved and try to reach a mutually agreeable solution as soon as possible after the event takes place or when it is reasonably discovered but no later than the first ten class days of the academic term immediately following the term in which the alleged event occurred.

If the student's concern relates to a course of study, course, grade, faculty member or College employee(s), the faculty member or College employee(s) should meet with the student to discuss the concern within ten class days. In the event a faculty member or College employee(s) is unable or declines to meet with the student, the student may meet with the appropriate department head.

Every reasonable attempt should be made to resolve informally any dispute between students and the college at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, ECC provides a formal process through which students can appeal the application of certain college rules and regulations and the assignment of a grade. In all cases, it is the intent of the College to assure the fair and equitable treatment of all students in the college community.

If the student is not satisfied with the response provided by the student, faculty member, or College employee(s) involved, the student may submit a complaint, in writing, to the appropriate Dean. Upon receipt of the complaint, the Dean reviews the facts of the complaint and may conduct further inquiry. The Dean will notify the student of his/her decision in writing within ten class days after receipt of the student's complaint. If the Dean does not render a decision satisfactory to the student, the student may initiate a Formal Appeal by submitting a written appeal within ten class days of the Dean's decision to the Vice President of Instruction if it relates to an academic grievance or the Vice President of Student Services if it relates to a non-academic grievance.

Formal Appeal Procedure for Student Academic Dishonesty, Student Code of Conduct, and Student Complaints

1. The appropriate Vice President submits the Student's appeal to the Campus Appeals Committee Chair, within ten class days of his/her

receipt, for consideration. If the Vice President receiving the Appeal is implicated in it, that Vice President will forward it to the other Vice President for submission to the Campus Appeals Committee and final decision.

2. The Campus Appeals Committee Chair schedules the hearing within ten class days from the date of his/her receipt of the Student's appeal from the Vice President. The hearing will be held not more than fifteen class days nor less than five class days after the Accused Student or Complainant has been notified of the hearing date unless the Chair extends the date for the hearing for good cause. If the appeal involves more than one Accused Student, the Chair may permit the hearing to be conducted jointly or separately in his/her sole discretion.
3. The Campus Appeals Committee Chair notifies the Accused Student or Complainant of the date, time, and place of the hearing. In addition, the Chair notifies the Accused Student or Complainant that he/she may submit any statements or documents that he/she wishes for the Chair to distribute to the members of the Campus Appeals Committee prior to the hearing, to arrange for witnesses to present pertinent information at the hearing, and may be accompanied at the hearing by an advisor. The Accused Student and/or Complainant may be assisted by any advisor they choose, at their own expense. The advisor must be a Student or College employee and may not be an attorney. The Accused Student and/or Complainant must notify the Campus Appeals Committee Chair of the name and contact information of any witnesses and advisor not less than two class days before the scheduled hearing.
4. The Campus Appeals Committee Chair may notify the Complainant, Dean, and other witnesses identified by the Accused Student, Complainant, or Committee of the date, time and place of the hearing and ask them to appear and/or provide relevant documents to be distributed to the Accused Student and/or Complainant and members of the Campus Appeals Committee prior to the hearing. The Committee will accommodate concerns for personal safety, well-being, and/or fears of confrontation of the Accused Student and/or Complainant or witnesses by using a visual screen, electronic communication, and/or written statement as determined appropriate in the sole discretion of the Chair.
5. The Campus Appeals Committee convenes the hearing.
   - The hearing is conducted by the Committee in private and in an informal and expeditious manner.
   - Only members of the Campus Appeals Committee, Accused Student and/or Complainant and their advisors, if any, and witnesses testifying before the Committee are permitted to attend the hearing. Admission of any other person to the hearing will be at the sole discretion of the Committee Chair. Only the Accused Student and/or Complainant and their advisors are permitted to attend the entire

portion of the hearing (excluding the Committee's deliberations). If the Accused Student and/or Complainant does not appear at the hearing, the hearing will proceed, evidence considered, and decision made by the Committee.

- At the hearing, the Accused Student and/or Complainant and witnesses may testify. The Accused Student and/or Complainant's advisor is not permitted to speak or participate directly in the hearing. The Accused Student and/or Complainant and witnesses may be questioned only by members of the Campus Appeals Committee. The Accused Student and/or Complainant may suggest questions to be asked of witnesses to the Committee Chair and he/she will decide whether the questions are appropriate to be asked of the witness.
- The Dean will present the information he or she received during the investigation.
- The Committee Chair is empowered to rule on procedural matters and the relevance of witnesses and/or evidence.
- After the portion of the hearing concludes in which all pertinent information has been received and the Accused Student and/or Complainant and advisors have been dismissed, the Campus Appeals Committee will determine (by majority vote) whether the Accused Student committed academic dishonesty or violated the Student Code of Conduct or its decision regarding the Student complaint.
- A tape recording or other record of the hearing (excluding deliberations) is made and preserved for reference and review until the appeal is decided by the appropriate Vice President.

6. The Campus Appeals Committee Chair communicates the Committee's decision, in writing, to the appropriate Vice President. The Vice President reviews the decision of the Committee and sanction(s) and may accept, repeal, or amend the decision and/or sanction according to his/her best judgment. The Vice President will render a decision and notify the Accused Student or Complainant within ten class days of his or her receipt of the written decision by the Campus Appeals Committee. The decision of the Vice President is final and cannot be appealed.

Composition of the Campus Appeals Committee

- A chairperson appointed by the college President
- Two full-time faculty members nominated by the Vice President of Instruction
- Two Student Services staff members nominated by the Vice President of Student Services
- One student nominated by the campus Student Government Association
- One Dean/Administrator nominated by the college President

The college President has the authority to accept or reject the nominated members and alternates to the Campus Appeals Committee. The Campus Appeals Committee serves for a period of one academic year. Two alternative faculty and Student Services staff members and one alternative student and Dean/Administrator will be nominated to serve on the committee in times when conflicts of interest are present.

At least one representative from each group (student, faculty, staff/administrator) must be present at the hearing.

Rules and Regulations

Parking Regulations

Students are expected to drive carefully and courteously and not exceed the fifteen-mile-per-hour (15 MPH) speed limit while on campus. Parking areas for students are designated. Students must not park in reserved spaces or loading zones. Violators' cars may be towed away. Parking stickers should be displayed on the rear window on the passenger side of students' cars. Free parking stickers are available from the receptionist on each campus.

Visitors

Visitors who have official business at the college are welcome. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is strictly prohibited. Visitors should stop by the receptionist area and pick up an ID badge to wear while on campus.

Student Records

Student records are maintained permanently for all students who enroll at ECC. Curriculum records are filed in the Student Services Department and are maintained by the admissions staff. Continuing Education records are located in the Continuing Education Department and are maintained by department staff. Student records may be sent to other institutions or authorized persons only when requested by students. A written request should be made to the registrar.

Each copy of a student transcript is released at the rate of one dollar ($1) per copy. A one dollar ($1) fee is charged for release of all copies of any other record in students' files.

Institutional instructors or professional personnel who wish to see student records in regard to professional education-student relations must obtain permission from the registrar, counselor, or Vice President of Student Services.

Student files may contain the following:

1. Application
2. Transcript of high school or post high school grades
3. Correspondence (except form letters)
4. Placement/Admission test results
5. Medical forms
6. Veterans' records
7. Statement of residency

Family Rights and Privacy Policy of ECC

Students at the college are informed annually of the institutional policy regarding their rights in relation to their educational records and the privacy of those records. The annual notice to students includes the following:

1. The types of educational records and the information contained therein.
2. The name and position of the official responsible for maintenance of educational records, the persons who have access to the records, and the purposes for which they have access.
3. The policy of the institution for reviewing and purging records.
4. Procedures for challenging the contents of educational records.
5. The cost of reproducing copies of records.
6. Categories of information designated by the institution as directory information and the condition for release of this information.
7. Other rights and requirements.

Student Inspection of Their Records

Students at the college have the right to inspect their individual educational records upon request to the Vice President of Student Services. The request is granted within forty-five (45) days. Students see the records in the presence of the Vice President of Student Services.

Students are defined as any persons who are or have been enrolled and have been in attendance in the institution, either in curriculum or continuing education courses.

Educational Records include records, files, documents, or any other material containing information directly related to students, such as grades, test scores, and attendance records. Not included are guidance records, medical and psychological reports, the financial records of the parents, and confidential recommendations if students have signed.

Identity Theft Protection

In response to the requirement adopted by the Federal Trade Commission, Edgecombe Community College has established an Identity Theft Prevention Program. This program dictates reasonable policies and procedures to protect students and college employees from damages associated with the compromise of sensitive personal information.

The Identity Theft Prevention Program is implemented and annually updated by the Program Administrator and the Red Flags Committee. They are responsible for program administration, ensuring proper training for staff, reviewing staff reports regarding the detection of red flags, and the steps for preventing and mitigating identity theft.

The Program Administrator is the Director of Computer Services. The Red Flags Committee consists of the Vice President of Instruction, the Vice President of Student Services, the Associate Vice President of Instruction, Controller, Director of Human Resources, and the Director of Financial Aid.

College employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or the college's failure to comply with its Identity Theft Prevention Program they become aware of them. While on college property, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons who violate this policy are subject to legal action determined appropriate by the ECC administration.

Security and Access Policies

ECC is open to students, employees, and visitors who have legitimate business to conduct during normal operating hours of 8:00 a.m. to 10:00 p.m. on Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. Any individual found to be interfering with the educational process or normal business operations or posing any threat whatsoever to students or employees is escorted off campus.

After normal business hours, community groups may gain access to the Tarboro campus by prior arrangement with the Director of Cultural Arts and to the Rocky Mount campus by arrangement with the office of the Director of the Rocky Mount campus.

Student I.D. Cards

At registration, student I.D.s with a picture are supplied by the Student Government Association. All students need an I.D. to use the library as well as to attend special SGA-sponsored events, to pick up grades, to receive discounts

from selected area merchants, to register, and to pick up financial aid checks. The activity fee covers the cost of the I.D. card; however, there is a five dollar ($5) charge for a replacement card. The I.D. card must be worn at all times while on campus.

Campus Security Policies

In accordance with Title II, Public Law 101-542 and GS 74A, the ECC Board of Trustees has adopted the following policy:

ECC provides adequate security personnel and procedures to protect the safety of its students, faculty, and staff and to ensure the security of the college's assets. It is the responsibility of every college employee and student to report crimes whenever they become aware of them. While on college property, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons who violate this policy are subject to legal action determined appropriate by the ECC administration.

Alcoholic Beverage, Drug, and Weapons Policy

ECC prohibits the possession, transportation, use, or sale of any alcoholic beverage within the property boundaries of the college unless the function has received prior approval according to college policies and procedures. This policy applies to any student or employee of the college or visitor to ECC property.

The ECC *Student Code of Conduct* specifically prohibits the use, possession, sale, or transportation of any controlled substance as defined by the *North Carolina General Statutes*. Within these statutes is the stipulation that even though persons may be under the influence of legally prescribed medication, these persons are totally responsible for their behavior.

The ECC *Employee Handbook* contains a "Drug Free Workplace Policy" statement, an acknowledgement of which is signed by all faculty and staff at their employment. This document is kept in employees' personnel files.

All students, employees, and visitors are prohibited from using or carrying a dangerous weapon onto ECC property unless they are uniformed law officers. This prohibition applies to anything that can be construed or used as a weapon, such as firearms, knives, clubs, or stun guns. The ECC *Student Code of Conduct* specifically prohibits the use or possession of weapons and dangerous instruments on college properties as described in the *North Carolina General Statutes*. When violation of any of these policies and/or statutes is detected, the appropriate law enforcement agency is called.

Social Media Policy

Employees, students, and friends of the College are encouraged to follow the College on its official website as well as on various social media sites such as Facebook and Twitter.

When joining social media sites, employees and students should make sure that they read and follow the terms of use, privacy policies, etc. for each site.

Additionally, employees and students should consider the following regarding the use of social media sites:

- You should treat everything you post on the Internet as though it were available to the general public. While your postings may be restricted to those who have access to your page (commonly referred to as "friends"), you cannot control what those people do with your postings – i.e. reposting, forwarding through email, etc.
- Most social media sites require you to supply an email address when joining. When joining social media sites, you should join using your personal (not work) email account, or create separate accounts for personal and professional use. Most people will find that their use of social media sites will evolve to include numerous personal contacts making work related email inappropriate for this use. (Be aware that Facebook's terms of use prohibit maintaining more than one account. It is strongly suggested you use a personal email account when joining Facebook.)
- Use common sense when posting information, comments, photos, etc. Everything you post reflects on you both as an individual, and in many cases as an associate of the College. Use the same amount of restraint as you would use if you were posting the information on a bulletin board in a public space.
- Use privacy settings to ensure that you do not compromise your personal information and/or safety. Do not post information online that you do not want made available to the general public.
- Use College computing resources for College related purposes. Employee access to social media sites during the workday should be reserved for business related purposes. Access for personal reasons should take place during personal time.
- Make sure your access to and use of social media sites does not violate existing College policies.
- Remember, College related social media sites may be subject to monitoring, archiving, and disclosure to third parties in accordance with North Carolina Public Records Law.

Crime Reports

A crime report is completed annually and made available to students on the ECC website at: http://www.edgecombe.edu. In addition to the website, employees may also obtain a copy of each annual report from the Director of Human Resources office.

As required by Section 485 (a) and (f) of the Higher Education Act, the Human Resources Director reports ECC crime statistics online to the National Campus Crime and Security Survey during the annual collection period of August 17 to October 17. The public may access the results of the survey online at: http://www.ope.gov/security.

Other Rules and Regulations

The Student Handbook lists other rules and regulations and grievance procedures. The college computer policy is posted on the college website.

Student Life and Development

Student Services Department

Purpose Statement

The Student Services Department is available to assist students in accomplishing their educational goals and fostering their academic, personal, and social development through opportunities for involvement.

Goals

1. To provide a comprehensive range of educational opportunities, quality training, and educational access to all adults in the college's service area.
2. To bring multicultural awareness to the community.
3. To ensure quality throughout the college.

General Information

Official Announcements

ECC publishes official college information in the ECC Catalog, in the Student Handbook, on the ECC message boards, and on www.edgecombe.edu. The Student Handbook supplements the catalog. The catalog describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. The handbook is updated annually, and the catalog is updated every two years.

Course offerings for curriculum programs are listed in the semester schedule, which is posted on the college website at: http://www.edgecombe.edu. Current copies are also available in the Student Services Department. Official announcements, as well as notices of upcoming campus events, are posted on the college message boards located in critical areas on both campuses. Student information is also posted on bulletin boards in all buildings on both campuses.

Bookstore

Textbooks can be bought and resold at the college bookstore, a non-profit service of ECC. School supplies, sportswear, and gift items are also available. A bookstore is located on both campuses. Book lists for each semester may be found online at the college website.

Student Lounge

The student lounge area is a place to meet, eat, and relax during leisure moments. Computers, with Internet access, are also available in the student lounge.

Information such as employment opportunities, social and recreational events, and student government activities may be posted in the lounge but must be approved in advance by the Student Services Department. Any complaints concerning vending machine service should be directed to the Business Office.

Children of students are not allowed to use the lounge or any other facility while their parents are in class. Children are strictly forbidden from attending class with their parents.

Students with Disabilities

The college recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, and learning disabled, as well as to students with other health impairments. Students who are in special need should contact the Student Services Department.

Documentation of a disability must be on file at the college before accommodations can be provided. Individuals who require reasonable accommodations for a disability should make this requirement known to the American Disabilities Act (ADA) counselor as soon as possible (preferably at least 30 days prior to the scheduled date for the program, service, or activity) so that the college has time to make appropriate arrangements. Individuals accompanied by a personal assistant while on campus must provide the ADA counselor with documentation that includes sufficient reasons for the assistance.

Student Services

Guidance and Counseling

Guidance and counseling services are an integral part of the Student Services Department at Edgecombe Community College (ECC). Staff members of the department are individuals of varying backgrounds who are professionally trained and hold at least a master's degree in the counseling area. Counselors are available on each campus to help students become more self-knowing, self-reliant, and directive by offering the following services:

1. Appraising, organizing, and evaluating information such as transcripts, placement test scores, and interviews with students and instructors to determine proper placement and to assist students toward self-knowledge needed for decision making and planning.
2. Providing professional counseling services to students in clarifying basic values, attitudes, interests, and abilities; assisting in all phases of decision making; assisting in formulating vocational educational plans

and progress; and providing appropriate resources for more intensive and deep-seated personal problems.

3. Providing information pertinent to the selection of courses, occupational prerequisites, transfer requirements, availability of resource agencies, and other areas of concern to students.
4. Providing community services through vocational and educational counseling and other student personnel services to youth and adults in the community.
5. Disseminating information by brochures, counselor visitations, conferences, or direct correspondence; encouraging school attendance; fostering understanding of requirements for admission and for special curricula; developing proper attitudes; and contributing to student decision making and planning.
6. Providing information on loans, scholarships, grants, part-time jobs, and other resources for students who need financial assistance.

Counseling and Student Assistance Procedures

The Student Services Department endeavors to make its services available to every student from pre-admission through graduation. The pre-admission interview is designed to help students make a decision in terms of what curriculum program or programs they are best suited to enter. The interview involves evaluation of the high school transcript, along with discussion of the students' needs, interests, and abilities.

Students may see a counselor on an individual basis to discuss personal, academic, vocational, educational, and financial needs. Student access to a counselor is determined by student-initiated or counselor-initiated appointment or by instructor or advisor referrals.

Specialized counseling for handicapped students is available in cooperation with Vocational Rehabilitation, the Department of Social Services, the Veterans' Administration, and other agencies. The degree of disability and the educational potential of the students determine the extent of training and placement.

Academic counseling is available to students who have deficiencies in reading, writing, listening, computing, and study skills.

Advisors maintain academic records for advisees. Faculty members also are available for consultation.

Referral Service

The college recognizes that most student problems can be successfully treated, provided they are recognized in their early stages and referral is made to an

appropriate resource. The problem may be one of personal relationships, physical illness, mental or emotional illness, finances, marital or family discord, alcoholism, drug abuse, legal issues, or other concerns. When students' academic performance or attendance is unsatisfactory, and the students are unable or unwilling to correct the situation, either alone or with normal advisory assistance, there may be some cause outside the realm of their academic studies which is the basis of their problem. This policy assures that if such personal problems are the cause of unsatisfactory academic performance, students receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.

Success and Study Skills

Study Skills (ACA 090) is a course designed to provide students with skills and techniques to enhance learning. Emphasis is placed upon mastering and applying the fundamental skills of learning. Topics covered include time management, note-taking, test taking, memory techniques, self-awareness, and personal goals. This course is for students who have been out of school for a number of years or who lack good study skills or techniques. This course is recommended for any student who places into DRE 096.

Additionally, students are required to take a college success course. This course introduces the College's physical, academic, and social environment and promotes 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.

Substance Abuse Program

Students will be referred to local substance abuse treatment providers.

Career Services

Career Services assists students and graduates with the career exploration process. Students or graduates who wish to talk with a professional staff member about career plans may make an appointment. Professional staff is available to assist students in choosing a major, assessing skills and interests, exploring information about jobs, arranging interviews, analyzing resumes, developing interviewing skills, and determining job-hunting strategies.

Students are encouraged to begin the job search process at least six months before graduation and to contact the North Carolina Division of Workforce Solutions for assistance in their job search.

Health Services and Standards

Student health services are not provided on campus. Students should seek medical attention from an area healthcare facility or provider.

Students with communicable diseases may be prohibited from registering for classes when health records indicate that their attendance would be detrimental to their health and safety or to the health and safety of other persons with whom they may come in contact. After recovery, students may be registered for classes.

Students who have significant health conditions or limitations may be required to submit a report or medical examination prior to their initial registration and are encouraged to inform their instructors at the beginning of each semester.

When deemed appropriate by the Vice President of Student Services, faculty advisors, instructors, and/or counselors are notified of students identified as having significant health conditions.

Certain programs have technical standards that must be met for admission to the program. Technical standards are defined as physical, mental, social, and psychological requirements needed for educational training. Those standards are required in order that students not be a danger to themselves or others with whom they come in contact in the pursuit of their educational objectives.

The college seeks to assist students who have special health conditions or limitations in the attainment of their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event of accident or illness, the Student Services Department or the Business Office should be notified immediately. First aid is provided by college personnel in accordance with their capabilities. First aid kits and automatic electronic defibrillators (AEDs) are located in the Student Services Department and the library on both campuses, the Cosmetology Building on the Rocky Mount campus, and the reception area in Buildings B, E, and H on the Tarboro campus.

Students who become ill, are injured, or develop health problems requiring professional attention are referred to the emergency room at the most convenient hospital or to a local physician in accordance with instructions given by students or their family. In an emergency situation that requires immediate attention, students may be taken directly to the hospital by the rescue squad.

Environmental health and safety on the campus are the responsibility of the Vice President of Administrative Services.

Child Care Program

The Child Care Financial Assistance Program at ECC was established by funding from the North Carolina Community College System and the Carl Perkins Grant. The program is intended to serve student parents who need assistance paying their child care costs in order to attend ECC. It is not the intention of this program to refer or direct students to child care services. Student parents enter into child care arrangements of their own free will. The college's role is to provide financial assistance to students.

Student parents must complete an "ECC Child Care Financial Assistance Program Application Form" available in Student Services. Applicants must have a Student Aid Report on file with the Financial Aid Office and must have completed all requirements for admission to ECC.

Applicants are notified by mail regarding their application status. Approval is based on eligibility and availability of funds. If aid is awarded, student recipients need to schedule an appointment with the Child Care Coordinator to review the award and sign the agreement forms.

Orientation

START@ ECC (Student Transition Advising and Registration Time), New Student Orientation, takes place the first day of early registration for fall, spring, and summer semesters and other days agreed upon by College officials. The first half of the orientation consists of an information session discussing topics such as advising, the registration process, drop/add rules, disability services, the tutoring program, student clubs, financial aid and foundation/scholarships, bookstore and parking passes, the library, security, and faculty and classroom expectations. Counselors are also introduced. The second half consists of registering for classes, visiting the Financial Aid Office, completing the placement test, obtaining student IDs and parking passes (for students who register), and taking a campus tour.

New Student Orientation is required so students learn important college services and policies and can be successful at ECC. Online orientation is also available through the College's website.

Academic Support

All curriculum students are assigned to a faculty advisor who assists them in planning their educational program, registering, and adjusting to college life. Students should periodically check with their advisor concerning their educational progress.

Advisors perform the following functions:

1. Provide adequate time with all students to determine issues and resolve them.
2. Refer students to a Student Support Services counselor when it is appropriate (academic and personal problems, crisis situations, instructor/student issues).
3. Refer students to other student support services within the college when appropriate (Career Counseling, Job Placement, Tutoring, Special Needs).
4. Are the first stop for students needing help outside the classroom.
5. Provide information about the college policies and procedures in the Student Handbook and College Catalog while stressing the responsibilities of students.
6. Follow up on assigned advisees identified through the Academic Support System.
7. Ensure that students who do not show up for class or who have poor class attendance are referred to the Student Services counselor.
8. Monitor progress of advisees who are on probation/suspension due to the college policy.
9. Provide a system, in cooperation with Student Services, to have contact with students who withdraw from their program.

Tutoring

The Tutoring Program assists students who are experiencing academic difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Student Services Department. There is no fee for tutoring services. The Tutoring Program employs students and other qualified individuals as tutors. Students may apply to be tutors by contacting the Curriculum Learning Center. Online tutoring is available to all students 24 hours per day. Please contact the Curriculum Learning Center (CLC) for more information.

Graduation

Advisors perform the following functions:

1. Assist students in reviewing their records of credits completed toward their certificate, diploma, or degree, and graduation. Provide students with student employment services information at that time.
2. Work with Student Services to have a system of providing an exit interview for all students near program completion to discuss jobs/career choices, goals, or additional training as desired.

3. Direct students to schedule the Career Readiness Certification exam (CRC).

Student Activities

ECC recognizes the importance of student activities for retention of students. The college provides programs developed in response to student requests and needs. A large portion of responsibility for campus affairs lies with the Student Government Association. The students plan and present many co-curricular campus activities. Activities vary from semester to semester depending upon student choice. More information about student activities is available in the Student Services Department.

Student Government Association

The purpose of the Student Government Association (SGA) is to promote in students a personal sense of pride in and responsibility to the college and to accept their democratic responsibility as American citizens.

The SGA is composed of a representative from each curriculum and an elected president and vice president. All students who pay the activity fee are eligible to attend SGA meetings. Participation is open to all students without regard to race, gender, age, creed, color, religion, national origin, or disability. The SGA acts as an intermediary between the student, college, faculty, and administration. Through the Association, each student has a voice in student affairs. The SGA is responsible for organizing, approving, and funding all SGA activities. The activity fee pays for student activities.

The Dean of Students appoints the advisor to the SGA; this advisor supervises all SGA activities and meetings. The duties of the SGA advisor are as follows:

1. Oversee the governing of the SGA in an advisory capacity (nonvoting).
2. Attend all SGA meetings and functions.
3. Accompany the SGA members to all meetings and conferences.
4. Serve as a liaison between the SGA and Business Office concerning the disbursement of funds.
5. Provide training in the development of leadership skills for SGA members.

Phi Theta Kappa

Phi Theta Kappa is an honor society whose purpose is to recognize and encourage scholarship among two-year college students. This honor society provides the opportunity for the development of leadership and service, for the exchange of ideas and ideals, and for stimulation of interest in academic excellence. To be a member of Phi Theta Kappa students must meet the following qualifications:

1. Be enrolled at ECC
2. Have completed 12 credit hours in an associate degree program
3. Have a cumulative grade point average of 3.5 or higher
4. Adhere to the ECC student code of conduct

Once these qualifications have been met, students are invited to be members and to participate in various service and scholarship activities. New members of Phi Theta Kappa are inducted into this honor society each year. Being a member of Phi Theta Kappa affords students numerous benefits and opportunities. Some of these benefits include the following:

1. Golden Key Pin
2. Membership Certificate
3. Phi Theta Kappa Transfer Directory
4. Phi Theta Kappa Seal on Diploma
5. "Member of Phi Theta Kappa" on Transcript
6. Golden Tassel for Graduation
7. Scholarship Information and Opportunities
8. Regional Conferences and Leadership Development Program
9. International Conventions
10. Honors Institutes (Opportunity to meet distinguished professionals)

Ambassador Program

ECC Student Ambassadors is an honorary group of students who represent the college at special events on campus and in the community. Students from diverse areas of the college who have a variety of career goals and experiences are selected. These students possess leadership potential, communication skills, and high academic standards. Each ambassador serves for one year with the option to renew for the second year with the selection committee's endorsement. For their service to the College, Ambassadors receive free tuition and fees for one semester, a professional blazer and polo shirt to wear at Ambassador functions, and an Edgecombe Community College Ambassador name badge. The Ambassadors participate in a leadership program throughout the year and discuss topics such as public speaking, time management, etiquette, resume writing, and interview skills. The Student Ambassadors serve as tour guides as well as hosts/hostesses at official Edgecombe Community College and Foundation events and activities, assist with recruitment of potential students, speak to groups on the behalf of the College, and assist during New Student Orientation, registration, and graduation.

Ambassadors are expected to perform these services in both day and evening hours and on both campuses. The program is advised by a counselor in the Student Services Department.

To become an ECC Student Ambassador, a student must meet the following requirements:

1. Must have and maintain a 3.25 grade point average.
2. Must have completed 15 hours of course work before the application deadline.
3. Must complete an Ambassador application and meet the deadline for applying.
4. Must submit two completed Faculty Nominations.
5. Must be interviewed and selected by a selection panel.
6. Must sign a contract accepting responsibilities of being an ECC Student Ambassador.
7. Must participate in an orientation and monthly meetings.

BUTTERFLIE

BUTTERFLIE (Building Unity through Teamwork, Empowerment, Respect, Friendship, and Leadership to Inspire Excellence), a program designed to mentor minority females, was implemented during the fall of 2006. The program focuses on issues such as motivating and assisting the minority females enrolled at the college. It also helps those involved develop skills in time management and leadership. This program focuses on touching the lives of females who are aspiring to succeed and excel. Another priority of the program is to inspire women and to demonstrate support of the students enrolled in the college.

Criminal Justice Club

The Edgecombe Community College Criminal Justice Club works to recognize and promote scholarship among students engaged in preparation for professions in the criminal justice system, and provide a forum for keeping abreast of new developments in criminal justice.

Edgecombe Radiography Student Organization (ERO)

Edgecombe Radiography Student Organization is an educational organization for full-time program radiography students. The objectives of ERO are to promote professional growth and leadership characteristics by participation in community projects and professional activities, encouraging membership prior to graduation. Continuing education is required for professional certification and

membership and participation at professional meetings is the best practice for obtaining continuing education credits. It also allows for a peer support group and the opportunity to experience local, state and national professional activities and seminars.

ERO raises funds to support professional and graduate activities, encouraging team work and enhancing leadership skills.

EMPAC

EMPAC (Empowering Males with a Purpose to Achieve and Celebrate) is a mentoring program that empowers minority males to assist one another with the development and enhancement of maturity skills needed to be role models at home, in school, and in the community. EMPAC hosts workshops and assists in community service projects. The goals of EMPAC are as follows:

1. Increase retention and graduation
2. Increase personal development
3. Raise social and civic awareness
4. Promote leadership development
5. Promote cultural awareness and diversity
6. Access resources to meet life's challenges

Health Information Technology (HIT) Society for Students and Alumni

The purpose of this society is to enhance and support the lifelong learning process of students and professionals in Health Information Management Association (HIMA) with a vision of quality and customer satisfaction.
The following goals guide the work of the society:

1. To establish a mentoring program for the sharing of educational and professional life experiences between alumni and HIT students.
2. To maintain an effective and timely communication exchange regarding the dynamic changes in the profession and impact of those changes on the HIT educational program through a variety of mediums. Those mediums include an online discussion forum, email, the HIT Society Newsletter, and HIT Web site development.
3. To provide financial support through the HIT Society Educational/ Scholarship Program, which assists dedicated students desiring to enter the Health Information field and supports leading edge educational offerings.
4. To establish a viable medium for collecting and maintaining measurable data concerning ECC HIT graduates through continued contact.
5. To provide a local medium for coordinating education events through informal roundtable discussions and/or formal workshops/seminars

based upon immediate identified needs.

6. To provide an ongoing mechanism for "consumers" of the ECC HIT program to have direct input in continuous improvement of the effectiveness of the program.

Human Services Organization

The ECC Organization for Human Services is an educational organization for students interested in human services issues. The objectives of this organization include creating a professional network for Human Services students and graduates; providing students with a peer support group; encouraging students to become active in human services prior to graduation by volunteering in the community and coordinating education programs; allowing students to offer informative presentations and workshops to ECC and the public; and enabling students to be a part of a statewide, regional, and national human services organization.

Phi Beta Lambda

Phi Beta Lambda is the national organization for all students in post-secondary schools and colleges enrolled in programs designed to develop vocational and professional competencies and who accept the purpose of Phi Beta Lambda (PBL) and subscribe to its creed. The purpose of the organization is to: "...provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility."

PBL is open to all degree majors.

Student Association of Medical Assisting

The Student Association of Medical Assisting was developed to provide a professional representation of the college where medical assisting students can unite and actively participate to promote the advocacy for quality patient-centered healthcare. This club meets once a month except during holidays or when the college is closed. The Student Association of Medical Assisting gives students an opportunity for leadership in their program of study.

Student Nurses Association

The Student Nurses Association is an educational organization for students in the Nursing Program. The purpose of this association is to unite the nursing student body in service to the school and community; to work toward public understanding, acceptance, and support of the nursing students of ECC; to foster the highest standards of professionalism among the nursing students; and to be a source of support and help to one another.

Surgical Technology Student Association

The membership of the Surgical Technology Student Association consists of students in the Surgical Technology program. The goals of the association include: to promote and encourage participation in community affairs and activities towards health care, to represent the surgical technology student to the consumer, institutions and other organizations, to facilitate the students' responsibilities for contributing to Surgical Technology education, and to provide an avenue to raise funds for projects and educational opportunities while enrolled in the program.

Corporate and Community Development is the division of instruction that addresses Continuing Education and Workforce Development. Continuing

BLOOD DRIVE
HERE
American
Red Cross
1-800-GIVE-LIFE | RedCrossBlood.org

Services

Library Services General Information

Both Tarboro and the Rocky Mount campuses have libraries. Each library houses a general collection of books and eBooks, including reference, subject area, and fiction titles. All books may be checked out except reference. The total number of books between the two campuses is approximately 37,000. Books in the general collection are selected to provide information on a wide variety of topics; however, the bulk of the collection focuses on curriculum topics. The Tarboro campus focuses primarily on the Nursing, Surgical Technology, Allied Health, and local/North Carolina history. The Rocky Mount campus focuses on Early Childhood, Respiratory Therapy, and Radiography. Both current and back issues of a number of journals, newspapers, and magazines are available on each campus for in-library use. Interlibrary loans are available for materials that are not located in the ECC collection.

The 5700-square foot Tarboro library has 20 computer workstations networked to a single printer. Wireless access is available on both campuses for students who bring their own laptops. A self-serve copier is available on both campuses. There is a ten cents per page print or copy charge and a twenty-five cents per page charge for color. The Rocky Mount library with 3800 square feet of space has 21 computer workstations networked in the same manner. Both libraries are equipped with computer desks that will accommodate wheelchairs. Additionally, ergonomic mice, large print keyboards, and Zoom-Text software are available on two computers on each campus. The aisles between bookshelves are wide enough to accommodate wheelchairs.

Both campus libraries have a variety of audiovisual equipment available for staff use and for students with staff supervision. Tape recorders and video cameras may be used for class presentations. DVD/VCR/TV combos are available on both campuses to facilitate customer use of audio visuals. Audio visual equipment and instructional DVDs are available for faculty use and may only be taken from the library by students for class presentations with faculty supervision. Small audio visual viewing rooms are available on the Tarboro campus for patrons. A small audio books collection is housed on both campuses. Audio books are available for checkout.

Students may access the library's web page at http://www.edgecombe.edu/resources/lrc-library. From the library web page, patrons may access the card catalog, online journals, and online data bases. The web page has tutorials to assist students in using library resources and general library information tutorials. Additionally, the web page includes hours of operation, information about library use and a staff roster. A variety of electronic reference materials are offered on both campuses and remotely via the LRC website. Electronic reference resources

include NCLive, SIRS, Literary Resource Center, Gale Virtual Reference Library, Credo, CQ Press, NC Knows and Anatomy TV. All of these data bases are available through the ECC Library website.

Hours of Operation

The Library is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday. The library closes at 4:00 p.m. on Friday. During summer hours, the library is closed all day on Friday. Library hours are subject to change during semester breaks and student holidays.

Telephone Contact Information

Students may call (252) 823-5166 and then use the following extensions to access the library staff:

Extension 211 – Director of Library Services
Extensions 244 or 323 for Interlibrary loan
Extensions 211 or 341 for Reference questions
Extensions 244 or 323 for Audio Visual services

Conduct in the Library

To facilitate study and research, a quiet atmosphere is maintained. The library staff will assist students in finding facilities for small group collaboration. Students should refrain from the use of cell phones, eating or drinking while in the library. Students should adhere to all school behavior policies while in the library. Students should review and adhere to the ECC Acceptable Use Policy before using the internet in the library. When students are waiting for computers, patrons who are not students will be asked to vacate computers. Students who are not using computers for school work will be asked to vacate computers for students who need to complete school assignments.

Library Cards

The official ECC identification badge is the library card. The official ECC badge should be displayed at all times while students are in the library.

Curriculum Learning Center

ECC offers academic support for students who are enrolled in curriculum courses and who are having difficulty with the English, reading, or math skills that are essential to successful completion of these courses. Both the Tarboro and Rocky Mount campuses provide a Learning Center staffed by professional English, math, and other specific subject area tutors. These centers provide assistance to those students who need periodic help in addition to in-class instruction and to those who need continuous help. Instructors must refer students to the Learning Center. Instructors may initiate the referral, or students may request one. There is no fee for this service.

Tutoring Program

The Tutoring Program assists students who are experiencing academic difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Curriculum Learning Center. There is no fee for tutoring services. The Tutoring Program employs students and other qualified individuals as tutors. Students may apply to be tutors by contacting the Student Services Department.

Office Technology Center

The Office Technology Center (OTC) provides the opportunity for students to take college credit courses through the use of individualized course materials and instruction. This instructional method features self-paced learning materials, flexible hours, and individualized instruction. The OTC offers courses to assist students in building keyboarding proficiency, developing office skills, and obtaining a working knowledge of current computer software. Instructors provide supportive feedback to promote the students' abilities to master skill-enhanced courses. Registration procedures for courses taught in the OTC are the same as for all other curriculum courses. The following courses are available in the OTC on either the Tarboro or Rocky Mount campus during the day or evening and are designed to meet students' personal scheduling needs.

MED 134	Medical Transcription
OST 080	Keyboarding Literacy
OST 122	Office Computations
OST 131	Keyboarding
OST 134	Text Entry and Formatting
OST 135	Advanced Text Entry and Formatting
OST 136	Word Processing
OST 137	Office Software Applications

OST 164	Text Editing Applications
OST 201	Medical Transcription I
OST 202	Medical Transcription II
OST 233	Office Publications Design
OST 236	Advanced Word/Information Processing

Career Readiness

The North Carolina Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. It is a portable credential that promotes career development and skill attainment for an individual. It confirms to employers that an individual possesses basic workplace skills in reading for information, applied math, and locating information and is capable of learning job specific skills. It is an economic and workforce development tool that transcends all populations and all occupations. Administered by local community colleges and JobLink Career centers, it is available at Edgecombe Community College through the Division of Business and Industry Services. All graduates from ECC are required to take the Career Readiness Certification exams before they graduate. For more information, contact ECC at (252) 823-5166, ext. 249, or go to the NC CRC website at: http://www.crcnc.org.

JobLink

The Employment Security Commission operates a JobLink Center on the Tarboro campus. Located in room 8B of the Fountain Building, office hours are Monday-Thursday 8:00 a.m. until 5:00 p.m., and Friday 8:00 a.m. until 4:00 p.m. For more information, contact Althea Hopkins at (252) 823-6742.

Office of Public Information

The Office of Public Information is responsible for the planning and coordination of college publications, community relations, marketing, and advertising. All institutional advertising and printing should be directed through this office.

Campus Communications

Confab is a weekly newsletter distributed to all college employees, trustees, Foundation board members, and other business and community leaders. The newsletter includes information on college activities and employees.

Edgecombe Community College Foundation

The purpose of the Edgecombe Community College Foundation is to promote the development of the college and all its programs and activities. Through such action, the Foundation works to expand opportunities for accessible quality education to the people of Edgecombe and surrounding counties. Gifts are used for financial aid and scholarships, in-service education for faculty and staff, equipment and library resources, and other teaching facilities. The funds provided by the Foundation enable the college to serve far more students than public funds allow. All private gifts to the college should be directed to the Edgecombe Community College Foundation, a tax-exempt, 501 (c) (3) nonprofit corporation, operating exclusively for the benefit of the college and its students.

Donors should send correspondence to the following address:
Executive Director
Edgecombe Community College Foundation
2009 West Wilson Street
Tarboro, NC 27886
(252) 823-5166

Edgecombe Performance Series

ECC presents the annual Edgecombe Performance Series designed to appeal to all facets of the population of Edgecombe County and Eastern North Carolina. The series focuses on a diverse lineup of entertainment which may include jazz, blues, Latino, bluegrass, swing, country, gospel, reggae, or classical music. Offerings in the past have included B.B. King, Doc Watson, Buddy Guy, Rhonda Vincent, Robert Cray, Taylor Swift, and the North Carolina Symphony, to name a few.

Tickets to individual events are available, and patrons have the option to purchase reserved season tickets at a reduced rate per performance. Discounts are offered for senior citizens age sixty-five (65) and older, ECC faculty and staff, students age thirteen (13) through college-age, and children age twelve (12) and under. Tickets to all Series events may be purchased through the Keihin Auditorium Box Office or online at: http://www.etix.com.

Persons interested in more information about the Edgecombe Performance Series should contact the Cultural Arts Director at (252) 823-5166, ext. 187.

Corporate and Community Development

Education includes Basic Skills, Hispanic/Latino Initiative, Human Resources Development (HRD), and Occupational Extension/Special Programs. Workforce Development includes Fire, Emergency Medical Services and Rescue, and Law Enforcement; Business and Industry Services; Workforce Development and Training Center (WDTC); the Small Business Center (SBC); and Rural Entrepreneurship through Action Learning (REAL).

Basic Skills (College and Career Readiness)

The mission of the Basic Skills program at ECC is to provide educational opportunities for adults 16 years of age or older who are out of school. The program focuses on the needs of adults who do not have a high school diploma or who need basic education skills to function effectively in society. The programs are Adult Basic Education (ABE), Adult High School (AHS) Online, Compensatory Education, English as a Second Language (ESL), General Educational Development (GED), and GED Online.

The Basic Skills Center (The Learning Lab) is set up for individualized instruction. Students are welcome to come in and brush up on old skills or learn new ones. GED, ABE, and the AHS Online programs are offered. Materials are available in books and on audio and video tapes, as well as through computer-assisted instruction. Regardless of previous education, students begin at their current skill level and progress at their own pace. An instructor is always present to assist students in their studies. Students can attend at their own convenience during scheduled center hours. There is no tuition fee to attend the center, but students should have their own pencils and notebook paper. Basic Skills Centers are located on both campuses and are open during the following times: Monday through Thursday from 8:00 a.m. to 9:00 p.m., and Friday from 8:00 a.m.to 4:00 p.m. The schedule may change for the summer session. Additional information can be obtained from any Basic Skills Center instructor on the Rocky Mount or the Tarboro campus.

Adult Basic Education (ABE)

ABE is a competency-based curriculum designed to assist adults who wish to improve their basic skills in reading, writing, communication, and mathematics. The curriculum also focuses on the exploration of life skills such as critical thinking, self-esteem, and job performance. ABE is a stepping stone needed for the advancement to additional studies in AHS or GED. Students progress at their own rate of learning, based on their abilities and needs. Students are provided books based on their assessment level.

ABE classes are offered on the Rocky Mount and the Tarboro campuses, as well as at some community sites. No registration fee is required, and materials are

provided by the college. Materials are specifically prepared with the emphasis on adult needs and interests.

Adult High School (AHS) Online

The AHS program is offered online through NovaNet, which is approved by the Department of Public Instruction. The AHS program is designed for students who want the opportunity to complete the courses needed to earn an Adult High School Diploma. The AHS program of ECC is fully accredited as a high school, and graduates are granted the same rights and privileges as graduates of any high school in North Carolina.

Adults who are 18 years of age or older may enroll. Individuals who are 16 and 17 years of age may enroll with special permission from public school officials and parents or legal guardians. There are no fees or tuition for this program. Additional information can be obtained from the AHS Online Coordinator. Students completing the AHS program may participate in the ECC annual graduation ceremony. They may purchase caps and gowns through the Student Services Department.
Requirements for graduation are as follows:

- 4 units of English
- 4 units of Mathematics (including Algebra I)
- 3 units of Science
- 4 units of History
- 1 unit of Health/Physical Education*
- 6 Electives

Total of 22 units required

* Students who have not passed high school Physical Education cannot enroll in the AHS program.

Compensatory Education

Compensatory Education is defined as those educational opportunities that allow adults with developmental disabilities to function at their fullest potential. The program focuses on basic and real-life skills, which are language, social studies, mathematics, consumer economics, community living, health, and vocational education. These skills are geared toward helping students become independent and self-directing in the home, on the job, and in the community.

The project originated in 1980 and was funded by the Department of Community Colleges using federal Adult Basic Education special project funds. It was instituted as a result of the 1978 Civil Action No. 3050 in which the North Carolina Association for Retarded Citizens and the State of North Carolina agreed that adults with mental retardation should receive a free and appropriate

public education suited to their individual needs and capabilities. Compensatory Education classes are offered on the Rocky Mount and the Tarboro campuses. In addition, the college partners with Tri-County Industries and other approved facilities for operation of the program.

English as a Second Language (ESL) Program

The ESL program consists of classes that assist adults with limited or no English proficiency. ESL classes are offered at beginning, intermediate, and advanced levels.

The course curriculum is designed to develop or improve skills in reading, writing, speaking, and listening. The English language is integrated with topics that prepare students for everyday life, citizenship, and the workforce.

Classes are offered on the Rocky Mount and the Tarboro campuses, as well as at other community sites within Edgecombe County. All books and instructional materials are provided by the Basic Skills department.

General Educational Development (GED)

The GED program is designed for adults who have not completed high school. A series of five tests designed to measure general competence is required. Reading, mathematics, science, social studies, and writing skills are the five testing areas.

An individualized plan of study is created for each student. Upon successful completion of tests, students earn the equivalent of a high school diploma. To be admitted to the GED program, individuals must meet the following requirements:

1. Students must be 18 years of age or older.
2. Students who are 16 and 17 years of age may enroll only with written permission from the appropriate high school official and the permission of their parent or legal guardian. To apply to the program, students must complete an application and appear before an admissions committee.

Books are supplied free by the program for use in class. Students wishing to purchase books for use at home may do so through their instructors. Students who take the GED test must pay a testing fee. Students also must submit a copy of their Social Security card and a picture ID prior to testing. A minimum score of 410 is required on each individual test in order to pass; however, a total score of 2250 must be obtained in order to receive the GED diploma.

GED classes are offered on the Rocky Mount campus, the Tarboro campus, and at other community sites. Students completing the GED may participate in the ECC annual graduation ceremony. They may purchase caps and gowns through the Student Services Department.

GED Online

The GED Online course of study is a web-based program for students who desire to prepare for their GED tests at home via the Internet. Requirements to enroll in the GED Online program are as follows:

1. Students must take a placement test, which is given on either the Rocky Mount campus or the Tarboro campus.
2. Students must attend the online orientation on either the Rocky Mount campus or the Tarboro campus.

Upon completion of testing and orientation, students are given the GED Online computer disk to install on their home computer. Once the program is installed, students are able to login and begin studies for the GED courses. GED Online students must take all practice GED tests on campus before they can sign up for official GED tests.

Students who complete the GED Online program and pass the official GED test may participate in the ECC annual graduation ceremony. They may purchase caps and gowns through the Student Services Department.

For additional information, interested persons should contact the GED Online Coordinator.

Hispanic / Latino Initiative

The purpose of the Hispanic/Latino Initiative is to assist the Hispanic/Latino community in Edgecombe County with a smooth transition from their culture and language to the American culture and language. It is designed to provide resources and training at the college for individuals to improve their quality of life. The Hispanic/Latino community is offered the opportunity to obtain and/or improve their personal, communication, and workplace skills.

Under this program, the college offers a variety of Spanish classes on a continuing basis to assist citizens in learning how to communicate in another language. Several English as a Second Language (ESL) classes are offered on the campuses and in the community.

The college, in collaboration with the Edgecombe County Public Schools, offers a Multicultural College Day Program for high school and middle school students. The purpose of this program is to provide an opportunity for multi-ethnic students to become familiar with programs and resources offered at the college.

Additionally, the college offers a course, Workplace Spanish for School Employees, designed for teachers of Edgecombe County Schools to develop their Spanish-speaking skills. As a result, teachers become more aware of the Hispanic/Latino culture.

The college collaborates with the City of Rocky Mount to assist with the Latino Festival that is held in downtown Rocky Mount.

For more information about the Hispanic/Latino Initiative, interested persons should contact the Hispanic/Latino Coordinator.

Human Resources Development (HRD)

HRD is a state-funded program administered by the North Carolina Community College System. HRD focuses on the development of basic workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. There is an HRD program in all 58 community colleges.

The HRD program is student-centered and focuses on the creation of developmental activities geared toward (1) the acquisition of work-related and family self-sufficiency skills, (2) the establishment of a variety of options for upgrading employment-related skills, and (3) the development of proactive outreach, instructional, and case management strategies to help students reach their goals.

Local colleges have the flexibility to customize the scope and duration of courses to meet the needs of their community and/or targeted populations. Thus, HRD programs offer short-term training classes, usually 4 to 10 hours, in addition to their traditional employability skills courses that are offered from 40 to 115 hours. Course offerings include topics such as Orientation and Motivation to the World of Work, Money Smart, Surviving a Layoff, Interview/Resume/Application (IRA), SUPER Man, SUPER Woman, Job Savvy, and Passport to Success. HRD courses are free of charge to individuals who meet one of the following criteria: (1) are unemployed, (2) have received notice of layoff, (3) are working, but their income is 200 percent below the federal poverty level and (4) are working and eligible for the federal earned income tax credit (This factor is appealing to individuals who need training but cannot afford to pay the registration fee.).

For additional information concerning the HRD program and HRD classes, interested persons should contact the HRD Director.

Special Programs

Special Programs offers courses designed to help adults further their education, improve their individual efficiency, upgrade and improve present job skills, prepare for future employment and recertification, enrich their cultural lives, and become more effective members of their communities.

Enrollment and Class Schedules

Adults 18 years old or older regardless of educational background who are not enrolled in public school may be admitted to Continuing Education courses. With the approval of the appropriate public school official, some students between 16 and 18 years of age may be considered for enrollment.

Classes are scheduled during the day, in the evening, and on weekends, on and off campus and at various locations and times throughout Edgecombe County. Courses are organized based on need, interest, and availability of suitable facilities. Continuing Education courses are also offered online through www.ed2go.com/edgecombecc.

Registration

Students should register in advance for Continuing Education courses to assure they have a seat. Some courses will require advance registration and payment. To register for a course or for more information, individuals should call Corporate & Community Development on the Tarboro campus or on the Rocky Mount campus.

Fees

Tuition fees for occupational extension courses are set by the NCCCS State Board. Fees vary depending upon the number of course contact hours.

Tuition fees for self-supporting courses vary according to the number of students enrolled and the materials needed.

Textbook and supply charges are announced at the first class meeting. All students are responsible for textbook and supply charges. No student is officially enrolled until all fees and charges are paid.

Course Repetition Policy

Students who take an occupational extension course more than twice within a five-year period pay a fee based on a formula established by the North Carolina Community College System. This policy does not apply to community service courses because students can enroll in these classes with no penalty. Courses for certification, licensure, and recertification are also exempt.

Refund Policy

Refunds are based on the following circumstances:

1. A 100 percent refund is issued upon the request of students if they are pre-registered for an occupational extension class and officially withdraw from the class prior to the first day of class.
2. For classes that meet four times or less, a 75 percent refund is issued if persons withdraw on or before the first session of class and request the refund.
3. For classes that meet five or more times, a 75 percent refund is allowed if students officially withdraw on or before the 10 percent point. The 10 percent point varies from course to course.
4. For contact hour classes, ten calendar days from the first day of the class is the determination date.
5. There are no refunds for self-supporting courses once they have begun.
6. If the course is canceled or seats are not available in the class, the college makes a full refund.

Attendance and Certificates

1. Students are expected to attend classes regularly. Attendance records are maintained by the class teachers.
2. Official certificates are issued from the Continuing Education office for students who satisfactorily complete classes. Completion criteria vary from class to class.
3. For professional licensure, recertification, and re-licensure, attendance information is forwarded to the appropriate agency by mail or e-mail, if requested by the agency.

Grading Policy

The Continuing Education Division awards grades for every course taken, regardless of the length of the course. All grades are recorded on a permanent record, which is maintained by the college indefinitely.

Grade Significance

S	Satisfactory	Represents satisfactory completion of course requirements
U	Unsatisfactory	Given to students who do not successfully complete course requirements or attend less than 75 percent of the classes
DR	Dropped	Given to students who register but do not attend

		class again before the 30 percent point of classes
P	Pass	Represents satisfactory completion of course requirements
A	93-100	
B	85-92	
C	77-84	
D	70-76	
F	0-69	
I	Incomplete	

Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) is designed to recognize and record individual and institutional participation in non-traditional studies and special activities. Recertification, licensure, and re-licensure courses require CEUs. CEUs are awarded for teacher certificate renewal courses in terms of one CEU for every ten course contact hours. Other groups such as real estate brokers, real estate appraisers, cosmetologists, manicurists, estheticians, and electrical contractors receive one CEU for every course contact hour. Policies for CEUs vary from agency to agency.

Community Service Classes

Community Service classes are designed to provide lifelong learning for adults and to contribute to the community's overall cultural, civic, and intellectual growth. Community Service classes include classes that focus on individuals' personal or leisure needs. Courses are usually self-supporting, which means all class members pay the same pre-determined amount.

Occupational Extension Classes

Occupational Extension classes are designed for the specific purpose of training individuals for employment, upgrading the skills of persons presently employed, and retraining others for new employment. Classes are offered in all technical and occupational fields and vary in length according to the complexity of the skill and the need of the employee or employer. Most classes are developed and taught on request, are usually offered at a time and location convenient to the employee and employer, and are custom-designed.

Continuing Education Online Classes

Ed2Go classes are online continuing education classes that can be completed at home, in the office, in the college media center. These courses are offered every month, with the length of the courses being about eight weeks. Two lessons are issued each week for six weeks, and the average time required to complete

a lesson is about two hours. Because the book is on line, there is no extra fee. There is a chat room with the instructor and other students around the world, as well as supplementary materials and assignments. The majority of the classes are occupational extension, while some are only for personal enrichment. These classes are considered 24 contact hours, which equals 2.4 CEUs. There is a specific category for teacher renewal classes. All Ed2Go classes are monitored electronically by the Special Programs office. Interested persons should visit the college's website (www.ed2go.com/edgecombecc) to view the variety of classes offered.

Recertification Classes

Courses can be custom-designed for the purpose of recertification. Teachers can take occupational extension classes if they relate to their field of work or take ED2Go classes online. A class that is ten contact hours is one CEU for teachers. When individuals complete a class, the Continuing Education office issues a certificate, which can be submitted to the NC Department of Public Instruction for teacher renewal credit.

The Special Programs office works with other state agencies that require annual recertification for professionals. Some of the agencies are the NC Real Estate Commission, NC Appraisal Board, NC Board of Cosmetic Art Examiners, NC State Board of Examiners for Electrical Contractors, NC Board of Nursing, and NC Department of Health/Human Services Division of Facility Services. These agencies consider one contact hour to be equal to one CEU. The Special Programs office submits names of those completing the courses to the appropriate agencies and also issues official certificates to the attendees.

For more information about Continuing Education, contact the Director of Special Programs or the Division Dean at (252) 823-5166.

Business and Industry Services

Business and Industry Services offers Customized Training Programs funded by the NCCCS for individual businesses meeting the criteria described below. Specific courses customized to individual business needs, public courses for individuals. WorkKeys(R) services and NC Career Readiness Certificates are also offered by Business and Industry Services.

Customized Training Programs

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing

North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligible businesses include: Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

To receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and,
- The skills of the workers will be enhanced by the assistance.

Resources may support: training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college. The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

For more information go to: http://www.nccommunitycolleges.edu/Business_and_Industry/CustomizedTraining.htm

Customized Courses for Individual Businesses

Courses can be provided at times and locations that meet individual business needs. Examples include:

- Apprenticeship programs approved by the Department of Labor
- Kepner-Tregoe courses (a nationally recognized leader in problem solving): currently ECC offers Analytical Troubleshooting for industrial employees
- Leadership, supervisory, customer service & recruiting & selection skills
  - DDI, Development Dimensions International ®
  - DiSC – a behavior based learning tool for understanding individuals & groups

- Practical Project Management – a 3 day seminar for professionals who are new to managing projects or experienced managers who wish to review and reinforce best practices in project management. It offers foundation tools & techniques as defined by the Project Management Institute.
- Continuous Improvement Skills and Methods,
  - ISO 9000 Auditing and Implementation courses
  - Lean Six Sigma Yellowbelt, Greenbelt, & Blackbelt
  - Specific Lean and Six Sigma Topics Including:
    - 5S
    - Process & Value Stream Mapping
    - Error Proofing
    - Lean Office
    - Quick Changeover
    - Theory of Constraints
    - Design of Experiments
    - Statistical Process Control
- Safety Skills, for example:
  - Confined Space
  - Forklift Training
  - HazCom
  - HazWoper 24, 40, Refresher
  - Lockout/Tagout
  - OSHA 10 hr. – General Industry
  - PPE
- Specific Technical Skills:
  - AutoCAD
  - Biotechnology
  - Computer Applications: Microsoft Word, Excel, PowerPoint, Project, Access, Front Page, QuickBooks, Publisher, and Windows; Introduction to Computers, Internet Basic, and More
  - Hydraulics & Pneumatics
  - Machining
  - Manufacturing Automation
  - MSSC Certified Production Technician
  - PLCs – Programmable Logic Controllers
  - Refrigeration
- Train the Trainer

Business and Industry Public Course Offerings

These courses enable students to upgrade professional skills; learn new technologies; or achieve professional certifications, licensures, renewals, or job skill upgrades. These courses are offered as a result of requests or identified needs and

can be open to any appropriate individual.

- Introduction to Tire Manufacturing – a 33-hour course, successful completion is required for employment consideration at Bridgestone in Wilson , NC
- Introduction to Electronics Manufacturing – a 30-hour course, successful completion is required for employment consideration at Keihin CST in Tarboro, NC (call for details)

WorkKeys® and North Carolina's Career Readiness Certificate (CRC)

The WorkKeys® system provides job profiles, skill assessments, and skills training in basic workplace skills. The Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. It:

- Is a portable credential that promotes career development and skill attainment for the individual
- Confirms to employers that an individual possesses basic workplace skills in reading for information, applied math, and locating information and is capable of learning job specific skills
- Is an Economic and Workforce Development tool that transcends all populations and all occupations
- Is a Multi-Level Approach: Bronze, Silver and Gold Level Certificates
  - Bronze Level – core employability skills for approximately 30% of the jobs profiled by WorkKeys® in these skill areas
  - Silver Level – core employability skills for approximately 65% of the jobs profiled by WorkKeys® in these skill areas
  - Gold Level – core employability skills for approximately 90% of the jobs profiled by WorkKeys® in these skill areas
- Is earned by the individual by assessing with WorkKeys® in reading, applied math, and locating information (WorkKeys® is a comprehensive employability skills assessment tool used by thousands of companies in the United States and internationally)
- Is administered by local community colleges and JobLink Career centers

At Edgecombe Community College contact: Business and Industry Services (252) 823-5166, ext. 166, or go to:
http://www.edgecombe.edu/continuing-education/career-readiness-certificate.

For more information on any Customized Training or Business and Industry Services offerings contact the Director of Customized Training and Workforce Development at (252) 823-5166, ext. 197, or go to:
http://www.edgecombe.edu/continuing-education/business-and-industry-services.

Emergency Services / Public Safety

The Fire Service program provides full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, and certification in modern firefighting, rescue, officer development, and fire department management skills. The Emergency Medical Services and Rescue program provides certification in a wide variety of emergency medical and rescue-related programs. The Law Enforcement program provides Sworn Credentialed Law Enforcement Officers, Detention Officers, and Communication Personnel with the opportunity to gain knowledge and skills based on new and existing technology. The First Responder program provides a wide variety of specialized training to individuals and organizations that are included in the Emergency Management and local government emergency plans and recognized as first responders during disaster and emergencies. This includes but not limited to: Emergency Medical Personnel, Firefighters, Hospital Staff, Law Enforcement, Public Health Personnel, Public Works/Utility Personnel, Skilled Support Personnel and other emergency management response, support, volunteer personnel at all levels. For more information about general Public Safety topics, go to www.fems.gov/nims.

Fire Service

The Fire Service program is designed to provide full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, certification and re-certification in modern firefighting, rescue, medical first responder, officer development, and fire department management skills. Programs are open to all fire departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various fire departments. Fire Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed fire service personnel only.

Classes include but are not limited to the following:

- Firefighter I & II Certification (Includes Skill Assessment & Written Test)
- Basic Fire Fighter Training (Non-Certified, no written test)
- Live Fire Burns (Both Structural, Simulator Trailer and LP Gas)
- Aerial Operations Series
- Driver Operator Series
- Rescue Technician
- National Incident Management System (IS 700, 100, 200, 300, 400, 800)
- Incident Command
- Rapid Intervention (RIT)
- Special Rescue Operations
- Wildland Fire Management & Safety
- Hazardous Materials Awareness and Operational Level

- Hazardous Materials/Terrorism /Weapons of Mass Destruction
- Land Search Rescue
- Basic Arson Awareness
- Clandestine Drug Lab Awareness
- Water Rescue / Swift Water
- First Responder / CPR / Basic First Aid
- NC Fire Incident Reporting System / Computer Basics
- Rescue Technician / Extrication
- Confined Space/Trench Rescue
- Spanish for Fire Service
- Emergency Vehicle Driver
- Pump Operator Series
- Water Shuttle
- Search Warrants

Emergency Medical Services (EMS)

The EMS and Rescue program is designed to provide certification in a wide variety of emergency medical and rescue- related programs. It provides full time and volunteer Rescue Squads with the opportunity to gain knowledge, practical skills, and advanced skills based on pre-hospital emergency situations. Programs are open to all EMS departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, is offered during the year on the college campus or at various departments. Many of these classes may be offered to interested citizens, however Emergency Medical Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed EMS service personnel only.

Classes include but are not limited to:

- Emergency Medical Technician * *
- Emergency Medical Technician-Intermediate * *
- Emergency Medical Technician-Paramedic **
- Emergency Medical Responder **
- Basic Life Support (ITLS)
- Emergency Medical Technician Recertification**
- Advanced Life Support
- Pediatric Advanced Life Support
- Rescue Technician
- Cardio Pulmonary Resuscitation (CPR)
- Automatic Electronic Defibrillator (AED)
- Vehicle Extrication
- Anatomy and Physiology
- National Incident Management System (IS 700, 100, 200, 300, 400, 800)
- Incident Command

- Emergency Vehicle Driving
- Hazardous Materials/Terrorism /Weapons of Mass destruction
- Clandestine Drug Lab Awareness
- Spanish for EMS
- Scope of Practice Assessment

A wide variety of EMS Refresher Programs based on need and departmental request.
**N.C. Office of Emergency Medical Services, Credentialed, Skills Assessment and Written Exam. This is a four year renewable certification with optional monthly continuing education updates through departmental in-service training or refresher course near the end of the credentialed period.
** Programs offered to the general public without departmental affiliation

Law Enforcement

The Law Enforcement program at ECC is designed to provide Sworn Credentialed Law Enforcement Officers, Detention Officers, and Communication Personnel with the opportunity to gain knowledge and skills based on new and existing technology. Programs are open to all Law Enforcement Agencies in the Edgecombe County area. A broad range of mandated and specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various department locations.

Classes include but are not limited to:

- Legal Updates *
- Domestic Violence *
- Ethical Awareness *
- Blood Borne pathogens *
- •Juvenile Minority Sensitivity *
- Basic Firearms Training *
- Advanced Firearms Training / Combat
- Officer Survival
- Detention Officer Certification
- Basic Arson Detection / Investigation
- Emergency Medical Technician-Basic
- First Responder / CPR / Basic First Aid
- Report Writing
- Defensive Tactics
- Basic Canine Patrol Dog Training (400Hrs)
- K-9 Handler Training (obedience, agility, tracking, woods & building)
- Advanced K-9 Handler Training (apprehension, narcotics, parcel search)
- Vehicle Search
- Search & Seizure

- Criminal Investigation
- Spanish for Criminal Justice
- National Incident Management System (IS 700, 100, 200, 300, 400, 800)
- Rapid Deployment
- Spanish for Law Enforcement Service
- Verbal Judo
- Customer Service
- AHA CPR, AED & First Aid
- Emergency Medical Dispatcher (CE)

A wide variety of Law Enforcement Initial and Refresher Programs are based on need and departmental requests.
*State mandated, annual training may vary by agency.
Classes are offered to sworn, credentialed law enforcement officers only.

First Responders

The First Responder program at ECC is designed to provide full time and volunteer disaster and emergency response personnel with the opportunity to gain knowledge, practical skills in disaster, emergency response, rescue, and life safety skills. Programs are open to all individuals and organizations that are included in the Emergency Management and local government emergency plans and designated first responders during disaster and emergencies. This includes but not limited to: Emergency Medical Personnel, Firefighters, Hospital Staff, Law Enforcement, Public Health Personnel, Public Works/Utility Personnel, Public School / College Administration & Staff, Skilled Support Personnel and other emergency management response, support, volunteer personnel at all levels.

Classes include but are not limited to:

- National Incident Management System NIMS (IS 700, 100, 200, 300, 400, 800)
- First Responder / CPR / Basic First Aid / AED
- Hazardous Materials Awareness and Operational Level
- Hazardous Materials/Terrorism /Weapons of Mass Destruction
- Search & Rescue
- Legal Updates
- Blood Borne Pathogens
- Emergency Medical Technician-Basic
- Report Writing
- Special Rescue Operations
- Land Search Rescue
- Web EOC
- Multi Hazards in Schools

- Community Mass Care Management
- Other emerging programs from Federal, State and Local Government Agencies
- Mounted Search & Rescue
- AHA CPR, AED & First Aid

A wide variety of Initial and Refresher Programs are based on Federal, State, and Local Emergency Management requests.
For more information about Fire, EMS and Rescue, and Law Enforcement, contact the coordinator at (252) 823-5166, ext. 175.

Rural Entrepreneurship through Action Learning (REAL)

REAL, Rural Entrepreneurship through Action Learning is an enterprise program offering students the opportunity to learn how to become entrepreneurs.

The REAL program at ECC is a 30-contact hour course, generally offered over a five-week period two nights a week. It is a "hands-on" course that helps develop students skills needed to successfully own, operate, and grow a small business. The class guides students through the process of planning, creating, and operating their own small business. Some of the skills and tasks common to successful entrepreneurs that are addressed include the following:

1. Self-Assessment – Identifying and developing existing or potential marketable skills and ideas
2. Community Analysis – Pinpointing what businesses are needed and could be supported in the area
3. Development of a Business Plan – Helping individuals and others understand exactly what the business is and why the idea for the business is a good one
4. Operation of the Business – Experiencing the challenge and rewards of self-employment.

After completing the course, some students are ready to open their business. Other students discover they need more training, experience, or capital before they can begin. Some decide that small business ownership is not for them.

Health Occupations

Edgecombe Community College currently offers various certificate training programs in healthcare. Courses include: Nurse Aide I & II traditional and hybrid, Phlebotomy traditional and hybrid, Geriatric Aide, Medication Aide, and Medication Aide Instructor Training. Healthcare Provider CPR is included in each course with the exception of Medication Aide courses. Courses currently being developed are: Personal Home Care Aide State Training (PHCAST), Breastfeeding Basics, Nurse Aide I & II Refresher, and Health Coach. The

college is in partnership with community organizations and developing programs to reach county residents who have an interest in pursuing a health career. Visit the Edgecombe Community College website for registration and class schedules or contact clarkl@edgecombe.edu for course information or if you are an agency interested in offering a course for a group of students.

Small Business Center (SBC)

The ECC Small Business Center is part of a statewide network designed to support the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information.

The SBC provides free, confidential counseling services for new and existing businesses. Available on an as-needed basis, counselors serve as sounding boards for ideas and concerns individuals may have about their businesses. The professional staff also helps find solutions to challenging business questions. The center has contact with vital local business and community leaders and other member agencies across the state that will help with business ventures.

Confidential counseling services and access to resource libraries are free of charge. Some seminars and workshops require a minimal registration fee.
The SBC offers a wide variety of seminars and workshops to help small businesses be successful. Topics include but are not limited to the following:

- Doing Business with the Military
- Employment Law Updates
- Financing a Business
- How to Start a Business
- How to Write a Business Plan
- Marketing for Success

The SBC has a library of professional resources waiting to be tapped. Printed materials including books, pamphlets, magazines, and trade journals, as well as a wide variety of tapes, videos, DVDs, and CD-ROMs, are available for use.
In addition to providing training, counseling, and other resources, the SBC puts individuals in touch with vital local business and community leaders. As a member of the North Carolina Business Alliance, the center connects individuals with other member agencies across the state to help jump-start ventures.

For more information, interested persons should contact the following address:
Small Business Center
2009 W. Wilson St.
Tarboro, NC 27886
(252) 823-5166, ext. 220
Or visit the website at www.edgecombe.edu,
Click on "Corporate & Community Development," and then click on "Small Business Center."

Grades

Corporate and Community Development awards grades for every course taken, regardless of the length of the course. All grades are recorded on a permanent record, which is maintained by the college indefinitely.

Grade Significance:

S	Satisfactory –	Represents satisfactory completion of course requirements
U	Unsatisfactory –	Given to students who do not successfully complete course requirements or students who attend less than 75 percent of the classes
DR	Dropped –	Given to students who register but do not attend class again before the 10 percent point of class

There are no official forms for withdrawing from class. Those who wish to discontinue classes should inform the instructor. A code of DR is recorded on the permanent record of students who withdraw from classes before the 30 percent point; a U, for students dropping a course after the 30 percent point. There are no provisions for auditing classes. All students who register for classes in the Continuing Education Division receive a grade which is posted on a permanent record at the college.

Fees

Tuition fees are set by the State Board of Community Colleges and generally change from year to year. The cost of self-supporting courses varies according to the number of students enrolled and the materials needed. When other charges are necessary for textbooks and supplies, these are announced at the first class meeting. No student is officially enrolled until all fees are paid.

Workforce Development and Training Center

The Workforce Development and Training Center (WDTC) currently operate three training programs with federal funds from the Workforce Investment Act.

1. The Dislocated Worker program assists dislocated workers with the necessary training to reenter the workforce. This training is often provided by the On-the-Job training program.
2. The Adult On-the-Job (Adult OJT) program provides on-the-job training for economically disadvantaged individuals who are under-employed or have been unemployed for the past six months or more.
3. The Exemplary Youth Program (YTEP – Youth Training and Education and Training Program) serves youth of Edgecombe County, ages 14 to 21. The program objective is to prepare individuals for post-secondary education and/or to equip participants with skills needed for entering the workforce. The program provides different types of activities to make individuals more marketable in the workforce, as well as opportunities for personal, social, and professional development. Program participants may qualify for financial assistance, which includes tuition, books, and fees. Also, there may be childcare and transportation assistance upon availability of funds.

Additional information may be obtained by contacting the following:
Workforce Development and Training Center
101 Tarboro Street
Rocky Mount, NC 27801
(252) 977-3292
1-800-852-5130

Curriculum Programs of Study

Curriculum Programs: Degrees, Diplomas, and Certificates

Purpose of Curriculum Instruction

In accord with the college's stated mission, it is the purpose of curriculum instruction to prepare graduates for employment as skilled and productive members of the workforce and for continued academic success in their pursuit of further study.

Goals

- To provide an academic advising system that assists all students in setting and achieving appropriate academic goals.
- To require all students to demonstrate an appropriate level of reading, writing, and mathematics skill prior to taking college level courses.
- To require all graduates, as appropriate for each degree, diploma, or certificate program, to develop the following:
    - Communication Skills (reading, writing, listening, and speaking)
    - Mathematics Reasoning Skills
    - Technological Skills
    - Critical Thinking Skills
    - Global and Cultural Awareness
    - Sustainability
- To require all degree graduates, as appropriate to each degree program, to further demonstrate competencies in the following areas:
    - Humanities/Fine Arts
    - Sciences
    - Social Sciences
- To meet and/or exceed all North Carolina Community College System performance standards for curriculum programs.

Options for Program Completion

Students enrolled in curriculum courses at ECC can choose one of these options for program completion: the associate degree, the vocational diploma, or the certificate.

Associate Degree Programs

Associate degree programs prepare student to enter the workplace immediately upon graduation and/or to continue their education at a four (4) year institution. Full-time students can generally complete associate degree programs in two (2) years. The college offers five degree programs: the Associate in Applied Science (A.A.S.), the Associate in Arts degree (A.A.), the Associate in Fine Arts degree

(A.F.A.), the Associate in General Education (A.G.E.), and the Associate in Science degree (A.S.).

A high school diploma or its equivalent is required for admission into associate degree programs. Students take placement assessments in math, reading, computers, biology, and English before beginning their studies and may need to take developmental courses in those subjects if their scores so indicate. Developmental courses do not count toward the number of course credits required for graduation.

Diploma Programs

Vocational programs are primarily for those who wish to enter a trade immediately after graduation and can generally be completed in three semesters on a full-time basis. In some curriculum areas, diploma programs are the equivalent of the first three (3) semesters of the associate degree program, and courses earned in completing the diploma count toward the associate degree. Students must have a high school diploma or its equivalent to be admitted to any of the diploma programs.

Certificate Programs

Certificate programs train men and women for immediate employment and can generally be completed in one (1) or two (2) semesters on a full-time or part-time basis. In some curriculum areas, the courses earned in completing the certificate program count toward the diploma and/or associate degree outlined in the catalog.

College Transfer

Associate in Arts

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer 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 use of computers. (Ref. 23 NCAC 2E.0204)

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university.

Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Associate in Arts Degree Option (A10100)

General Education Courses (44 SHC)
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition
Two English composition courses (6 SHC) are required.

ENG 111*	Expository Writing	3	0	0	3
	and either				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts
Four courses (12 SHC) from at least three of the following discipline areas are required: art, drama, dance, foreign languages, interdisciplinary humanities, music, philosophy, and religion. One course must be a literature course.

ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
DRA 112*	Literature of the Theatre	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
DRA 126	Storytelling	3	0	0	3
DRA 211	Theatre History I	3	0	0	3
ENG 131*	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150*	American Women's Studies	3	0	0	3
HUM 160*	Introduction to Film	2	2	0	3
HUM 211*	Humanities I	3	0	0	3
HUM 220*	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 111	Eastern Religions	3	0	0	3
REL 112	Western Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212*	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

Social/Behavioral Sciences

Four courses (12 SHC) from at least three of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

ANT 210	General Anthropology	3	0	0	3
ANT 240	Archaeology	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3
GEO 130	General Physical Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
PSY 281*	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220*	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Natural Sciences

Two courses (8 SHC) from the biological and physical science disciplines are required. Courses with required accompanying laboratory work, such as AST 111/111A, count as one course. Student may not receive credit for both CHM 131/131A and CHM 151; or for both PHY 110/110A and PHY 151 or PHY 251.

AST 111	Descriptive Astronomy	3	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	1
AST 151	General Astronomy I	3	0	0	3
AST 151A	General Astronomy I Lab	0	2	0	1
AST 152	General Astronomy II	3	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	1
BIO 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic and Biochemistry	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
CHM 152	General Chemistry II	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
PHY 151	College Physics I	3	2	0	4
PHY 152	College Physics II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4

Mathematics

At least one course (3-4 SHC) in introductory mathematics is required; the other course (3 SHC) may be selected from among other quantitative subjects, such as computer science and statistics.

Select one course (3-4 SHC) from the following list of courses.

MAT 161	College Algebra	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
MAT 175	Precalculus	4	0	0	4
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
MAT 273	Calculus III	3	2	0	4

Select an additional course (3 SHC) from the following list of courses or from any unused introductory mathematics courses listed above.

CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MAT 151	Statistics I	3	0	0	3

ECC will award a diploma under A10100 for completion of the entire general education core (44 SHC minimum) as outlined above, with a grade of "C" or better in each course.

Other Required Hours

ACA 122	College Transfer Success	1	0	0	1

In addition to the ACA course, select a minimum 20 SHC to complete other required hours. Other required hours may include any additional college transfer general education hours beyond those needed to meet the core requirements plus any professional (pre-major) and/or elective courses (see list below) which have been approved for transfer. Student cannot receive credit for both BIO 163 and BIO 168.

ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ART 110	Introduction to Art	2	0	0	2
BIO 163	Basic Anatomy & Physiology	4	2	0	5
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
BIO 176	Advanced General Microbiology	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Prin of Management	3	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 141	Corrections	3	0	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
DRA 120	Voice for Performance	3	0	0	3
DRA 128	Children's Theatre	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
DRA 130	Acting I	0	6	0	3
DRA 131	Acting II	0	6	0	3
DRA 132	Stage Movement	2	2	0	3
DRA 140	Stagecraft I	0	6	0	3
DRA 142	Costuming	2	2	0	3
DRA 145	Stage Make-Up	1	2	0	2
DRA 170	Play Production I	0	9	0	3
DRA 171	Play Production II	0	9	0	3
DRA 260	Directing	0	6	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EDU 221	Children with Exceptionalities	3	0	0	3
EGR 150	Intro to Engineering	1	2	0	2
GIS 111	Introduction to Geographic Info System	2	2	0	3
GEO 131	Physical Geography I	3	2	0	4
HEA 110	Personal Health & Wellness	3	0	0	3
HEA 112	First Aid & CPR	1	2	0	2
HIS 116	Current World Problems	3	0	0	3
HIS 141	Genealogy & Local History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
HIS 236	NC History	3	0	0	3
HIT 110	Fundamentals of HIM	3	0	0	3
HIT 114	Health Data Sys/Standards	2	3	0	3
HUM 140	History of Architecture	3	0	0	3
HUM 180	International Cultural Explorer	3	0	0	3
MAT 161A	College Algebra Lab	0	2	0	1
MAT 175A	Precalculus Lab	0	2	0	1
MAT 285	Differential Equations	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MUS 121	Music Theory I	3	2	0	4
MUS 151	Class Music I	0	2	0	1
PED 110	Fit and Well for Life	1	2	0	2
PED 113	Aerobics I	0	3	0	1
PED 114	Aerobics II	0	3	0	1
PED 115	Step Aerobics I	0	3	0	1
PED 116	Step Aerobics II	0	3	0	1
PED 119	Circuit Training	0	3	0	1
PED 121	Walk, Jog, Run	0	3	0	1
PED 128	Golf – Beginning	0	2	0	1
PED 130	Tennis – Beginning	0	2	0	1

Course Number	Course Title	Class	Lab	Clinical	Credit
PED 131	Tennis – Intermediate	0	2	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 143	Beginning Volleyball	0	2	0	1
PED 147	Soccer	0	2	0	1
PED 149	Flag Football	0	2	0	1
POL 130	State & Local Government	3	0	0	3
PSY 263	Educational Psychology	3	0	0	3

Total Semester Hours Credit (SHC) in Program: 65-66

**The courses marked with an asterisk are writing intensive courses. All college transfer students are required to complete a minimum of three writing intensive courses.*

Associate in Fine Arts

The Associate in Fine Arts degree shall be granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of approved 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 use of computers. (Ref. 23 NCAC 2E.0204)

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university.

Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Associate in Fine Arts Degree Option (A10200)

General Education Courses (28 SHC)
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition
Two English composition courses (6 SHC) are required.

ENG 111*	Expository Writing	3	0	0	3
	and either				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts
Two courses (6 SHC) from at least two of the following discipline areas are required: art, drama, dance, foreign languages, interdisciplinary humanities, music, philosophy, and religion. One course must be a literature course.

ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
DRA 112*	Literature of the Theatre	3	0	0	3
DRA 126	Storytelling	3	0	0	3
DRA 211	Theatre History I	3	0	0	3
ENG 131*	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150*	American Women's Studies	3	0	0	3
HUM 160*	Introduction to Film	2	2	0	3
HUM 211*	Humanities I	3	0	0	3
HUM 220*	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 111	Eastern Religions	3	0	0	3
REL 112	Western Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212*	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

Social/Behavioral Sciences

Three courses (9 SHC) from at least three of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

ANT 210	General Anthropology	3	0	0	3
ANT 240	Archaeology	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3
GEO 130	General Physical Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
PSY 281*	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220*	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Natural Sciences

One course (4 SHC), including accompanying laboratory work, from among the biological and physical science disciplines is required.

AST 111	Descriptive Astronomy	3	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	1
AST 151	General Astronomy I	3	0	0	3
AST 151A	General Astronomy I Lab	0	2	0	1
AST 152	General Astronomy II	3	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	1
BIO 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic and Biochemistry	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
CHM 152	General Chemistry II	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
PHY 151	College Physics I	3	2	0	4
PHY 152	College Physics II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4

Mathematics

One course (3-4 SHC) in introductory mathematics such as college algebra, trigonometry, calculus, etc. is required.

MAT 161	College Algebra	3	0	0	3
MAT 175	Precalculus	4	0	0	4
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4

Course Number	Course Title	Class	Lab	Clinical	Credit

Other Required Hours

ACA 122	College Transfer Success	1	0	0	1

In addition to the ACA course, select a minimum 36 SHC to complete other required hours. Other required hours may include any additional college transfer general education hours beyond those needed to meet the core requirements plus any professional (pre-major) and/or elective courses (see list below) which have been approved for transfer.

ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ART 110	Introduction to Art	2	0	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
DRA 120	Voice for Performance	3	0	0	3
DRA 128	Children's Theatre	3	0	0	3
DRA 130	Acting I	0	6	0	3
DRA 131	Acting II	0	6	0	3
DRA 132	Stage Movement	2	2	0	3
DRA 140	Stagecraft I	0	6	0	3
DRA 142	Costuming	2	2	0	3
DRA 145	Stage Make-Up	1	2	0	2
DRA 170	Play Production I	0	9	0	3
DRA 171	Play Production II	0	9	0	3
DRA 240	Lighting for the Theatre	2	2	0	3
DRA 260	Directing	0	6	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EDU 221	Children with Exceptionalities	3	0	0	3
EGR 150	Intro to Engineering	1	2	0	2
GEO 131	Physical Geography I	3	2	0	4
GIS 111	Introduction to Geographic Info System	2	2	0	3
HEA 110	Personal Health & Wellness	3	0	0	3
HEA 112	First Aid & CPR	1	2	0	2
HIS 141	Genealogy & Local History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
HIS 236	NC History	3	0	0	3
HUM 140	History of Architecture	3	0	0	3
HUM 180	International Cultural Explorer	3	0	0	3
MAT 175A	Precalculus Lab	0	2	0	1

Course Number	Course Title	Class	Lab	Clinical	Credit
MUS 121	Music Theory I	3	2	0	4
MUS 151	Class Music I	0	2	0	1
PED 110	Fit and Well for Life	1	2	0	2
PED 113	Aerobics I	0	3	0	1
PED 114	Aerobics II	0	3	0	1
PED 115	Step Aerobics I	0	3	0	1
PED 116	Step Aerobics II	0	3	0	1
PED 119	Circuit Training	0	3	0	1
PED 121	Walk, Jog, Run	0	3	0	1
PED 128	Golf – Beginning	0	2	0	1
PED 130	Tennis – Beginning	0	2	0	1
PED 131	Tennis – Intermediate	0	2	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 143	Beginning Volleyball	0	2	0	1
PED 147	Soccer	0	2	0	1
PED 149	Flag Football	0	2	0	1
POL 130	State & Local Government	3	0	0	3
PSY 263	Educational Psychology	3	0	0	3

Total Semester Hours Credit (SHC) in Program: 65-66

**The courses marked with an asterisk are writing intensive courses. All college transfer students are required to complete a minimum of three writing intensive courses.*

Associate in General Education

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

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

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

Associate in General Education Degree Option (A10300)

General Education Courses (44 SHC)
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition
Two English composition courses (6 SHC) are required.

ENG 111*	Expository Writing	3	0	0	3
	and either				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts
One course (3 SHC) from the following list of courses is required.

ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
DRA 112*	Literature of the Theatre	3	0	0	3
DRA 126	Storytelling	3	0	0	3
DRA 211	Theatre History I	3	0	0	3
ENG 131*	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
ENG 261	World Literature I	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150*	American Women's Studies	3	0	0	3
HUM 160*	Introduction to Film	2	2	0	3
HUM 211*	Humanities I	3	0	0	3
HUM 220*	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 111	Eastern Religions	3	0	0	3
REL 112	Western Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212*	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

Social/Behavioral Sciences

One course (3 SHC) from the following list of courses is required.

ANT 210	General Anthropology	3	0	0	3
ANT 240	Archaeology	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3
GEO 130	General Physical Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
PSY 281*	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220*	Social Problems	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
SOC 225	Social Diversity	3	0	0	3

Natural Sciences

One course (3-4 SHC) from the biological and physical science disciplines are required. Courses with required accompanying laboratory work, such as AST 111/111A, count as one course.

AST 111	Descriptive Astronomy	3	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	1
AST 151	General Astronomy I	3	0	0	3
AST 151A	General Astronomy I Lab	0	2	0	1
AST 152	General Astronomy II	3	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	1
BIO 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic and Biochemistry	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
CHM 152	General Chemistry II	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
GEL 111	Introductory Geology	3	2	0	4
MAT 115	Mathematical Models	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 175	Precalculus	4	0	0	4
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
MAT 273	Calculus III	3	2	0	4
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
PHY 151	College Physics I	3	2	0	4
PHY 152	College Physics II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4

Other Required Hours

ACA 122	College Transfer Success	1	0	0	1

Elective Hours

In addition to the ACA course, select an additional 48 SHC to complete other required hours. Other required hours may include:

- Any additional college transfer general education hours beyond those needed to meet the core requirements above.
- Any professional (pre-major) and/or elective college-transfer courses (see list below).
- Any other college-level courses for personal improvement, growth, and development.
- Courses must be at the 110-199 or 210-299 level.
- A maximum of 6 SHC may be taken in HEA and/or PED.
- Student cannot receive credit for both BIO 163 and BIO 168.

ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ART 110	Introduction to Art	2	0	0	2
BIO 163	Basic Anatomy & Physiology	4	2	0	5
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
BIO 176	Advanced General Microbiology	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
CIS 113	Computer Basics	0	2	0	1
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 141	Corrections	3	0	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
DRA 120	Voice for Performance	3	0	0	3
DRA 128	Children's Theatre	3	0	0	3
DRA 130	Acting I	0	6	0	3
DRA 131	Acting II	0	6	0	3
DRA 132	Stage Movement	2	2	0	3
DRA 140	Stagecraft I	0	6	0	3
DRA 142	Costuming	2	2	0	3
DRA 145	Stage Make-Up	1	2	0	2
DRA 170	Play Production I	0	9	0	3
DRA 171	Play Production II	0	9	0	3
DRA 260	Directing	0	6	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 216	Foundations of Education	4	0	0	4
EDU 221	Children with Exceptionalities	3	0	0	3
EGR 150	Intro to Engineering	1	2	0	2
GIS 111	Introduction to Geographic Info System	2	2	0	3
GEO 131	Physical Geography I	3	2	0	4
HEA 110	Personal Health & Wellness	3	0	0	3
HEA 112	First Aid & CPR	1	2	0	2
HIS 116	Current World Problems	3	0	0	3
HIS 141	Genealogy & Local History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
HIS 236	NC History	3	0	0	3
HIT 110	Fundamentals of HIM	3	0	0	3
HIT 114	Health Data Systems/Standards	2	3	0	3
HUM 140	History of Architecture	3	0	0	3
HUM 180	International Cultural Explorer	3	0	0	3
MAT 161A	College Algebra Lab	0	2	0	1
MAT 175A	Precalculus Lab	0	2	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MUS 121	Music Theory I	3	2	0	4
MUS 151	Class Music I	0	2	0	1
PED 110	Fit and Well for Life	1	2	0	2
PED 113	Aerobics I	0	3	0	1
PED 114	Aerobics II	0	3	0	1
PED 115	Step Aerobics I	0	3	0	1
PED 116	Step Aerobics II	0	3	0	1
PED 119	Circuit Training	0	3	0	1
PED 121	Walk, Jog, Run	0	3	0	1
PED 128	Golf – Beginning	0	2	0	1
PED 130	Tennis – Beginning	0	2	0	1
PED 131	Tennis – Intermediate	0	2	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 143	Beginning Volleyball	0	2	0	1
PED 147	Soccer	0	2	0	1
PED 149	Flag Football	0	2	0	1
POL 130	State & Local Government	3	0	0	3
PSY 263	Educational Psychology	3	0	0	3

Total Semester Hours Credit (SHC) in Program: 65

**The courses marked with an asterisk are writing intensive courses. All college transfer students are required to complete a minimum of three writing intensive courses.*

Associate in Science

The Associate in Science degree shall be granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 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 the basic use of computers. (Ref. 23 NCAC 2E.0204)

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university.

Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Associate in Science Degree Option (A10400)

General Education Courses (44 SHC)
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition
Two English composition courses (6 SHC) are required.

ENG 111*	Expository Writing	3	0	0	3
	and either				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts
Three courses (9 SHC) from at least three of the following discipline areas are required: art, drama, dance, foreign languages, interdisciplinary humanities, music, philosophy, and religion. One course must be a literature course.

ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
DRA 112*	Literature of the Theatre	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
DRA 126	Storytelling	3	0	0	3
DRA 211	Theatre History I	3	0	0	3
ENG 131*	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150*	American Women's Studies	3	0	0	3
HUM 160*	Introduction to Film	2	2	0	3
HUM 211*	Humanities I	3	0	0	3
HUM 220*	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 111	Eastern Religions	3	0	0	3
REL 112	Western Religions	3	0	0	3
REL 211	Intro to Old Testament	3	0	0	3
REL 212*	Intro to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

Social/Behavioral Sciences

Three courses (9 SHC) from at least three of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

ANT 210	General Anthropology	3	0	0	3
ANT 240	Archaeology	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3
GEO 130	General Physical Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
PSY 241	Developmental Psychology	3	0	0	3
PSY 281*	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220*	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Natural Sciences

A minimum two-course sequence from the following general biology, general chemistry, or general physics courses is required.

BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
CHM 152	General Chemistry II	3	3	0	4
PHY 151	College Physics I	3	2	0	4
PHY 152	College Physics II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4

Mathematics

One course (4 SHC) in mathematics at the Precalculus algebra level or above is required. The other course (3-4 SHC) may be selected from the unused higher level mathematics or from the list below of other quantitative subjects, such as computer science and statistics.

Mathematics (Precalculus Level and Above)

MAT 175	Precalculus	4	0	0	4
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
MAT 273	Calculus III	3	2	0	4

Other Quantitative Subjects

CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
MAT 151	Statistics I	3	0	0	3

Six additional semester hour credits (6 SHC) must be selected from the following list or from any unused courses designated as natural sciences/mathematics general education transfer courses. Courses with accompanying laboratory work, such as AST 111/111A, BIO 140/140A, CHM 131/131A or PHY 110/110A

Course Number	Course Title	Class	Lab	Clinical	Credit
each count as one course.					
AST 111	Descriptive Astronomy	3	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	1
AST 151	General Astronomy I	3	0	0	3
AST 151A	General Astronomy I Lab	0	2	0	1
AST 152	General Astronomy II	3	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	1
BIO 110	Principles of Biology	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic & Biochemistry	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1

ECC will award a diploma under A10400 for completion of the entire general education core (44 SHC minimum) as outlined above, with a grade of "C" or better in each course.

Other Required Hours

ACA 122	College Transfer Success	1	0	0	1

In addition to the ACA course, select 19 SHC to complete other required hours. A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, or computer science is required. The remaining courses may be selected from general education, pre-major, or elective courses.

ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ART 110	Introduction to Art	2	0	0	2
BIO 163	Basic Anatomy & Physiology	4	2	0	5
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
BIO 176	Advanced General Microbiology	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EGR 150	Introduction to Engineering	1	2	0	2

Course Number	Course Title	Class	Lab	Clinical	Credit
GEO 131	Physical Geography I	3	2	0	4
GIS 111	Introduction to Geographic Info System	2	2	0	3
HEA 110	Personal Health & Wellness	3	0	0	3
HEA 112	First Aid & CPR	1	2	0	2
HIS 116	Current World Problems	3	0	0	3
HIS 141	Genealogy & Local History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
HIS 236	NC History	3	0	0	3
HIT 110	Fundamentals of HIM	3	0	0	3
HIT 114	Health Data Systems/Standards	2	3	0	3
HUM 140	History of Architecture	3	0	0	3
HUM 180	International Cultural Explorer	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 161A	College Algebra Lab	0	2	0	1
MAT 175A	Precalculus Lab	0	2	0	1
MAT 285	Differential Equations	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MUS 121	Music Theory I	3	2	0	4
PED 110	Fit and Well for Life	1	2	0	2
PED 113	Aerobics I	0	3	0	1
PED 114	Aerobics II	0	3	0	1
PED 115	Step Aerobics I	0	3	0	1
PED 116	Step Aerobics II	0	3	0	1
PED 119	Circuit Training	0	3	0	1
PED 121	Walk, Jog, Run	0	3	0	1
PED 128	Golf – Beginning	0	2	0	1
PED 130	Tennis – Beginning	0	2	0	1
PED 131	Tennis – Intermediate	0	2	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 143	Beginning Volleyball	0	2	0	1
PED 147	Soccer	0	2	0	1
PED 149	Flag Football	0	2	0	1
POL 130	State & Local Government	3	0	0	3
PSY 263	Educational Psychology	3	0	0	3

Total Semester Hours Credit (SHC) in Program: 65

**The courses marked with an asterisk are writing intensive courses. All college transfer students are required to complete a minimum of three writing intensive courses.*

Associate in Science Pre-Engineering

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Engineering.

Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree as listed at www.northcarolina.edu/content.php/aa/planning/traditional.htm. Students are encouraged to contact the senior institution to confirm degree offerings.

Grade point average requirements vary and admission is competitive across the several programs in Engineering. In choosing courses to meet both general education core requirements and other required hours, students should seek advice based on the program and track into which they desire to transfer.

Students planning to enroll in the North Carolina State University Pre-Engineering Transfer Program must consult with their advisor concerning course requirements specific to the program.

Associate in Science Pre-Engineering Degree Option (A1040D)

General Education Courses (44 SHC)
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition
Two English composition courses (6 SHC) are required.

ENG 111*	Expository Writing	3	0	0	3
	and either				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts
Three courses (9 SHC) from at least three of the following discipline areas are

Course Number	Course Title	Class	Lab	Clinical	Credit
required: art, drama, dance, foreign languages, interdisciplinary humanities, music, philosophy, and religion. One course must be a literature course.					
ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
DRA 112*	Literature of the Theatre	3	0	0	3
DRA 126	Storytelling	3	0	0	3
DRA 211	Theatre History I	3	0	0	3
ENG 131*	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150*	American Women's Studies	3	0	0	3
HUM 160*	Introduction to Film	2	2	0	3
HUM 211*	Humanities I	3	0	0	3
HUM 220*	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 111	Eastern Religions	3	0	0	3
REL 112	Western Religions	3	0	0	3
REL 211	Intro to Old Testament	3	0	0	3
REL 212*	Intro to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

Social/Behavioral Sciences

Three courses (9 SHC) from at least three of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course. One of the following courses is recommended: ECO 251 Principles of Microeconomics (3 SHC) or ECO 252 Principles of Macroeconomics (3 SHC).

ANT 210	General Anthropology	3	0	0	3
ANT 240	Archaeology	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
GEO 130	General Physical Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
PSY 281*	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220*	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Natural Sciences / Mathematics

The following natural sciences courses (12 SHC) are required.

CHM 151	General Chemistry I	3	3	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4

The following mathematics courses (8 SHC) are required.

MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4

Other Required Hours (20 SHC)

ACA 122	College Transfer Success	1	0	0	1
MAT 273	Calculus III	3	2	0	4

Select a minimum of 10 SHC from the following list of courses. Specific course selection will depend on the student's planned engineering major and the university to which the student plans to transfer.

BIO 111	General Biology I	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
CHM 152	General Chemistry II	3	3	0	4
CIS 115	Introduction to Programming & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
EGR 150	Introduction to Engineering	1	2	0	2
MAT 285	Differential Equations	3	0	0	3

In addition, select 5 SHC to complete other required hours. Other required hours may included any additional college transfer general education hours beyond those

needed to meet the core requirements plus any professional (pre-major) and/or elective courses (see list below) which have been approved for transfer. Courses with required accompanying laboratory work, such as AST 111/111A, count as one course. Student cannot receive credit for both BIO 163 and BIO 168. Student cannot receive credit for both CHM 131 and CHM 151.

Course Number	Course Title	Class	Lab	Clinical	Credit
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ART 110	Introduction to Art	2	0	0	2
AST 111	Descriptive Astronomy	3	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	1
AST 151	General Astronomy I	3	0	0	3
AST 151A	General Astronomy I Lab	0	2	0	1
AST 152	General Astronomy II	3	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	1
BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
BIO 163	Basic Anatomy & Physiology	4	2	0	5
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 176	Advanced General Microbiology	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic & Biochemistry	3	3	0	4
CSC 139	Visual BASIC Programming	2	3	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EGR 150	Intro to Engineering	1	2	0	2
GEL 111	Introductory Geology	3	2	0	4
GEO 131	Physical Geography I	3	2	0	4
GIS 111	Introduction to Geographic Info System	2	2	0	3
HEA 110	Personal Health & Wellness	3	0	0	3
HEA 112	First Aid & CPR	1	2	0	2
HIS 116	Current World Problems	3	0	0	3
HIS 141	Genealogy & Local History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
HIS 236	NC History	3	0	0	3
HUM 140	History of Architecture	3	0	0	3
HUM 180	International Cultural Explorer	3	0	0	3
MAT 161	College Algebra	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
MAT 161A	College Algebra Lab	0	2	0	1
MAT 175	Precalculus	4	0	0	4
MAT 175A	Precalculus Lab	0	2	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MUS 121	Music Theory I	3	2	0	4
PED 110	Fit and Well for Life	1	2	0	2
PED 113	Aerobics I	0	3	0	1
PED 114	Aerobics II	0	3	0	1
PED 115	Step Aerobics I	0	3	0	1
PED 116	Step Aerobics II	0	3	0	1
PED 119	Circuit Training	0	3	0	1
PED 121	Walk, Jog, Run	0	3	0	1
PED 128	Golf – Beginning	0	2	0	1
PED 130	Tennis – Beginning	0	2	0	1
PED 131	Tennis – Intermediate	0	2	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 143	Beginning Volleyball	0	2	0	1
PED 147	Soccer	0	2	0	1
PED 149	Flag Football	0	2	0	1
POL 130	State & Local Government	3	0	0	3
PSY 263	Educational Psychology	3	0	0	3

Total Semester Hours Credit (SHC) in Program: 64

**The courses marked with an asterisk are writing intensive courses. All college transfer students are required to complete a minimum of three writing intensive courses.*

Associate of Applied Science Degrees

Accounting

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

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

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

Accounting Degree Option (A25100)

Required Courses

ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 122	Prin of Financial Accounting II	3	0	0	3
ACC 131	Federal Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 240	Government & Not-for-Profit Accounting	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
	or				
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
MAT 140	Survey of Mathematics	3	0	0	3
	or				
MAT 151	Statistics I	3	0	0	3
	or				
MAT 161	College Algebra	3	0	0	3
Behavioral/Social Sciences Elective		3	0	0	3
Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.					
Humanities/Fine Arts Elective		3	0	0	3
Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.					
Elective Courses					
Select 4 SHC from the following list of courses.					
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 151	Accounting Spreadsheet Appls	1	2	0	2
ACC 152	Advanced Software Applications	1	2	0	2
OST 122	Office Computations	1	2	0	2
Select 9 SHC from the following list of courses.					
ACC 180	Practices in Bookkeeping	3	0	0	3
ACC 269	Auditing & Assurance Services	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 225	Business Finance	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
Total Semester Hours Credit				**67**	

Accounting Diploma Option (D25100)

Required Courses					
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 131	Federal Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2

Course Number	Course Title	Class	Lab	Clinical	Credit
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
Behavioral/Social Sciences Elective		3	0	0	3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Elective Courses

Select 8 SHC from the following list of courses.

ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 150	Accounting Software Appls	1	2	0	2
ACC 180	Principles of Bookkeeping	3	0	0	3
ACC 269	Auditing & Assurance Services	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 225	Business Finance	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II 1	0	0	1	
OST 122	Office Computations	1	2	0	2

Total Semester Hours Credit **37**

Quickbooks Certificate Option (C25100E)

Required Courses

ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 122	Prin of Financial Accounting II	3	0	0	3
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 152	Advanced Software Applications	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3

Total Semester Hours Credit **16**

Excel Certificate Option (C25100F)

Course Number	Course Title	Class	Lab	Clinical	Credit
Required Courses					
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 122	Prin of Financial Accounting II	3	0	0	3
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 151	Accounting Spreadsheet Appls	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
Total Semester Hours Credit				**18**	

Automotive Systems Technology

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

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

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

Automotive Systems Technology Diploma Option (D60160)

Required Courses

ACA 111	College Student Success	1	0	0	1
AUT 113	Automotive Servicing 1	0	6	0	2
AUT 116	Engine Repair	2	3	0	3
AUT 123	Powertrain Diagnosis & Service	1	3	0	2
AUT 141	Suspension & Steering Systems	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 181	Engine Performance 1	2	3	0	3
AUT 183	Engine Performance 2	2	6	0	4
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
PHY 110	Conceptual Physics	3	0	0	3
	and				
PHY 110A	Conceptual Physics Lab	0	2	0	1
	or				
WLD 112	Basic Welding Processes	1	3	0	2
TRN 110	Intro to Transport Technology	1	2	0	2
TRN 130	Intro to Sustainable Transport	2	2	0	3
	or				
TRN 170	PC Skills for Transportation	1	2	0	2
TRN 120	Basic Transport Electricity	4	3	0	5

Total Semester Hours Credit **38-41**

Course Number	Course Title	Class	Lab	Clinical	Credit

Basic Automotive Servicing Certificate Option (C60160A)

Required Courses

AUT 116	Engine Repair	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 181	Engine Performance 1	2	3	0	3
TRN 110	Intro to Transport Technology	1	2	0	2
TRN 120	Basic Transport Electricity	4	3	0	5

Total Semester Hours Credit **16**

Automotive Alternative Systems Technology Certificate Option (C60160B)

Required Courses

AUT 116	Engine Repair	2	3	0	3
AUT 181	Engine Performance 1	2	3	0	3
AUT 183	Engine Performance 2	2	6	0	4
TRN 120	Basic Transport Electricity	4	3	0	5
TRN 130	Intro to Sustainable Transport	2	2	0	3

Total Semester Hours Credit **18**

Barbering

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

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

Graduates should qualify to sit for the State Board of Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Barbering Diploma Option (D55110)

Required Courses

BAR 111	Barbering Concepts I	4	0	0	4
BAR 112	Barbering Clinic I	0	24	0	8
BAR 113	Barbering Concepts II	4	0	0	4
BAR 114	Barbering Clinic II	0	24	0	8
BAR 115	Barbering Concepts III	4	0	0	4
BAR 116	Barbering Clinic III	0	12	0	4
BAR 117	Barbering Concepts IV	2	0	0	2
BAR 118	Barbering Clinic IV	0	21	0	7
CIS 113	Computer Basics	0	2	0	1
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
Total Semester Hours Credit				**48**	

Biotechnology

Offered through a Collaborative Program Agreement with Pitt Community College

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

Biotechnology Degree Option (A20100)

Required Courses

ACA 111*	College Student Success	1	0	0	1
	or				
ACA 122*	College Transfer Success	1	0	0	1
BIO 111*	General Biology I	3	3	0	4
BIO 112*	General Biology II	3	3	0	4
BIO 275	Microbiology	2	2	0	3
BIO 280	Biotechnology	2	3	0	3
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 250	Principles of Genetics	3	0	0	3
BTC 270	Recombinant DNA Technology	3	3	0	4
BTC 275	Industrial Microbiology	3	3	0	4
BTC 281	Bioprocess Techniques	2	6	0	4
BTC 285	Cell Culture	2	3	0	3
BTC 286	Immunological Techniques	3	3	0	4
CHM 132*	Organic and Biochemistry	3	3	0	4
CIS 110*	Introduction to Computers	2	2	0	3
ENG 111*	Expository Writing	3	0	0	3
PHY 110*	Conceptual Physics	3	0	0	3
	and				
PHY 110A*	Conceptual Physics Lab	0	2	0	1
PHY 151*	College Physics I	3	2	0	4

Behavioral/Social Science Elective

Course Number	Course Title	Class	Lab	Clinical	Credit
POL 120*	American Government	3	0	0	3
	or				
PSY 150*	General Psychology	3	0	0	3
	or				
SOC 210*	Introduction to Sociology	3	0	0	3
	or				
SOC 220*	Social Problems	3	0	0	3
Chemistry Elective					
CHM 131*	Introduction to Chemistry	3	0	0	3
	and				
CHM 131A*	Introduction to Chemistry Lab	0	3	0	1
	or				
CHM 151*	General Chemistry I	3	3	0	4
	and				
CHM 152*	General Chemistry II	3	3	0	4
Communications Elective					
ENG 112	Argument Based Research	3	0	0	3
	or				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3
Experience Elective					
BTC 288	Biotech Lab Experience	0	0	6	2
	or				
COE 112	Cooperative Work Experience I	0	0	20	2
Humanities/Fine Arts Elective					
HUM 110*	Technology and Society	3	0	0	3
	or				
HUM 115*	Critical Thinking	3	0	0	3
Mathematics Elective					
MAT 110	Mathematical Measurement	2	2	0	3
	or				
MAT 161*	College Algebra	3	0	0	3
	or				
MAT 175*	Precalculus	4	0	0	4
Total Semester Hours Credit				**66-67**	

Course Number	Course Title	Class	Lab	Clinical	Credit

** The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Pitt Community College. Upon successful completion of the course requirements, an Associate in Applied Science degree in Biotechnology will be awarded by Pitt Community College.*

Business Administration

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

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

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

Business Administration Degree Option (A25120)

Required Courses

ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 131	Federal Income Taxes	2	2	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
	or				
BUS 280	REAL Small Business	4	0	0	4
BUS 239	Business Applications Seminar	1	2	0	2
BUS 260	Business Communication	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
	or				
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
	or				
MAT 151	Statistics I	3	0	0	3
	or				
MAT 161	College Algebra	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
Select 2 SHC from the following list of courses.					
ACC 140	Payroll Accounting	1	2	0	2
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 150	Accounting Software Appls	1	2	0	2
OST 122	Office Computations	1	2	0	2
Select 3 SHC from the following list of courses.					
BUS 135	Principles of Supervision	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 255	Organizational Behavior in Bus	3	0	0	3
Behavioral/Social Sciences Elective		3	0	0	3
Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.					
Humanities/Fine Arts Elective		3	0	0	3
Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.					

Elective Courses

Select 3 SHC from the following list of courses.					
ACC 180	Practices in Bookkeeping	3	0	0	3
BUS 225	Business Finance	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I 1	0	0	1	
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
INT 110	International Business	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 210	Fleet Management	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3
MKT 224	International Marketing	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
Total Semester Hours Credit				**70**	

Business Administration Diploma Option (D25120)

Required Courses

ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
	or				
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

Select 2 SHC from the following list of courses.

ACC 140	Payroll Accounting	1	2	0	2
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
OST 122	Office Computations	1	2	0	2

Behavioral/Social Sciences Elective		3	0	0	3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Elective Courses

Select 6 SHC from the following list of courses.

BUS 116	Business Law II	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
INT 110	International Business	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 210	Fleet Management	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3

Total Semester Hours Credit **37**

Course Number	Course Title	Class	Lab	Clinical	Credit

Business Leadership Certificate Option (C25120C)

Required Courses

BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3

Total Semester Hours Credit **18**

Logistics Certificate Option (C25120D)

Required Courses

BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 120	Global Logistics	3	0	0	3
LOG 210	Fleet Management	3	0	0	3
LOG 220	Logistics Management	3	0	0	3

Total Semester Hours Credit **18**

International Business Certificate Option (C25120E)

Required Courses

BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
INT 110	International Business	3	0	0	3
INT 210	International Trade	3	0	0	3
MKT 224	International Marketing	3	0	0	3

Total Semester Hours Credit **15**

Business Administration - *Shooting & Hunting Sports Management*

Shooting and Hunting Sports Management is a concentration under the title of Business Administration. This curriculum is designed to prepare students for a career in shooting and hunting sports retail businesses.

Course work includes business concepts such as basic gunsmithing, buying and merchandising, advertising and sales promotion, introduction to shooting sports, gun shop management, and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private shooting sports businesses, and shooting sports equipment manufacturing.

Business Administration
Shooting & Hunting Sports Management Degree Option (A2512J)

Required Courses

ACC 120	Prin of Financial Accounting	3	2	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
	or				
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 125	Buying & Merchandising	3	0	0	3
MKT 220	Advertising & Selling	3	0	0	3
SSM 110	Intro to Shooting Sports	3	3	0	4
SSM 111	Gun Shop Management	3	0	0	3
SSM 112	Sports Hunting	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
SSM 114	Shooting Sports Management	3	6	0	5
Behavioral/Social Sciences Elective		3	0	0	3
Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.					
Humanities/Fine Arts Elective		3	0	0	3
Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.					
Total Semester Hours Credit				**68**	

Business Administration -
Shooting & Hunting Sports Management Diploma Option (D2512J)

Required Courses

ACC 120	Prin of Financial Accounting	3	2	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
	or				
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
SSM 110	Intro to Shooting Sports	3	3	0	4
SSM 111	Gun Shop Management	3	0	0	3
SSM 112	Sports Hunting	3	0	0	3
SSM 114	Shooting Sports Management	3	6	0	5
Total Semester Hours Credit				**41**	

Business Administration -
Shooting & Hunting Sports Management Certificate Option (C25120J)

Required Courses

MKT 120	Principles of Marketing	3	0	0	3
SSM 110	Intro to Shooting Sports	3	3	0	4
SSM 111	Gun Shop Management	3	0	0	3
SSM 112	Sports Hunting	3	0	0	3
SSM 114	Shooting Sports Management	3	6	0	5
Total Semester Hours Credit				**18**	

Collision Repair & Refinishing Technology

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Course work includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Collision Repair & Refinishing Technology Degree Option (A60130)

Required Courses

ACA 111	College Student Success	1	0	0	1
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 114	Special Finishes	1	2	0	2
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 131	Structural Damage I	2	4	0	4
AUB 150	Automotive Detailing	1	3	0	2
AUT 141	Suspension & Steering System	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
SOC 210	Introduction to Sociology	3	0	0	3
TRN 110	Intro to Transportation Tech	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5

Course Number	Course Title	Class	Lab	Clinical	Credit
TRN 130	Intro to Sustainable Transport	2	2	0	3
TRN 180	Basic Welding for Transportation	1	4	0	3
WLD 110	Cutting Processes	1	3	0	2
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: HUM 110, HUM 115, or PHI 240

Elective Courses

Select one course from the following list of courses.

AUB 114	Special Finishes	1	2	0	2
AUB 132	Structural Damage II	2	6	0	4
BUS 110	Introduction to Business	3	0	0	3
TRN 170	PC Skills for Transportation	1	2	0	2

Total Semester Hours Credit **70-72**

Collision Repair & Refinishing Technology Diploma Option (D60130)

Required Courses

ACA 111	College Student Success	1	0	0	1
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 114	Special Finishes	1	2	0	2
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 131	Structural Damage I	2	4	0	4
AUB 150	Automotive Detailing	1	3	0	2
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
TRN 110	Intro to Transportation Tech	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 180	Basic Welding for Transportation	1	4	0	3

Elective Courses

Select one course from the following list of courses.

AUB 132	Structural Damage II	2	6	0	4
AUT 141	Suspension & Steering System	2	3	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1

Total Semester Hours Credit **45-48**

Course Number	Course Title	Class	Lab	Clinical	Credit

Non-Structural Damage Certificate Option (C60130A)

Required Courses

AUB 121	Non-Structural Damage I	1	4	0	3
AUB 122	Non-Structural Damage II	2	6	0	4
TRN 110	Intro to Transportation Tech	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 180	Basic Welding for Transportation	1	4	0	3

Total Semester Hours Credit **17**

Painting & Refinishing Certificate Option (C60130B)

Required Courses

AUB 111	Painting & Refinishing I	2	6	0	4
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 114	Special Finishes	1	2	0	2
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 150	Automotive Detailing	1	3	0	2
TRN 110	Intro to Transportation Tech	1	2	0	2

Total Semester Hours Credit **17**

Structural Damage Certificate Option (C60130C)

Required Courses

AUB 131	Structural Damage I	2	4	0	4
AUB 132	Structural Damage II	2	6	0	4
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 180	Basic Welding for Transportation	1	4	0	3

Total Semester Hours Credit **16**

Computed Tomography and Magnetic Resonance Imaging Technology for Radiographers

The Computed Tomography Technology curriculum prepares students 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 by the American Registry of Radiologic Technologists (ARRT) in radiography, radiation therapy, or nuclear medicine technology. Nuclear medicine technology applicants may also be registered or registry eligible by the Nuclear Medicine Technology Certification Board (NMTCB).

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. They may find employment in facilities which perform these imaging procedures.
ECC is approved by the North Carolina Community College System to offer the Computed Tomography Technology Curriculum. ECC has entered into a Level III Instructional Service Agreement with Johnston Community College and Vance-Granville Community College to better meet the needs of health care facilities across eastern North Carolina. This collaborative program is referred to as the Eastern North Carolina Consortium of Computed Tomography and Magnetic Resonance Imaging program. Each semester the curriculum is offered through ECC and taught at one or more of the colleges within the Consortium.

In all health sciences programs, students are assigned clinical rotations with area health care agencies. The student must meet employee health standards and the criminal background and/or drug screening requirements of the agency at the student's expense prior to or at any time after beginning the program.

Admission Policy and Procedures

Admission into health science programs is competitive. The number of students accepted into the program is determined by clinical space available and may therefore vary each term.

Step I Application to ECC and the CT program (Must be completed by March 1st for Fall applicants and October 1st for Spring applicants.)

1. Submit an Application to the College. CT should be indicated as the desired Program of Study.
2. Submit a CT program application.
3. Submit official transcripts of high school graduation or equivalency and all college coursework.
4. Submit official transcript from a JRCERT approved radiography/radiation therapy/nuclear medicine program that includes the fall semester of the senior year.
5. A 2.5 GPA on curriculum coursework in radiography or radiation therapy or nuclear medicine is required to be eligible for acceptance into the CT program. Applicants who are still enrolled in their program of study program must have a minimum 2.5 GPA on all curriculum courses through the fall term of the senior year.
6. Submit verification of (ARRT/NMTCB) certification or be ARRT/NMTCB-eligible. ARRT/NBTCB-eligible students must show evidence of ARRT certification prior to completion of the CT program.

Step II Acceptance

Applicants will be ranked based on the categories listed on the applicant point's explanation sheet. In order to receive points in a category, applicants must send supporting documentation required in Step I by the deadlines. Qualified applicants with the most points will receive an acceptance letter with an enclosed medical form. The student must accept or reject the seat in writing to the CT Admissions Counselor. All other applicants will be notified that they have been placed on a waiting list. Students will continue to be accepted from the waiting list until the program is full.

Registration Requirements for Clinical Courses

Students who accept a CT seat must meet the following requirements by the date provided in order to register for class. Failure to meet deadlines will result in withdrawal of acceptance status and placement on the waiting list.

1. Submit completed medical form and CPR certification for health care providers (1 year).
2. If required by the clinical agency, complete criminal background check and/or drug screening.

Combined CT/MRI for Radiographers Diploma Option (D45200)

Required Courses

CAT 210	CT Physics & Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
CAT 261	CT Exam Prep	1	0	0	1

Course Number	Course Title	Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
MRI 210	MRI Physics & Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
MRI 271	MRI Capstone	1	0	0	1
Behavioral/Social Sciences Elective		3	0	0	3

Select one course from the following prefixes: ECO, GEO, HIS, POL, PSY, or SOC.

Total Semester Hours Credit **44**

Computed Tomography for Radiographers Certificate Option (C45200A)

Required Courses

CAT 210	CT Physics & Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11

Total Semester Hours Credit **18**

Computer Technology Integration

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, 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.

Computer Technology Integration Degree Option (A25500)

Required Courses

ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
CTI 110	Web, Pgm, & DB Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Bus Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis & Design	3	0	0	3
CTS 289	System Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
	or				
MAT 151	Statistics I	3	0	0	3
	or				
MAT 161	College Algebra	3	0	0	3
NET 110	Networking Concepts	2	2	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
	or				
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/Unix Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
Behavioral/Social Sciences Elective		3	0	0	3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 15 SHC from the following list of courses. A maximum of 9 SHC is allowed from the CCT prefix.

CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 240	Data Recovery Techniques	2	3	0	3
CCT 241	Advanced Data Recovery Techniques	2	3	0	3
CCT 250	Networking Vulnerabilities I	2	2	0	3
CCT 251	Network Vulnerabilities II	2	2	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 140	Virtualization Concepts	1	4	0	3
CTI 150	Mobile Computing Devices	2	2	0	3
CTI 193	Selected Topics in CTI	0-3	0-3	0-3	3
CTS 130	Spreadsheet	2	2	0	3
CTS 193	Selected Topics in CIT	0-3	0-3	0-3	3
CTS 287	Emerging Technologies	3	0	0	3
DBA 120	Database Programming I	2	2	0	3
GIS 111	Introduction to GIS	2	2	0	3
GIS 121	Georeferencing & Mapping	2	2	0	3
GIS 222	Internet Mapping	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
NET 225	Routing and Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
NOS 150	Mac OS Concepts	2	2	0	3
SEC 160	Secure Administration I	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
Total Semester Hours Credit				**73**	

Computer Technology Integration Diploma Option (D25500)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
CTI 110	Web, Pgm, & DB Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Bus Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
	or				
MAT 151	Statistics I	3	0	0	3
	or				
MAT 161	College Algebra	3	0	0	3
NET 110	Networking Concepts	2	2	0	3
	or				
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/Unix Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
Total Semester Hours Credit				**45**	

Desktop Support Certificate Option (C25500A)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
CTI 150	Mobile Computing Devices	2	2	0	3
	or				
NOS 150	Mac OS Concepts	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
Total Semester Hours Credit				**18**	

Application Support Certificate Option (C25500B)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
Total Semester Hours Credit				**18**	

Programming Fundamentals Certificate Option (C25500C)

Required Courses

CIS 115	Introduction to Programming & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 110	Web, Pgm, & DB Foundation	2	2	0	3
DBA 120	Database Programming I	2	2	0	3
Total Semester Hours Credit				**18**	

Information Security Certificate Option (C25500D)

Required Courses

CCT 250	Networking Vulnerabilities I	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
NET 110	Networking Concepts	2	2	0	3
	or				
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
SEC 160	Secure Administration I	2	2	0	3
Total Semester Hours Credit				**18**	

Network Support Certificate Option (C25500E)

Required Courses

CTI 120	Network & Sec Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing and Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
Total Semester Hours Credit				**18**	

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.

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

Within the first five days upon enrollment with Edgecombe Community College and the cosmetology program, the student must provide a photocopy of a current government issued ID such as a driver's license, state issued ID provided by the DMV, or a military ID. The student will also be required to provide a photocopy of their social security card or student visa information within the first five days of enrollment. Potential candidates for the cosmetology program will receive a cosmetology handbook within the first five days of enrollment with the college which contains all state and college expectations and policies. Upon receipt of the information, the student candidate is required to sign a document stating he/she has received all of the supporting documentation for the cosmetology program policies and expectations as well as state policies which will include the state felony policy. All candidates for the cosmetology program will be required to purchase and wear a uniform as outlined in the welcome packet for cosmetology.

Course Number	Course Title	Class	Lab	Clinical	Credit

Cosmetology Diploma Option (D55140)

Required Courses

COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3

Total Semester Hours Credit **47**

Cosmetology Instructor

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Cosmetology Instructor Certificate Option (C55160)

Required Courses

COS 271	Instructor Concepts I	5	0	0	5
COS 272	Instructor Practicum I	0	21	0	7
COS 273	Instructor Concepts II	5	0	0	5
COS 274	Instructor Practicum II	0	21	0	7

Total Semester Hours Credit **24**

Criminal Justice Technology

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

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

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, correctional officer, and loss prevention specialist. With further study at the baccalaureate level, a student may be eligible for employment as a probation/parole officer.

Criminal Justice Technology Degree Option (A55180)

Required Courses

ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 120	Interview/Interrogations	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
COM 140	Intro to Intercultural Comm	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
POL 130	State & Local Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
SOC 225	Social Diversity	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 3 SHC from the following list of courses.

CCT 110	Intro to Cyber Crime	3	0	0	3
CJC 161	Intro to Homeland Security	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
GIS 111	Intro to Geographic Info Sys	2	2	0	3
HEA 112	First Aid & CPR	1	2	0	2
SOC 220	Social Problems	3	0	0	3

Total Semester Hours Credit **73**

Criminal Justice Technology Certificate Option (C55180A)

Required Courses

CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4

Total Semester Hours Credit **16**

Course Number	Course Title	Class	Lab	Clinical	Credit

Crime Assessment Certificate Option (C55180B)

Required Courses

CCT 110	Intro to Cyber Crime	3	0	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
GIS 111	Intro to Geographic Info Sys	2	2	0	3

Total Semester Hours Credit **16**

Cyber Crime Technology

This curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seizing and recovering computer evidence, and aiding in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also, these graduates should be competent to serve as computer security specialists or consultants with private business.

Cyber Crime Technology Degree Option (A55210)

Required Courses

ACA 111	College Student Success	1	0	0	1
CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	4
CCT 231	Technology Crimes and Law	3	0	0	3
CCT 240	Data Recovery Techniques	2	3	0	3
CCT 241	Advanced Data Recovery Techniques	2	3	0	3
CCT 250	Networking Vulnerabilities I	2	2	0	3
CCT 251	Network Vulnerabilities II	2	2	0	3
CCT 285	Trends in Cyber Crime	2	2	0	3
CCT 289	Capstone Project	1	6	0	3
CIS 110	Introduction to Computers	2	2	0	3
CJC 131	Criminal Justice	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
NET 110	Networking Concepts	2	2	0	3
	or				
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
NOS 120	Linux/Unix Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
SEC 160	Secure Administration I	2	2	0	3
Behavioral/Social Sciences Elective		3	0	0	3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Total Semester Hours Credit **74**

Cyber Crime Technology Diploma Option (D55210)

Required Courses

CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	4
CCT 231	Technology Crimes and Law	3	0	0	3
CCT 240	Data Recovery Techniques	2	3	0	3
CCT 241	Advanced Data Recovery Techniques	2	3	0	3
CJC 131	Criminal Justice	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
NET 110	Networking Concepts	2	2	0	3
	or				
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3

Total Semester Hours Credit **43**

Course Number	Course Title	Class	Lab	Clinical	Credit

Digital Forensics Certificate Option (C55210A)

Required Courses

CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	4
CCT 231	Technology Crimes and Law	3	0	0	3
CCT 240	Data Recovery Techniques	2	3	0	3
CCT 241	Advanced Data Recovery Techniques	2	3	0	3

Total Semester Hours Credit **16**

Dental Assisting

Offered through a Collaborative Program Agreement with Martin Community College

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 chair-side 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.

Martin Community College will accept two students from ECC each year who meet admission requirements for the Dental Assisting program. Applications for these two slots must be submitted by ECC no later than March 1 of each year. For specific admission requirements, students should consult the Martin Community College catalog or contact an ECC counselor.

Dental Assisting Diploma Option (D45240)

Required Courses

ACA 111*	College Student Success	1	0	0	1
	or				
ACA 115	Success and Study Skills	0	2	0	1
BIO 106*	Introduction to Anat/Phys/Micro	2	2	0	3
CIS 110*	Introduction to Computers	2	2	0	3
	or				
CIS 111*	Basic PC Literacy	1	2	0	2
DEN 100	Basic Orofacial Anatomy	2	0	0	2
DEN 101	Pre-clinical Procedures	4	6	0	7
DEN 102	Dental Materials	3	4	0	5
DEN 103	Dental Sciences	2	0	0	2
DEN 104	Dental Health Education	2	2	0	3
DEN 105	Practice Management	2	0	0	2

Course Number	Course Title	Class	Lab	Clinical	Credit
DEN 106	Clinical Practice I	1	0	12	5
DEN 107	Clinical Practice II	1	0	12	5
DEN 111	Infection/Hazard Control	2	0	0	2
DEN 112	Dental Radiography	2	3	0	3
ENG 102*	Applied Communications II	3	0	0	3
	or				
ENG 111*	Expository Writing	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3
PSY 118*	Interpersonal Psychology	3	0	0	3
Total Semester Hours Credit				**48**	

**The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Martin Community College. Upon successful completion of the course requirements, a diploma in Dental Assisting will be awarded by Martin Community College.*

Dental Hygiene

Offered through a Collaborative Program Agreement with Halifax Community College

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Halifax Community College will accept two students from ECC each year who meet admission requirements for the Dental Hygiene program. Applications for these two slots must be submitted by ECC no later than March 1 of each year. For specific admission requirements, students should consult the Halifax Community College catalog or contact an ECC counselor.

Dental Hygiene Degree Option (A45260)

Required Courses

ACA 118*	College Study Skills	1	2	0	2
BIO 168*	Anatomy and Physiology I	3	3	0	4
BIO 169*	Anatomy & Physiology II	3	3	0	4
BIO 175*	General Microbiology	2	2	0	3
CHM 130	General, Organic, & Biochemistry	3	0	0	3
CIS 113*	Computer Basics	0	2	0	1
DEN 110	Orofacial Anatomy	2	2	0	3
DEN 111	Infection/Hazard Control	2	0	0	2
DEN 112	Dental Radiography	2	3	0	3
DEN 120	Dental Hygiene Pre-clinic Lecture	2	0	0	2
DEN 121	Dental Hygiene Pre-clinic Lab	0	6	0	2
DEN 123	Nutrition/Dental Health	2	0	0	2
DEN 124	Peridontology	2	0	0	2
DEN 125	Dental Office Emergencies	0	2	0	1
DEN 130	Dental Hygiene Theory I	2	0	0	2

Course Number	Course Title	Class	Lab	Clinical	Credit
DEN 131	Dental Hygiene Clinic I	0	0	9	3
DEN 140	Dental Hygiene Theory II	1	0	0	1
DEN 141	Dental Hygiene Clinic II	0	0	6	2
DEN 220	Dental Hygiene Theory III	2	0	0	2
DEN 221	Dental Hygiene Clinic III	0	0	12	4
DEN 222	General and Oral Pathology	2	0	0	2
DEN 223	Dental Pharmacology	2	0	0	2
DEN 224	Materials and Procedures	1	3	0	2
DEN 230	Dental Hygiene Theory IV	1	0	0	1
DEN 231	Dental Hygiene Clinic IV	0	0	12	4
DEN 232	Community Dental Health	2	0	3	3
DEN 233	Professional Development	2	0	0	2
ENG 111*	Expository Writing	3	0	0	3
ENG 114*	Professional Research & Reporting	3	0	0	3
SOC 240	Social Psychology	3	0	0	3
*Humanities/Fine Arts Elective**		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Total Semester Hours Credit **76**

**The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Halifax Community College. Upon successful completion of the course requirements, the Associate in Applied Science degree in Dental Hygiene will be awarded by Halifax Community College.*

Early Childhood Education

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

Course work includes child growth and development, physical/nutritional needs of children, care and guidance of children, assessment-based curriculum planning, and building positive relationships with children and families. Students will learn to teach developmentally appropriate academic content while promoting the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

Students who take Early Childhood Education courses online must be able to locate an elementary school classroom (PreK - 3) or a classroom in a 3-Star or higher licensed child care facility and obtain permission to volunteer in that classroom in order to fulfill the requirements for observing and/or working with children for some early childhood courses.

Early Childhood Education Degree Option (A55220)

Required Courses

ACA 111	College Student Success	1	0	0	1
BIO 110	Principles of Biology	3	3	0	4
	or				
MAT 140	Survey of Mathematics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
COM 231	Public Speaking	3	0	0	3
	or				
ENG 113	Literature-Based Research	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
PSY 118	Interpersonal Psychology	3	0	0	3
	or				
PSY 150	General Psychology	3	0	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 157	Active Play	2	2	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infant, Toddlers, & Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literary Experience	3	0	0	3
EDU 284	Early Childhood Capstone Practicum	1	9	0	4
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 5-6 SHC from the following list of courses.

BUS 110	Introduction to Business	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
COE 111	Cooperative Education I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
EDU 216	Foundations of Education	4	0	0	4
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
EDU 282	Early Childhood Literature	3	0	0	3
PSY 115	Stress Management	2	0	0	2
SOC 213	Sociology of the Family	3	0	0	3

Total Semester Hours Credit **74-76**

Course Number	Course Title	Class	Lab	Clinical	Credit

Early Childhood Education Diploma Option (D55220)

Required Courses

ACA 111	College Student Success	1	0	0	1
BIO 110	Principles of Biology	3	3	0	4
	or				
MAT 140	Survey of Mathematics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	or				
PSY 150	General Psychology	3	0	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 284	Early Childhood Capstone Practicum	1	9	0	4

Total Semester Hours Credit **44-45**

Early Childhood Education Certificate Option (C55220A)

Required Courses

EDU 119	Early Childhood Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1

Total Semester Hours Credit **17**

Electrical Systems Technology

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.

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

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

Electrical Systems Technology Diploma Option (D35130)

Required Courses

ACA 111	College Student Success	1	0	0	1
ATR 111	Automation Systems	2	3	0	3
	or				
ELN 231	Industrial Controls	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 113	Computer Basics	0	2	0	1
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 117	Motors & Controls	2	6	0	4
ELC 126	Electrical Computations	2	2	0	3
ELC 128	Introduction to PLC	2	3	0	3
	or				
ELN 260	Prog Logic Controllers	3	3	0	4
	or				
PCI 264	Process Control with PLC's	3	3	0	4
ELC 233	Energy Management	2	2	0	3
	or				
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ELN 229	Industrial Electronics	3	3	0	4
ENG 102	Applied Communications II	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
MAT 101	Applied Mathematics I	2	2	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
MEC 151	Mechanical Manufacturing Sys	1	3	0	2
Total Semester Hours Credit				**45-48**	

Electrical Wiring Certificate Option (C35130A)

Required Courses					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 126	Electrical Computations	2	2	0	3
ISC 112	Industrial Safety	2	0	0	2
Total Semester Hours Credit				**18**	

Motors & Controls Certificate Option (C35130B)

Required Courses					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 114	Commercial Wiring	2	6	0	4
ELC 117	Motors & Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
	or				
ELN 260	Prog Logic Controllers	3	3	0	4
Total Semester Hours Credit				**16-17**	

Industrial Electronics Certificate Option (C35130C)

Required Courses					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 126	Electrical Computations	2	2	0	3
ELC 128	Introduction to PLC	2	3	0	3
	or				
ELN 260	Prog Logic Controllers	3	3	0	4
ELN 229	Industrial Electronics	3	3	0	4
MEC 151	Mechanical Manufacturing Systems	1	3	0	2
Total Semester Hours Credit				**17-18**	

Course Number	Course Title	Class	Lab	Clinical	Credit

Energy Management Systems Technology Certificate Option (C35130D)

Required Courses					
ATR 111	Automation Systems	2	3	0	3
	or				
ELN 231	Industrial Controls	2	3	0	3
ELC 112	DC/AC Electricity	3	6	0	5
ELC 128	Introduction to PLC	2	3	0	3
ELC 233	Energy Management	2	2	0	3
ELN 229	Industrial Electronics	3	3	0	4
Total Semester Hours Credit				**18**	

Esthetics Instructor

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Esthetics Instructor Certificate Option (C55270)

Required Courses

COS 253	Esthetics Instructor Concepts I	6	15	0	11
COS 254	Esthetics Instructor Concepts II	6	15	0	11
Total Semester Hours Credit				**22**	

Esthetics Technology

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Esthetics Technology Certificate Option (C55230)

Required Courses

COS 119	Esthetics Concepts I	2	0	0	2
COS 120	Esthetics Salon I	0	18	0	6
COS 125	Esthetics Concepts II	2	0	0	2
COS 126	Esthetics Salon II	0	18	0	6

Total Semester Hours Credit **16**

Facility Maintenance Worker

The Facility Maintenance Worker curriculum is designed to prepare students to maintain and repair physical structures and systems of commercial and industrial establishments such as hotels, hospitals, apartment complexes, and shopping centers.

Students will learn to use hand and power tools; replace defective electrical switches and fixtures; maintain performance of environmental control systems; repair plumbing fixtures, woodwork, plastic, and sheetrock; lay brick; finish small areas of concrete; and paint structures.

Upon completion of this curriculum, the graduate should possess the necessary skills to qualify for employment as a facility maintenance worker.

Facility Maintenance Worker Diploma Option (D50170)

Required Courses

ACA 111	College Student Success	1	0	0	1
AHR 110	Introduction to Refrigeration	2	6	0	5
BPR 130	Blueprint Reading/Construction	3	0	0	3
ENG 102	Applied Communications II	3	0	0	3
FMW 100	Introduction to National Electric Code	1	0	0	1
FMW 102	Practical Wiring I	2	6	0	4
FMW 105	Basic Heating	2	2	0	3
FMW 107	Introduction to Carpentry	1	4	0	3
FMW 108	Electrical Blueprints	1	3	0	2
ISC 115	Construction Safety	2	0	0	2
MAS 140	Introduction to Masonry	1	2	0	2
MAT 101	Applied Mathematics I	2	2	0	3
PLU 130	Plumbing Systems	3	9	0	6

Elective Courses

Select 4 SHC from the following list of courses.

AHR 111	HVACR Electricity	2	2	0	3
AHR 160	Refrigerant Certification	1	0	0	1
ELC 233	Energy Management	2	2	0	3
FMW 101	Basic National Electric Code Problems	1	2	0	2
FMW 106	Domestic Air Conditioning	2	2	0	3

Total Semester Hours Credit **42**

Course Number	Course Title	Class	Lab	Clinical	Credit

Air Conditioning, Heating, & Refrigeration Certificate Option (C50170A)

Required Courses

AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 160	Refrigerant Certification	1	0	0	1
FMW 102	Practical Wiring I	2	6	0	4
FMW 105	Basic Heating	2	2	0	3

Total Semester Hours Credit **16**

Construction Building Certificate Option (C50170B)

Required Courses

BPR 130	Blueprint Reading/Construction	3	0	0	3
FMW 102	Practical Wiring I	2	6	0	4
FMW 107	Introduction to Carpentry	1	4	0	3
ISC 115	Construction Safety	2	0	0	2
MAS 140	Introduction to Masonry	1	2	0	2

Total Semester Hours Credit **14**

Green Energy Systems Technology Certificate Option (C50170D)

Required Courses

AHR 111	HVACR Electricity	2	2	0	3
ELC 233	Energy Management	2	2	0	3
FMW 102	Practical Wiring I	2	6	0	4
FMW 105	Basic Heating	2	2	0	3
FMW 106	Domestic Air Conditioning	2	2	0	3

Total Semester Hours Credit **16**

Funeral Service Education
North Carolina Funeral Director

Offered through a Collaborative Program Agreement with Fayetteville Technical Community College

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

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

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

Funeral Services Education Diploma Option (D55260)

Required Courses

ACA 111	College Student Success	1	0	0	1
ACC 111	Financial Accounting	3	0	0	3
BUS 110*	Introduction to Business	3	0	0	3
BUS 115*	Business Law I	3	0	0	3
BUS 230*	Small Business Management	3	0	0	3
CIS 113*	Computer Basics	0	2	0	1
ENG 111*	Expository Writing	3	0	0	3
FSE 112**	Principles of Funeral Service	3	0	0	3
FSE 116**	Funeral Law and Ethics	3	0	0	3
FSE 214**	Pathology	3	0	0	3
FSE 215**	Funeral Home Operations	4	0	0	4
PSY 141	Psychology of Death & Dying	3	0	0	3
PSY 150*	General Psychology	3	0	0	3
SOC 210*	Introduction to Sociology	3	0	0	3

Total Semester Hours Credit **39**

Course Number	Course Title	Class	Lab	Clinical	Credit

**The courses marked with a single asterisk may be completed through ECC*
***The courses marked with two asterisks may be completed through FTCC but classes are held on the ECC Tarboro campus via the North Carolina Information Highway (NCIH). All other courses must be completed at Fayetteville Technical Community College. Upon successful completion of the course requirements, the Diploma in Funeral Service Education will be awarded by Fayetteville Technical Community College.*

General Occupational Technology

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

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the college.

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

General Occupational Technology Degree Option (A55280)

General Education Courses (15 SHC)
General education course work includes study in the areas of humanities and fine arts, social and behavioral sciences, mathematics, and English composition. The following courses are required:

ENG 111*	Expository Writing	3	0	0	3
	and either				
ENG 113*	Literature Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3

Behavioral/Social Sciences Elective 3 0 0 3
Select one course from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective 3 0 0 3
Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Major Courses (49 SHC)
Select a minimum 49 SHC from a combination of major courses for curriculums approved to be offered by the college. Courses which offer specific job knowledge

and skills must be included. Work experience, including cooperative education, practicums, and internships, may be included in the degree program up to a maximum of 8 SHC.

Other Required Hours (4 SHC)
Local employer requirements, as well as college designated graduation requirements, are accommodated in other required hours. The following courses (4 SHC) are required:

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

Total Semester Hours Credit **68**

General Occupational Technology Diploma Option (D55280)

General Education Courses (6 SHC)
General education course work includes study in the areas social and behavioral sciences and English composition. The following courses are required:

ENG 111*	Expository Writing	3	0	0	3
Behavioral/Social Sciences Elective		3	0	0	3

Select one course from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Major Courses (26 SHC)
Select a minimum 26 SHC from a combination of major courses for curriculums approved to be offered by the college. Courses which offer specific job knowledge and skills must be included. Work experience, including cooperative education, practicums, and internships, may be included in the degree program up to a maximum of 4 SHC.

Other Required Hours (4 SHC)
Local employer requirements, as well as college designated graduation requirements, are accommodated in other required hours. The following courses (4 SHC) are required:

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

Total Semester Hours Credit **36**

Course Number	Course Title	Class	Lab	Clinical	Credit

General Occupational Technology Certificate Option (C55280)

Major Courses (15 SHC)
Select a minimum 15 SHC from a combination of major courses for curriculums approved to be offered by the college. Courses which offer specific job knowledge and skills must be included. Work experience, including cooperative education, practicums, and internships, may be included in the degree program up to a maximum of 2 SHC.

Other Required Hours (1 SHC)
Local employer requirements, as well as college designated graduation requirements, are accommodated in other required hours. The following courses (1 SHC) are required:

ACA 111	College Student Success	1	0	0	1

Total Semester Hours Credit **16**

Geospatial Technology

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, process improvement technicians, engineering technicians, construction technicians, industrial and technology managers, or research technicians.

A course of study that prepares students to use technical skills and advanced computer hardware and software for programming, database management and internet applications using geographic data and geographic information systems. Includes instruction in mathematics, computer-assisted cartography, geographic information systems, map design and layout, photogrammetry, air photo interpretation, remote sensing, spatial analysis, geodesy, cartographic editing, global navigation satellite system technology and applications to specific industrial, commercial, research, and governmental mapping problems. Graduates should find employment as field technicians or as database and mapping assistants.

Geospatial Technology Degree Option (A40220)

Required Courses

ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
CTI 110	Web, Pgm, & DB Foundations	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GIS 111	Introduction to GIS	2	2	0	3
GIS 112	Introduction to GPS	2	2	0	3
GIS 120	Introduction to Geodesy	2	2	0	3
GIS 121	Georeferencing & Mapping	2	2	0	3
GIS 222	Internet Mapping	2	2	0	3
GIS 235	Raster GIS	2	2	0	3
GIS 235	Raster GIS	2	2	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
GIS 245	Intro to Spatial Analysis	2	2	0	3
GIS 249	Remote Sensing	2	2	0	3
GIS 255	Advanced Spatial Analysis	2	2	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
	or				
MAT 151	Statistics I	3	0	0	3
	or				
MAT 161	College Algebra	3	0	0	3
NET 110	Networking Concepts	2	2	0	3
	or				
NET 125	Networking Basics	1	4	0	3
Behavioral/Social Sciences Elective		3	0	0	3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 12 SHC from the following list of courses.

CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
GEO 131	Physical Geography I	3	2	0	4
GIS 215	GIS Data Models	2	2	0	3
GIS 230	GIS Data Creation	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3

Total Semester Hours Credit **70**

Course Number	Course Title	Class	Lab	Clinical	Credit

Internet Mapping Services Certificate Option (C40220A)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & DB Foundations	2	2	0	3
GEO 131	Physical Geography I	3	2	0	4
GIS 111	Introduction to GIS	2	2	0	3
GIS 121	Georeferencing & Mapping	2	2	0	3
GIS 222	Internet Mapping 2	2	0	3	

Total Semester Hours Credit **18**

Geographic Information Science Certificate Option (C40220B)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
GEO 131	Physical Geography I	3	2	0	4
GIS 111	Introduction to GIS	2	2	0	3
GIS 112	Introduction to GPS	2	2	0	3
GIS 120	Introduction to Geodesy	2	2	0	3
GIS 121	Georeferencing & Mapping	2	2	0	3

Total Semester Hours Credit **18**

Health Information Technology

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 securely.

Graduates of the Associate in Applied Science (AAS) degree in Health Information Technology program will be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, consulting firms, computer and software vendors, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

The Health Information Technology program currently offers seven (7) programs of study to meet a wide array of health informatics and information technology healthcare workforce needs with six (6) programs nested within our parent Associate in Applied Science degree in Health Information Technology.

The online Associate in Applied Science degree in Health Information Technology program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM – http://www.cahiim.org). All courses are available online with the requirement of all clinical courses being fulfilled onsite at healthcare agencies geographically located in students' areas with online documentation support, as available.

Due to limited Professional Practice Experience slots at healthcare agencies/clinical sites, the program is limited on the number of students that can participate in these clinical courses. If there are more students ready to enter Professional Practice Experience than there are clinical slots, then selection will be based on objective criteria, including GPA and progression in the program. Students must follow the HIT program progression policy.

Admission Policies and Procedures for Health Information Technology

The Health Information Technology applicant is required to meet steps I-III before enrollment in the program.

STEP I Application Process (must be completed by June 1st for fall semester and October 1st for spring semester)

1. Submit an Edgecombe Community College Admission Application
2. Submit official transcripts of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. A final transcript must be submitted at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Contact an Admissions counselor to determine need for placement testing.
   - Placement testing may be required if the prerequisites for ENG 111 and MAT 161 have not been completed or transferred in from another college. This determination is made by the counselor's review of the high school transcript.
   - The BIO 168 prerequisite may be met by placing out of BIO 094, or by completing or transferring in BIO 094 or an equivalent substitute as determined by the Science Department Chair.
   - If ENG 111, MAT 161, and BIO 168 or their prerequisites are transferred in from another college(s), placement testing is not required.
5. Submit a Health Information Technology program application by June 1st to be considered for fall admission or by October 1st for spring admission. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall or spring semester admission.
6. Achieve a 2.5 GPA or greater on 3 HIT curriculum courses as follows:
   - HIT Degree Applicants: BIO 168, MED 121, and HIT 110
   - HIT Coding Diploma Applicants: BIO 168, MED 121, and HIT 114
   - Equivalent courses may be substituted as determined by the Program Chair.
7. Certificate applicants who decide at any point to pursue an HIT degree or diploma must complete another HIT application and meet admission requirements to the program.

STEP II Ranking and Conditional Acceptance

1. Eligible applicants who complete Step I will be ranked according to the GPA on all ECC HIT curriculum courses that have been completed

from all colleges, including courses with less than a C. The ranking GPA also includes all courses that have been completed more than once.

2. A letter of conditional acceptance will be mailed to the highest ranking 60-75 applicants, depending on clinical space available.
3. A waiting list letter will be mailed to any remaining eligible applicants.
4. The student must accept or reject the seat in writing to the HIT Admissions Counselor by the deadline.
5. Applicants will continue to be selected from the waiting list until the program is filled.

STEP III Full Acceptance

After accepting an HIT seat, the student must meet the following requirements in order to be fully accepted:

1. Submit a completed medical form provided by the college, including required immunizations, performed within a 6-month time frame by the required deadline.
2. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC HIT curriculum general education courses must be completed prior to enrollment in the program.
3. Demonstrate a 2.5 GPA on all ECC HIT curriculum courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
4. Submit criminal background check by the required deadline.
5. Failure to meet deadlines will result in withdrawal of acceptance status.
6. Demonstrate an overall 2.0 GPA at ECC on courses completed at ECC up to the point of enrollment.
7. A drug screen may be required after enrollment in the program depending on assigned clinical site requirements.

Program Progression Policy

1. Students must achieve a "C or better" on all curriculum courses and maintain at least a 2.0 GPA after being accepted into the program. Students failing to meet the required academic status will have the immediate next, one (1), semester to retake the non-compliant course and achieve a satisfactory course(s) grade and/or regain the required 2.0 GPA.
2. Students who do not achieve a satisfactory grade and/or regain a 2.0 GPA will be dismissed from the program. At that point, the student must follow the Readmission Policy, if desired.
3. Students who fail to meet the Program Progression Policy by making less than a compliant course grade of a "C or better" on any three (3) curriculum courses required of the HIT program shall in effect

constitute usage of the admission and two readmission opportunities, be dismissed from the HIT program, and be required to immediately notify Student Services of a change in their major from the HIT program back to Associate in General Education (AGE) or any other program of study of the student's choosing that will enable the student to be successful. Should the student fail to follow this policy, the HIT program chair will send a letter to Student Services requesting such action to be taken and the student's record flagged to block unadvised self-registration.

4. Students should immediately notify their academic advisor of their first non-compliant grade in order that the appropriate resources can be identified to assist the student to be successful.

Readmission/Transfer Policies and Procedures

Students may apply for readmission to the Health Information Technology programs two times. Students desiring to transfer from another Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM) program or students applying for readmission that have been out for more than two years must take a proctored challenge exam for each HIT course previously completed. Students who have been out of the program for more than one year must meet the admissions and program requirements effective at the time of admission. Acceptance into the program is not guaranteed and is based on clinical space available.

Readmission Steps

1. Applicants must apply to the program as a "readmit" if they have previously been enrolled in any Health Information Technology program and exited for any reason. Transcripts of "readmit" applicants are evaluated by the Program Chair in consultation with the Dean of Health Sciences. The student will receive a letter from the Program Chair detailing requirements of readmission which may include challenge exams and/or competency check-offs.
2. Readmission is allowed twice. All admissions or readmissions in any Health Information Technology programs are counted toward this policy.
3. The applicant must meet admission requirements.

Transfer Steps

1. Applicants must apply to the program as a "transfer" student if they are currently enrolled in any Health Information Technology program or are eligible to continue in their current program. The Program Chair, in consultation with the Dean of Health Sciences, evaluates the core courses for equivalency to determine if transfer credit will be granted. The Registrar evaluates general education courses for credit. The student will receive a letter from the Program Chair summarizing the results

of the transcript evaluation including core courses that were accepted for transfer credit and any additional requirements which may include challenge exams and/or competency check-offs.

2. The applicant must meet admission requirements.

Maintaining Online HIT Program Integrity

Graduates of HIT programs are required to submit a CAHIIM accredited school program code when registering for the AHIMA national "RHIT" examination. Submission of a program code validates to CAHIIM that the student completed the HIT course work at a specific school. Therefore, to maintain program outcome accountability, all HIT and OST course work must be taken at ECC once students are accepted into the HIT program.

It is recommended that the HIT degree program be completed in five (5) consecutive semesters and the HIT diploma program be completed in three to five (3-5) semesters. Degree students must complete the HIT curriculum within eleven (11) consecutive semesters; diploma students must complete the program within seven (7) consecutive semesters. For students not following the full-time program of study to complete the HIT degree or diploma programs, all general education and related courses must be taken prior to taking HIT prefixed courses. (HIT 110 and HIT 114, the exception). This will provide a greater opportunity for students to maintain the body of knowledge needed for success on the national "RHIT" exam and/or the "CCS" and/or "CCS-P" exam.

Health Information Technology Degree Option (A45360)

Required Courses

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 111	Basic PC Literacy	1	2	0	2
DBA 110	Database Concepts	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HIT 110	Fundamentals of HIM	3	0	0	3
HIT 112	Health Law & Ethics	3	0	0	3
HIT 114	Health Data Sys/Standards	2	3	0	3
HIT 122	Professional Practice Exp I	0	0	3	1
HIT 210	Healthcare Statistics	2	2	0	3
HIT 211	ICD Coding	2	6	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2

Course Number	Course Title	Class	Lab	Clinical	Credit
HIT 215	Reimbursement Methodology	1	2	0	2
HIT 216	Quality Management	1	3	0	2
HIT 218	Management Principles in HIT	3	0	0	3
HIT 222	Professional Practice Exp III	0	0	6	2
HIT 224	Professional Practice Exp IV	0	0	6	2
HIT 226	Principles of Disease	3	0	0	3
HIT 280	Professional Issues	2	0	0	2
MAT 161	College Algebra	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following list of courses: HUM 115, HUM 211, HUM 220, or PHI 240.

Elective Courses

Select 6 SHC from the following list of courses:

CIS 115	Intro to Prog & Logic	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
HIT 220	Health Informatics & EHR's	1	2	0	2
HIT 221	Lifecycle of EHR	2	2	0	3
HIT 225	Healthcare Informatics	3	2	0	4
HIT 227	Informatics Project Mgmt	2	2	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
SEC 110	Security Concepts	3	0	0	3

Total Semester Hours Credit **75-76**

Health Information Technology Coding Diploma Option (D45360A)

The Health Information Technology Coding Diploma program is designed to prepare graduates for jobs in the coding sector of the healthcare field. The Diploma program graduate, with the American Health Information Management Association (AHIMA) recommended experience, is eligible to sit for the "CCS" (Certified Coding Specialist) and/or the "CCS-P" (Certified Coding Specialist – Physician based) mastery level certified coding specialist examinations. Technicians who specialize in coding are often called data analysts, health information coders, medical record coders, coder/abstractors, or coding specialists.

Certified Coding Specialists are professionals skilled in classifying medical data

from patient records, generally in the hospital setting. These coding practitioners review patients' records and assign appropriate codes for each diagnosis and procedure. The CCS-P is a coding practitioner with expertise in physician-based settings such as physician's offices, group practices, multi-specialty clinics, or specialty centers.

Graduates of this program will be able to transfer all course credits into the higher level, AAS degree in HIT, program.

Required Courses

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HIT 112	Health Law & Ethics	3	0	0	3
HIT 114	Health Data Sys/Standards	2	3	0	3
HIT 122	Professional Practice Exp I	0	0	3	1
HIT 211	ICD Coding	2	6	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
HIT 215	Reimbursement Methodology	1	2	0	2
HIT 222	Professional Practice Exp III	0	0	6	2
HIT 224	Professional Practice Exp IV	1	0	6	3
HIT 226	Principles of Disease	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2

Total Semester Hours Credit **46**

Health Information Technology
Post-Graduate Health Informatics Diploma Option (D45360B)

This program will provide professionals with prior Health Sciences degrees, healthcare work experience, and health informatics needs of the healthcare sector with the knowledge and skill sets to evaluate the healthcare environment of clinical practice, make recommendations for healthcare information technology (HIT) and related technology, and lead the implementation of HIT projects related to the collection, storage, and management of patient healthcare data within electronic health record systems.

Course work will include data collection, data sets, and data reporting for compliance, workflow analysis, and the system development life cycle with

emphasis on impact in the practice, vendor selection process, training of end users, and appropriate skills and tools used to manage HIT projects.

This program will allow the student to be able to identify and explain data needs, capture methodology, and retention of patient clinical data, perform an environmental assessment of data needs, prioritize clinical needs to determine vendor product selection, develop a plan for end user education and training, and create supporting end user training documentation. Career opportunities can be found within large healthcare organizations, physician practices, clinics, and vendor marketing, sales, and training. Students must follow the HIT program progression policy.

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HIT 112	Health Law & Ethics	3	0	0	3
HIT 114	Health Data Sys/Standards	2	3	0	3
HIT 220	Health Informatics & EHRs	1	2	0	2
HIT 221	Lifecycle of EHR	2	2	0	3
HIT 225	Healthcare Informatics	3	2	0	4
HIT 226	Principles of Disease	3	0	0	3
HIT 227	Informatics Project Mgmt	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
SEC 110	Security Concepts	3	0	0	3

Total Semester Hours Credit **48**

Health Information Technology Coding Certificate Option (C45360A)

Students seeking to enroll in the Health Information Technology (HIT) Coding Certificate program must have two current and consecutive years of full-time hospital inpatient coding work experience and be currently employed as a full-time hospital inpatient coder. Priority admission to this program will be given to ECC HIT Clinical Affiliate Hospitals. Students do not need prior formal coding education but must be ready for college-level course work as evidenced by placement testing and/or college transcripts. After a year of study, graduates of this program with the three years of hospital inpatient and/or outpatient coding experience, as recommended by the American Health Information Management

Association (AHIMA), may sit for the mastery level national "CCS" and/or "CCS-P" coding certification examinations, respectively. This program does not meet the course requirements of AHIMA as the North Carolina Community College System guidelines limit "Certificate" programs to a maximum of eighteen (18) semester hours; therefore, the ECC HIT program requires as a pre-requisite two current and consecutive year's full time hospital inpatient coding experience and current employment in a hospital inpatient coder position. Students must follow the HIT program progression policy.

Graduates of this program may transfer all course credits to higher level programs of study offered by the Health Information Technology program.

Required Courses

HIT 211	ICD Coding	2	6	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
HIT 215	Reimbursement Methodology	1	2	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2

Total Semester Hours Credit **18**

Protected Health Information Certificate Option (C45360B)

The Health Information Technology Protected Health Information Certificate provides a solid foundation for understanding data collection, storage, maintenance, and retrieval in any healthcare setting.

This program is designed for those currently working and/or seeking jobs in clerical support roles in HIM departments, physicians' offices, small to large group practice clinics, and hospital jobs ranging from staff positions as administrative assistants to unit coordinators, patient registration, billing and reimbursement, emergency department, and ancillary departments.

Graduates of this program may transfer their course work into higher level programs offered by the Health Information Technology program.

Required Courses

CIS 111	Basic PC Literacy	1	2	0	2
HIT 110	Fundamentals of HIM	3	0	0	3
HIT 112	Health Law & Ethics	3	0	0	3
HIT 114	Health Data Sys/Standards	2	3	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
HIT 122	Professional Practice Exp I	0	0	3	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
Total Semester Hours Credit				**18**	

Ambulatory Billing/Coding Certificate Option (C45360C)

The Ambulatory Billing/Coding Certificate program was established at Edgecombe Community College as part of the JobsNOW: 12 in 6 Initiative through the American Recovery and Reinvestment Act of 2009.

Medical billing and coding experts play an integral part in the medical industry and are key members of any healthcare facility. Medical billing specialists calculate charges, develop bills, prepare bills to be mailed to customers, and ensure that even the most complicated bills are accurate.

Skilled medical billing and coding professionals are in demand. Hospitals, private and public clinics, medical offices, chiropractors, optometrists, podiatrists, family doctors, nursing homes, children's clinics, and other healthcare practitioners are looking for career-minded people to fill these jobs.

Students interested in the Ambulatory Billing/Coding Certificate program must meet the Health Information Technology program criteria OR have a high school diploma or GED and a Silver Career Readiness Certificate. Students must follow the HIT program progression policy.

Graduates of this program may transfer eligible course work into higher level programs offered by the Health Information Technology program.

Required Courses

BIO 106	Introduction to Anat/Phys/Micro	2	2	0	3
CIS 111	Basic PC Literacy	1	2	0	2
HIT 114	Health Data Sys/Standards	2	3	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
Total Semester Hours Credit				**18**	

Hospital Ambulatory Coding Certificate Option (C45360D)

The Health Information Technology Hospital Ambulatory Coding Certificate is offered to assist individuals that likely have some hospital employment experience and desire to gain the skills required to classify and code diagnoses and procedures with the goal of improving accuracy and productivity of coding, allowing more timely and productive claims processing in a wide array of hospital ambulatory/outpatient services. The program's primary focuses are teaching students to review, abstract, and interpret both diagnostic and financial data from clinical healthcare documentation and encounter forms. With the vastly increasing level of ambulatory health services by hospitals and larger healthcare enterprises, there is a rising need for these specialists. Graduates of this program who have the AHIMA-recommended coding experience may seek to take the "CCS-P" (Certified Coding Specialist – Physician based) national examination.

Students must follow the HIT program progression policy.

Graduates of this program may transfer all course work into higher level programs offered by the Health Information Technology program.

Required Courses

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2

Total Semester Hours Credit **18**

Healthcare Management Technology

Offered through a Collaborative Program Agreement with Pitt Community College

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

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

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM), and the Certified Manager of Patient Accounts (CMPA) examinations.

Healthcare Management Technology Degree Option (A25200)

Required Courses

ACA 111*	College Student Success	1	0	0	1
ACC 120*	Prin of Financial Accounting	3	2	0	4
ACC 121*	Prin of Managerial Accounting	3	2	0	4
ACC 140*	Payroll Accounting	1	2	0	2
	or				
ACC 150*	Accounting Software Appls1	2	0	2	
BUS 110*	Introduction to Business	3	0	0	3
BUS 151*	People Skills	3	0	0	3
BUS 153*	Human Resources Management	3	0	0	3
CIS 110*	Introduction to Computers	2	2	0	3
COE 112	Cooperative Work Experience I	0	0	20	2
COE 115	Work Experience Seminar I	1	0	0	1
COM 120	Intro to Interpersonal Comm	3	0	0	3
	or				
COM 231*	Public Speaking	3	0	0	3
CTS 130*	Spreadsheet	2	2	0	3
ENG 111*	Expository Writing	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
ENG 112	Argument-Based Research	3	0	0	3
	or				
ENG 113*	Literature-Based Research	3	0	0	3
	or				
ENG 114*	Professional Research & Reporting	3	0	0	3
HMT 110	Introduction to Healthcare Management	3	0	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 211	Long-Term Care Administration	3	0	0	3
HMT 212	Management of Healthcare Organizations	3	0	0	3
HMT 215	Legal Aspects of Healthcare Adm	3	0	0	3
	or				
MED 118*	Medical Law and Ethics	2	0	0	2
	or				
OST 149*	Medical Legal Issues	3	0	0	3
HMT 220	Healthcare Financial Management	4	0	0	4
HMT 225	Practice Management Sim 2	2	0	3	
HUM 115*	Critical Thinking	3	0	0	3
MAT 115*	Mathematical Models	2	2	0	3
	or				
MAT 140*	Survey of Mathematics	3	0	0	3
	or				
MAT 161*	College Algebra	3	0	0	3
MED 121*	Medical Terminology I	3	0	0	3
MED 122*	Medical Terminology II	3	0	0	3
PSY 150*	General Psychology	3	0	0	3
	or				
SOC 213*	Sociology of the Family	3	0	0	3
Total Semester Hours Credit				**74**	

**The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Pitt Community College. Upon successful completion of the course requirements, the Associate in Applied Science degree in Healthcare Management Technology will be awarded by Pitt Community College.*

Historic Preservation Technology

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic sites. The program emphasizes technical training in either archaeological field and laboratory methods or historic preservation management.

Specific skills will be developed in archaeological methods, archival research, drafting, conservation techniques, field data collection, photographic documentation, and the application of preservation law.

The program will qualify students to work as technicians assisting either professional archaeologists or historic preservationists.

Historic Preservation Technology Degree Option (A35110)

Required Courses

ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CST 244	Sustainable Building Design	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HIS 131	American History I	3	0	0	3
	or				
HIS 236	North Carolina History	3	0	0	3
HPT 110	Historic & Cultural Landscape	3	0	0	3
HPT 111	Prin of Historic Preservation	3	0	0	3
HPT 116	Historical Drafting	1	2	0	2
HPT 130	Historic Painting & Finishing	1	2	0	2
HPT 131	Fundamentals of Carpentry	2	18	0	8
HPT 133	Historic Building Analysis	2	2	0	3
HPT 230	Historic Roof Structures	2	6	0	4
HPT 233	Historic Construction Methods	2	6	0	4
HPT 235	Building Codes & Regulations	3	0	0	3
HPT 237	Hazmat & OSHA Regulations	3	0	0	3
HPT 241	Historic Masonry	2	6	0	4
HPT 252	Recording Historic Properties	3	0	0	3
HPT 270	18th & 19th Century American Architecture	3	0	0	3
HUM 140	History of Architecture	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
MAT 121	Algebra/Trigonometry I	2	2	0	3

Elective Courses

Select 2-6 SHC from the following list of courses.

BUS 137	Principles of Management	3	0	0	3
COE 121	Cooperative Work Experience I	0	0	10	1
COE 125	Work Experience Seminar I	1	0	0	1
HIS 141	Genealogy & Local History	3	0	0	3
HPT 115	Introduction to Archaeology	3	0	0	3
HPT 238	Weatherization	3	0	0	3
HPT 239	Specialized Construction Trades	1	15	0	6
HPT 250	Preservation Planning & Historic Settings	3	3	0	4
HPT 254	Real Est Dev & A/E Use of Historic Structures	3	0	0	3
HPT 260	Historic Preservation Law	3	0	0	3
SST 120	Energy Use Analysis	2	2	0	3

Total Semester Hours Credit **69-73**

Historic Preservation Technology Diploma Option (D35110)

Required Courses

COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CST 244	Sustainable Building Design	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
HIS 131	American History I	3	0	0	3
	or				
HIS 236	North Carolina History	3	0	0	3
HPT 110	Historic & Cultural Landscape	3	0	0	3
HPT 111	Prin of Historic Preservation	3	0	0	3
HPT 116	Historical Drafting	1	2	0	2
HPT 130	Historic Painting & Finishing	1	2	0	2
HPT 133	Historic Building Analysis	2	2	0	3
HPT 233	Historic Construction Methods	2	6	0	4
HPT 235	Building Codes & Regulations	3	0	0	3
HPT 252	Recording Historic Properties	3	0	0	3
HUM 140	History of Architecture	3	0	0	3

Total Semester Hours Credit **37**

Course Number	Course Title	Class	Lab	Clinical	Credit

Green Building Certificate Option (C35110A)

Required Courses

CST 244	Sustainable Building Design	2	3	0	3
HPT 133	Historic Building Analysis	2	2	0	3
HPT 233	Historic Construction Methods	2	6	0	4
HPT 238	Weatherization	3	0	0	3
SST 120	Energy Use Analysis	2	2	0	3

Total Semester Hours Credit **16**

Human Services Technology

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 that prepare them for specialization in specific human service areas.

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

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

Human Services Technology Degree Option (A45380)

Required Courses

ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Service Issues	2	0	0	2
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
SWK 113	Working with Diversity	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL

Elective Courses

Select 12 SHC from the following list of courses.

DDT 110	Developmental Disabilities	3	0	0	3
GRO 120	Gerontology	3	0	0	3
HEA 130	Health - Adult Sexuality	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 141	Death & Dying	3	0	0	3
SAB 130	Addictive Behavior	3	0	0	3
SAB 210	Substance Abuse Counseling	2	2	0	3
SOC 225	Social Diversity	3	0	0	3
SWK 110	Introduction to Social Work	3	0	0	3

Total Semester Hours Credit **76**

Substance Abuse Certificate Option (C45380)

Required Courses

HEA 130	Health - Adult Sexuality	3	0	0	3
HSE 123	Interviewing Techniques	2	2	0	3
HSE 220	Case Management	2	2	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 130	Addictive Behavior	3	0	0	3
SAB 210	Substance Abuse Counseling	2	2	0	3

Total Semester Hours Credit **18**

Industrial Systems Technology

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 mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and 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 also will be encouraged to develop their skills as lifelong learners.

Industrial Systems Technology Certificate Option (C50240)

Required Courses

AHR 110	Introduction to Refrigeration	2	6	0	5
ELC 111	Introduction to Electricity	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 151	Mechanical Manufacturing Sys	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2

Total Semester Hours Credit **18**

Lateral Entry Teaching

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

Certificate Option (C55430)

Required Courses

EDU 131	Child, Family, & Community	3	0	0	3
EDU 163	Classroom Mgmt & Instruction	3	0	0	3
EDU 243	Learning Theory	3	0	0	3
EDU 244	Human Growth/Development	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
EDU 271	Educational Technology	2	2	0	3

Total Semester Hours Credit **18**

**This is a collaborative program. Additional courses must be taken at a partnering senior institution. Interested persons should contact an advisor or the Student Services Department for more information.*

Magnetic Resonance Imaging Technology

The Magnetic Resonance Imaging (MRI) curriculum prepares students to become MRI technologists and skilled healthcare professionals who are trained to use magnetic energy fields to produce images of the human body.

Individuals entering this curriculum must be registered or registry-eligible by the American Registry of Radiologic Technologists (ARRT) in radiography, radiation therapy, nuclear medicine technology, or Sonography. Nuclear medicine technology applicants may also be registered or registry eligible by the Nuclear Medicine Technology Certification Board (NMTCB). Sonography applicants may also be registered or registry eligible by the American Registry for Diagnostic Medical Sonography (ARDMS).

Course work includes clinical rotations, imaging fundamentals, MRI physics, procedures, anatomy, pathology, patient care, and imaging ethics and law in a medical environment. Students should be able to demonstrate all functional areas related to the magnetic resonance imaging field.

Graduates of accredited programs may be eligible to take the ARRT national examination for certification and registration as MRI technologists. Graduates may be employed in hospitals, outpatient clinics, physicians' offices, government agencies, and research.

ECC is approved by the North Carolina Community College System to offer the Magnetic Resonance Imaging Curriculum. ECC has entered into a Level III Instructional Service Agreement with Johnston Community College and Vance-Granville Community College to better meet the needs of healthcare facilities across eastern North Carolina. This collaborative program is referred to as the Eastern North Carolina Consortium of Computed Tomography and Magnetic Resonance Imaging program. Each semester the curriculum is offered through ECC and taught at one or more of the colleges within the Consortium.

In all health sciences programs, students are assigned clinical rotations with area health care agencies. The student must meet employee health standards and the criminal background and/or drug screening requirements of the agency at the student's expense prior to or at any time after beginning the program.

Admission Policy and Procedures

Admission into health sciences programs is competitive. The number of students accepted into the program is determined by clinical space available and may therefore vary each term.

Step I Application to ECC and MRI program (Must be completed by March 1st)

1. Submit an Edgecombe Community College Admission Application. MRI should be indicated as the desired Program of Study.
2. Submit an MRI program application.
3. Submit official transcripts of high school graduation or GED.
4. Submit official transcripts from all colleges attended.
5. Submit official transcript from a JRCERT approved radiography or radiation therapy or nuclear medicine or sonography program that includes the fall semester of the senior year.
6. Demonstrate a 2.5 GPA on the imaging specialty curriculum course work. Applicants who are still enrolled in their program of study must have a minimum 2.5 GPA on all curriculum courses through the fall term of the final year.
7. Submit verification of ARRT/NMTCB/ARDMS certification or be ARRT/NMTCB/ARDMS eligible. ARRT/NBTCB/ARDMS eligible students must show evidence of certification prior to completion of the MRI program.

Step II Acceptance

Applicants will be ranked based on the categories listed on the applicant points explanation sheet. In order to receive points in a category, applicants must send supporting documentation required in Step I by the deadline. Qualified applicants with the most points will receive an acceptance letter with an enclosed medical form. The student must accept or reject the seat in writing to the MRI Admissions Counselor. All other applicants will be notified that they have been placed on a waiting list. Students will continue to be accepted from the waiting list until the program is full.

Registration Requirements for Clinical Courses

Students who accept an MRI seat must meet the following requirements by the date provided in order to register for class. Failure to meet deadlines will result in withdrawal of acceptance status and placement on the waiting list.

1. Submit completed medical form and CPR certification for healthcare providers (1 year).
2. If required by the clinical agency, complete criminal background check and/or drug screening.

Course Number	Course Title	Class	Lab	Clinical	Credit

Magnetic Resonance Imaging Degree Option (A45800)

Required Courses

BIO 163	Basic Anatomy & Physiology	4	2	0	5
	or				
BIO 168	Anatomy and Physiology I	3	3	0	4
	and				
BIO 169	Anatomy and Physiology II	3	3	0	4
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
COM 231	Public Speaking	3	0	0	3
	or				
ENG 113	Literature Based Research	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3
IMG 110	Fundamentals of Imaging I	2	0	6	4
IMG 111	Fundamentals of Imaging II	2	0	6	4
IMG 120	Patient Care Medical Imaging	1	2	0	2
IMG 130	Imaging Ethics & Law	3	0	0	3
MRI 213	MR Patient Care & Safety	2	0	0	2
MRI 214	MRI Procedures I	2	0	0	2
MRI 215	MRI Procedures II	2	0	0	2
MRI 216	MRI Instrumentation	2	0	0	2
MRI 217	MRI Physics I	2	0	0	2
MRI 218	MRI Physics II	2	0	0	2
MRI 241	MRI Anatomy & Pathology I	2	0	0	2
MRI 242	MRI Anatomy & Pathology II	2	0	0	2
MRI 250	MRI Clinical Education I	0	0	12	4
MRI 260	MRI Clinical Education II	0	0	21	7
MRI 270	MRI Clinical Education III	0	0	24	8
MRI 271	MRI Capstone	1	0	0	1
RAD 131	Radiographic Physics I	1	3	0	2
RAD 231	Radiographic Physics II	1	3	0	2

Behavioral/Social Sciences Elective 3 0 0 3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective 3 0 0 3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Total Semester Hours Credit **71-74**

Magnetic Resonance Imaging Diploma Option (D45800)

Course Number	Course Title	Class	Lab	Clinical	Credit
Required Courses					
ENG 111	Expository Writing	3	0	0	3
MRI 213	MR Patient Care & Safety	2	0	0	2
MRI 214	MRI Procedures I	2	0	0	2
MRI 215	MRI Procedures II	2	0	0	2
MRI 216	MRI Instrumentation	2	0	0	2
MRI 217	MRI Physics I	2	0	0	2
MRI 218	MRI Physics II	2	0	0	2
MRI 241	MRI Anatomy & Pathology I	2	0	0	2
MRI 242	MRI Anatomy & Pathology II	2	0	0	2
MRI 250	MRI Clinical Education I	0	0	12	4
MRI 260	MRI Clinical Education II	0	0	21	7
MRI 270	MRI Clinical Education III	0	0	24	8
MRI 271	MRI Capstone	1	0	0	1
Total Semester Hours Credit					**42**

Manicuring Instructor

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

Manicuring Instructor Certificate Option (C55380)

Required Courses

COS 251	Manicure Instructor Concepts	8	6	0	8
COS 252	Manicure Instructor Practicum	0	15	0	5

Total Semester Hours Credit **13**

Manicuring/Nail Technology

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Manicuring/Nail Technology Certificate Option (C55400)

Required Courses

COS 121	Manicuring/Nail Technology I	4	6	0	6
COS 222	Manicuring/Nail Technology II	4	6	0	6

Total Semester Hours Credit **12**

Manufacturing Technology

The Manufacturing Technology curriculum provides an introduction to the principles and practices of manufacturing in today's global marketplace. The student will be exposed to valuable high-tech concepts applicable in a variety of industries such as plastics, metals, furniture, textiles, and electronics.

Students will gain real-world knowledge in manufacturing management practices, manufacturing materials and processes, research and development, and quality assurance. Course work will include machining processes, CAD/CAM, CNC principles, and other computerized production techniques.

Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician. The student will be able to advance in the workplace and develop with new technologies.

Manufacturing Technology Degree Option (A50320)

Required Courses

ACA 111	College Student Success	1	0	0	1
ATR 111	Automated Systems	2	3	0	3
ATR 212	Industrial Robots	2	3	0	3
ATR 218	Work Cell Integration	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 113	Computer Basics	0	2	0	1
DFT 119	Basic CAD	1	2	0	2
	or				
DFT 151	CAD I	2	3	0	3
ELC 131	DC/AC Circuit Analysis	3	3	0	4
ELN 237	Local Area Networks	2	3	0	3
ELN 260	Programmable Logic Controllers	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HUM 110	Technology & Society	3	0	0	3
	or				
HUM 115	Critical Thinking	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
ISC 133	Manufacturing Management Practices	2	0	0	2
MAT 121	Algebra/Trigonometry I	2	2	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 145	Manufacturing Materials I	2	3	0	3
	or				
MEC 180	Engineering Materials	2	3	0	3
MEC 151	Mechanical Manufacturing Systems	1	3	0	2
MEC 181	Introduction to CIM	2	0	0	2
MEC 231	Computer-Aided Manufacturing I	1	4	0	3
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
PSY 150	General Psychology	3	0	0	3

Elective Courses

Select 2-3 SHC from the following list of courses.

ELC 233	Energy Management	2	2	0	3
ISC 120	Industrial Ecology	2	2	0	3
ISC 212	Intro to Metrology	1	2	0	2
ISC 220	Lean Manufacturing	2	2	0	3
ISC 243	Production & Operations Management I	2	3	0	3
MEC 273	Manufacturing Regulations	2	0	0	2

Total Semester Hours Credit **68-72**

Energy Management Systems Technology Certificate Option (C50320A)

Required Courses

ATR 111	Automated Systems	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 233	Energy Management	2	2	0	3
ELN 260	Programmable Logic Controllers	3	3	0	4
MEC 181	Introduction to CIM	2	0	0	2

Total Semester Hours Credit **17**

Manufacturing Management and Operations Certificate Option (C50320B)

Required Courses

ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
ISC 133	Manufacturing Management Practices	2	0	0	2
ISC 220	Lean Manufacturing	2	2	0	3
ISC 243	Production & Operations Management I	2	3	0	3
MEC 181	Introduction to CIM	2	0	0	2
MEC 273	Manufacturing Regulations	2	0	0	2
Total Semester Hours Credit				**17**	

Sustainable Manufacturing Technology Certificate Option (C50320C)

Required Courses

ELC 233	Energy Management	2	2	0	3
ISC 120	Industrial Ecology	2	2	0	3
ISC 220	Lean Manufacturing	2	2	0	3
ISC 243	Production & Operations Management I	2	3	0	3
MEC 181	Introduction to CIM	2	0	0	2
MEC 273	Manufacturing Regulations	2	0	0	2
Total Semester Hours Credit				**16**	

Manufacturing Automation Technology Certificate Option (C50320D)

Required Courses

ATR 111	Automated Systems	2	3	0	3
ATR 212	Industrial Robots	2	3	0	3
ATR 218	Work Cell Integration	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELN 260	Programmable Logic Controllers	3	3	0	4
Total Semester Hours Credit				**18**	

Industrial Networks Certificate Option (C50320E)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 113	Computer Basics	0	2	0	1
ATR 111	Automated Systems	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELN 237	Local Area Networks	2	3	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
ELN 260	Programmable Logic Controllers	3	3	0	4
Total Semester Hours Credit				**16-18**	

Computer Integrated Machining Certificate Option (C50320F)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 113	Computer Basics	0	2	0	1
DFT 119	Basic CAD	1	2	0	2
MEC 111	Machine Processes I	1	4	0	3
MEC 145	Manufacturing Materials I	2	3	0	3
MEC 181	Introduction to CIM	2	0	0	2
MEC 231	Computer-Aided Manufacturing I	1	4	0	3
Total Semester Hours Credit				**14-16**	

Robotic Welding Certificate Option (C50320G)

Required Courses

ATR 212	Industrial Robots	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 113	Computer Basics	0	2	0	1
DFT 119	Basic CAD	1	2	0	2
MEC 111	Machine Processes I	1	4	0	3
MEC 145	Manufacturing Materials I	2	3	0	3
MEC 181	Introduction to CIM	2	0	0	2
Total Semester Hours Credit				**14-16**	

Mechanical Drafting Technology

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical sketching, CAD, and proper drawing documentation. Concepts such computer integrated manufacturing, computer numerical control, and computer integrated manufacturing as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

Computer Design Certificate Option (C50340)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
DFT 119	Basic CAD	1	2	0	2
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 231	Comp-Aided Manufacturing I	1	4	0	3

Total Semester Hours Credit **17**

Medical Assisting

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The Medical Assisting Program is accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

In all health sciences programs, students are assigned clinical rotations with area healthcare agencies. The student must meet employee health standards and the criminal background and/or drug screening requirements of the agency at the student's expense prior to or after beginning the program.

Admission Policies for the Medical Assisting Program

Each step must be completed before proceeding to the next step. Admission into health sciences programs is competitive and is based on a points-based ranking system. The number of students accepted into health science programs is determined by clinical space available and may therefore vary each term.

Step I Application Process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript at time of application. A final transcript must be submitted at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a medical assisting information session before March 1st.

5. Complete the medical assisting program application by March 1st. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall semester.
6. Complete BIO 163 or MED 121 with a C or better. Equivalent courses may be substituted as determined by the program chair.

Step II Ranking and Conditional Acceptance

1. Eligible applicants who complete Step I will be ranked according to the GPA on all ECC Medical Assisting curriculum courses that have been completed from all colleges, including courses with less than a C. The ranking GPA also includes all courses that have been completed more than once.
2. A letter of conditional acceptance will be mailed to the highest ranking applicants depending on clinical space available.
3. A waiting list letter will be mailed to any remaining eligible students.
4. The student must accept or reject the seat in writing to the Medical Assisting Admissions Counselor.
5. Applicants will continue to be selected from the waiting list until the program is filled.

Step III Full Acceptance

After accepting a seat, the student must meet the following requirements in order to be fully accepted:

1. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC Medical Assisting curriculum general education courses must be completed prior to enrollment in the program.
2. Demonstrate a 2.0 GPA on all ECC Medical Assisting curriculum courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
3. Submit criminal background check and by the required deadline.
4. Failure to meet deadlines will result in withdrawal of acceptance status.
5. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
6. A completed medical form provided by the college, including required immunizations, performed within a 12-month time frame will be due by December 1st of the first semester of enrollment.
7. A drug screen may be required after enrollment in the program depending on assigned clinical site requirements.

Course Number	Course Title	Class	Lab	Clinical	Credit

Medical Assisting Degree Option (A45400)

Required Courses

ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CIS 113	Computer Basics	0	2	0	1
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
MED 110	Orientation to Medical Assisting	1	0	0	1
OST 149	Medical Legal Issues	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 183	Electronic Medical Records I	3	2	3	5
MED 232	Medical Insurance Coding	1	3	0	2
MED 240	Exam Room Procedures II	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 149	Medical Legal Issues	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following list of courses: HUM 115, HUM 211, HUM 220, or PHI 240.

Total Semester Hours Credit **76**

Medical Office Administration

This curriculum prepares individuals for employment in medical and other healthcare-related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations.

Medical Office Administration Degree Option (A25310)

Required Courses

ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BIO 163	Basic Anatomy & Physiology	4	2	0	5
	or				
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
COM 231	Public Speaking	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
	or				
OST 181	Introduction to Office Systems	2	2	0	3
MED 134	Medical Transcription	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 148	Medical Coding Billing & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
OST 164	Text Editing Applications 3	0	0	3	
OST 184	Records Management	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 243	Medical Office Simulation 2	2	0	3	
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
	or				
OST 289	Administrative Office Management	2	2	0	3
Behavioral/Social Sciences Elective	3	0	0	3	

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 4-6 SHC from the following list of courses.

BUS 121	Business Math	2	2	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
DBA 110	Database Concepts	2	3	0	3
OST 122	Office Computations	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 137	Office Software Applications	2	2	0	3
OST 249	CPC Certification	3	2	0	4

Total Semester Hours Credit **70-76**

Medical Office Administration
Medical Billing Certificate Option (C25310A)

Required Courses

MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2

Course Number	Course Title	Class	Lab	Clinical	Credit
OST 148	Medical Coding Billing & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
Total Semester Hours Credit				**17**	

Medical Office Administration
Medical Office Coding Certificate Option (C25310B)

Required Courses

MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 148	Medical Coding Billing & Insurance	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4
Total Semester Hours Credit				**17**	

Nursing – Associate Degree

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a 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 healthcare system and may include positions within acute, chronic, extended, industrial, and community healthcare facilities.

Admission Policy for the Associate Degree Nursing Program

Students are admitted to the nursing program in accordance to policies established by the nursing faculty and approved by administration. The college does not guarantee admission to all students who apply to the nursing program. Admission is competitive and is based on a points-based ranking system. Completion of the nursing program does not guarantee success in passing the licensure exam.

A nursing student must be admitted/readmitted to the nursing program in order to receive credit for any nursing (NUR) course. Curriculum courses other than NUR courses may be taken before admission to the program or after admission in the sequence offered.

All Biology courses must be current within a seven-year period. Biology courses older than seven years must be retaken before program entry or at the prescribed time in the curriculum sequence.

Nursing students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and/or drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The nursing applicant is required to meet steps I-IV before enrollment fall semester. Each step of the admission policy must be completed before advancing to the next step.

Step I Application process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. A final transcript must be submitted at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory nursing information session before March 1st. The student must attend the session each year that application is made to be aware of curriculum and admission policy changes.
5. Complete an ADN program application at the session. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall semester.

Step II TEAS V

1. Take the Test of Essential Academic Skills (TEAS V) before March 1st.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 62%.
   - Testing occurred within the 24 months prior to the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing occurred at a site other than at ECC OR the scores are officially delivered to ECC by the school where the test was taken.
   - All four sections of the TEAS test were taken.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The highest of up to four TEAS scores will be used for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 62% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and from the GPA on all ECC ADN curriculum general education courses that have been completed from all colleges, including courses with less than a C, are included in the calculation. The ranking GPA also includes all curriculum courses that have been completed more than once.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject the seat in writing to the Nursing Admissions Counselor.

5. A waiting list letter will be mailed to remaining eligible applicants.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a nursing seat, the student must meet the following requirements in order to be fully accepted:

1. Attend mandatory Health Science Orientation and Nursing Orientation sessions.
2. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
3. Submit evidence of current (within the last year) CPR certification by the American Heart Association at the health care provider level by the required deadline.
4. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC ADN curriculum general education courses must be completed prior to enrollment in the program.
5. Demonstrate evidence of successful completion (C or better) in high school or college chemistry or biology.
6. Demonstrate a 2.5 GPA on all ECC ADN curriculum general education courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
7. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
8. Be a Certified Nurse Assistant I (CNAI) and in good standing by the required deadline.
9. Submit criminal background check and a drug screen by the required deadline.
10. Failure to meet deadlines will result in withdrawal of acceptance status.

Nursing – Associate Degree Option (A45110)

Required Courses

ACA 118	College Study Skills	1	2	0	2
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
CIS 113	Computer Basics	0	2	0	1
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following list of courses: HUM 115, HUM 211, HUM 220, or PHI 240.

Total Semester Hours Credit **75**

Admission Procedure for Advanced Placement Licensed Practical Nurse

A Nursing Transition plan has been designed for Licensed Practical Nurses who desire to enter the Associate Degree Nursing program with advanced standing. Applicants who meet the admission requirements outlined below and successfully complete the Nursing Transition course (NUR 214) with a "C" or better will be allowed to enroll in NUR 114 and complete the Associate Degree program requirements. Students who are taking NUR 214 have been accepted into the Associate Degree Nursing program.

Students are admitted to the nursing program in accordance to policies established by the nursing faculty and approved by administration. The college does not guarantee admission to all students who apply to the nursing program. Admission is competitive and is based on a points-based ranking system. Completion of the nursing program does not guarantee success in passing the licensure exam.

A nursing student must be admitted/readmitted to the nursing program in order to receive credit for any nursing (NUR) course. Curriculum courses other than NUR courses may be taken before admission to the program or after admission in the sequence offered.

All Biology courses must be current within a seven year period. Biology courses older than seven years must be retaken before program entry or at the prescribed time in the curriculum sequence. This requirement may be waived by the program director.

Nursing students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and/or drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The nursing applicant is required to meet steps I-IV before enrollment spring semester. Each step of the admission policy must be completed before advancing to the next step.

Step I Application process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory nursing information session before October 15th. The student must attend the session each year that application is made to be aware of curriculum and admission policy changes.
5. Complete an ADN program application at the session. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall semester.

Step II TEAS V

1. Take the Test of Essential Academic Skills (TEAS V) before October 15th.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 62%.
   - Testing occurred within the 24 months prior to the October 15th application deadline
   - The student has released the scores to ECC with ATI if testing occurred at a site other than at ECC OR the scores are officially delivered to ECC by the school where the test was taken.
   - All four sections of the TEAS test were taken.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The highest of up to four TEAS scores will be used for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 62% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and from the GPA on all ECC ADN nursing curriculum general education courses that have been completed from all colleges, including courses with grades below a C, are included in the calculation. The ranking GPA also includes all curriculum courses that have been completed more than once.

3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject the seat in writing to the Nursing Admissions Counselor.
5. A waiting list letter will be mailed to remaining eligible applicants.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a nursing seat, the student must meet the following requirements in order to be fully accepted:

1. Successfully complete with a "C" or better ACA 118, BIO 168, CIS 113, and PSY 150 by the end of fall semester.
2. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC ADN curriculum general education courses must be completed prior to enrollment in the program.
3. Hold unencumbered license to practice as an LPN in NC.
4. Attend mandatory Health Science Orientation and Nursing Orientation sessions.
5. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
6. Submit evidence of current (within the last year) CPR certification by the American Heart Association at the health care provider level.
7. Demonstrate a 2.5 GPA on all ECC ADN curriculum general education courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
8. Submit criminal background check and a drug screen by the required deadline.
9. Failure to meet deadlines will result in withdrawal of acceptance status.

Advanced Placement for the Licensed Practical Nurse (A45110)

Required Courses

ACA 118	College Study Skills	1	2	0	2
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
CIS 113	Computer Basics	0	2	0	1
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
NUR 214	Nursing Transition Concepts	3	0	3	4
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following list of courses: HUM 115, HUM 211, HUM 220, or PHI 240.

Total Semester Hours Credit **57**

Nursing – Practical

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the NCLEX-PN, which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long-term care/home health facilities, clinics, and physician's offices.

Admission Procedure for the Practical Nursing Program

Students are admitted to the nursing program in accordance to policies established by the nursing faculty and approved by administration. The college does not guarantee admission to all students that apply to the nursing program. Admission is competitive and is based on a points-based ranking system. Completion of the nursing program does not guarantee success in passing the licensure exam.

A nursing student must be admitted/readmitted to the nursing program in order to receive credit for any nursing (NUR) course. Curriculum courses other than NUR courses may be taken before admission to the program or after admission in the sequence offered.

All Biology courses must be current within a seven-year period. Biology courses older than seven years must be retaken before program entry or at the prescribed time in the curriculum sequence. This requirement may be waived by the program director.

Nursing students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and/or drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The nursing applicant is required to meet steps I-IV before enrollment fall semester. Each step of the admission policy must be completed before advancing to the next step.

Step I Application process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. A final

transcript must be submitted at the time of graduation.

3. Submit official transcripts from all colleges attended.
4. Attend a mandatory nursing information session before March 1st. The student must attend the session each year that application is made to be aware of curriculum and admission policy changes.
5. Complete a PN program application at the session. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall semester.

Step II TEAS V

1. Take the Test of Essential Academic Skills (TEAS V) before March 1st.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months prior to the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing occurred at a site other than at ECC OR the scores are officially delivered to ECC by the school where the test was taken.
   - All four sections of the TEAS test were taken.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The highest of up to four TEAS scores will be used for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 58% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and from the GPA on all ECC PN curriculum general education courses that have been completed from all colleges, including courses with less than a C, are included in the calculation. The ranking GPA also includes all curriculum courses that have been completed more than once.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject the seat in writing to the Nursing Admissions Counselor.
5. A waiting list letter will be mailed to remaining eligible applicants.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a nursing seat, the student must meet the following requirements in order to be fully accepted:

1. Attend mandatory Health Science Orientation and Nursing Orientation sessions.

2. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
3. Submit evidence of current (within the last year) CPR certification by the American Heart Association at the health care provider level by the required deadline.
4. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC PN curriculum general education courses must be completed prior to enrollment in the program.
5. Demonstrate evidence of successful completion (C or better) in high school or college chemistry or biology.
6. Demonstrate a 2.5 GPA on all curriculum general education courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
7. Demonstrate an overall 2.5 GPA on courses completed at ECC up to the point of enrollment.
8. Be a Certified Nurse Assistant I (CNAI) and in good standing by the required deadline.
9. Submit criminal background check and a drug screen by the required deadline.
10. Failure to meet deadlines will result in withdrawal of acceptance status.

Nursing – Practical Diploma Option (D45660)

Required Courses

ACA 118	College Study Skills	1	2	0	2
BIO 163	Basic Anatomy and Physiology	4	2	0	5
CIS 113*	Computer Basics	0	2	0	1
ENG 111*	Expository Writing	3	0	0	3
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	8	0	12	12
NUR 103	Practical Nursing III	6	0	12	10
PSY 150	General Psychology	3	0	0	3

Total Semester Hours Credit **47**

**BIO 168 and BIO 169 may be substituted for BIO 163; CIS 110 may be substituted for CIS 113.*

Office Administration

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Office Administration Degree Option (A25370)

Required Courses

ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
COM 231	Public Speaking	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 140	Survey of Mathematics	3	0	0	3
OST 122	Office Computations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 164	Text Editing Applications 3	0	0	3	
OST 181	Introduction to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 289	Administrative Office Management	2	2	0	3
Behavioral/Social Sciences Elective		3	0	0	3

Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 4-6 SHC from the following list of courses.

ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
	or				
BUS 137	Principles of Management	3	0	0	3
COE 111-112	Cooperative Work Experience I	0	0	10-20	1-2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121-122	Cooperative Work Experience II	0	0	10-20	1-2
COE 125	Work Experience Seminar II	1	0	0	1
DBA 110	Database Concepts	2	3	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 233	Office Publications Design 2	2	0	3	

Total Semester Hours Credit **68-70**

Office Skills Certificate Option (C25370A)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
OST 122	Office Computations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3

Total Semester Hours Credit **16**

Course Number	Course Title	Class	Lab	Clinical	Credit

Office Software Certificate Option (C25370B)

Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3

Total Semester Hours Credit **17**

Radiography

The Radiography curriculum prepares the graduate to be a radiographer, a skilled healthcare professional who uses ionizing radiation to produce images of the human body.

Course work includes clinical rotations to area healthcare 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.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Admission Policy for the Radiography Program

Students are admitted to the radiography program in accordance with policies established by the faculty and approved by administration. The college does not guarantee admission to all students that apply to the radiography program. Admission is competitive and is based on a points-based ranking system. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the radiography program in order to receive credit in any radiography (RAD) course. Curriculum courses other than RAD courses may be taken before admission to the program or after admission in the sequence offered.

Radiography students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and/or drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The radiography applicant is required to meet steps I-IV before enrollment fall semester. Each step of the admission policy must be completed before advancing to the next step.

Step I Application Process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. A final transcript must be submitted at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory Radiography information session before March 1st. The student must attend the session each year that application is made to be aware of curriculum and admission policy changes.
5. Complete a radiography program application at the session. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall admission.

Step II TEAS V

1. Take the Test of Essential Academic Skills (TEAS V) before March 1st.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 62%.
   - Testing occurred within the 24 months prior to the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing occurred at a site other than at ECC OR the scores are officially delivered to ECC by the school where the test was taken.
   - All four sections of the TEAS test were taken.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The highest of up to four TEAS scores will be used for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 62% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and from the GPA on all ECC Radiography curriculum general education courses that have been completed from all colleges, including courses with grades below a C, are included in the calculation. The ranking GPA also includes all curriculum courses that have been completed more than once.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject the seat in writing to the Radiography Admissions Counselor.
5. A waiting list letter will be mailed to remaining eligible applicants.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a radiography seat, the student must meet the following requirements in order to be fully accepted:

1. Attend mandatory Health Science Orientation and Radiography Orientation sessions.
2. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
3. Submit evidence of current (within the last year) Health Care Provider CPR certification by the American Heart Association by the required deadline.
4. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC Radiography curriculum general education courses must be completed prior to enrollment in the program.
5. Demonstrate a 2.5 GPA on all ECC Radiography curriculum general education courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
6. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
7. Be a Certified Nurse Aide I (CNAI) and in good standing by the required deadline.
8. Submit criminal background check and a drug screen by the required deadline.
9. Failure to meet deadlines will result in withdrawal of acceptance status.

Radiography Degree Option (A45700)

Required Courses

BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
COM 231	Public Speaking	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
RAD 110	Radiography Introduction & Patient Care	2	3	0	3
RAD 111	Radiography Procedures I	3	3	0	4
RAD 112	Radiography Procedures II	3	3	0	4

Course Number	Course Title	Class	Lab	Clinical	Credit
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	Radiography Clinical Education I	0	0	6	2
RAD 161	Radiography Clinical Education II	0	0	15	5
RAD 171	Radiography Clinical Education III	0	0	12	4
RAD 211	Radiography Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiobiology/Protection	2	0	0	2
RAD 245	Image Analysis	1	3	0	2
RAD 251	Radiography Clinical Education IV	0	0	21	7
RAD 261	Radiography Clinical Education V	0	0	21	7
RAD 271	Radiography Capstone	0	3	0	1
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following list of courses: HUM 115, HUM 211, HUM 220, or PHI 240.

Total Semester Hours Credit **76**

Respiratory Therapy

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates may be eligible to take entry-level examinations from the National Board of Respiratory Care. Respiratory Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (Co ARC).

Admission Policy for the Respiratory Therapy Program

Students are admitted to the respiratory therapy program in accordance with policies established by the faculty and approved by administration. The college does not guarantee admission to all students who apply to the respiratory therapy program. Admission is competitive and is based on a points-based ranking system. Completion of the program does not guarantee success in passing the national exams.

A student must be admitted/readmitted to the respiratory therapy program in order to receive credit in any respiratory therapy (RCP) course. Curriculum courses other than RCP courses may be taken before admission to the program or after admission in the sequence offered.

Respiratory therapy students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and/or drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The respiratory therapy applicant is required to meet steps I-IV before enrollment fall semester. Each step of the admission policy must be completed before advancing to the next step.

Step I Application Process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. A final transcript must be submitted at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory Respiratory Therapy information session before March 1st. The student must attend the session each year that application is made to be aware of curriculum and admission policy changes.
5. Complete a Respiratory Therapy program application at the session. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall semester.

Step II TEAS V

1. Take the Test of Essential Academic Skills (TEAS V) before March 1st.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 62%.
   - Testing occurred within the 24 months prior to the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing occurred at a site other than at ECC OR the scores are officially delivered to ECC by the school where the test was taken.
   - All four sections of the TEAS test were taken.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The highest of up to four TEAS scores will be used for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 62% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and from the GPA on all ECC Respiratory Therapy curriculum general education courses that have been completed from all colleges, including courses with less than a C, are included in the calculation. The ranking GPA also includes all curriculum courses that have been completed more than once.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject the seat in writing to the Respiratory Therapy Admissions Counselor.
5. A waiting list letter will be mailed to remaining eligible applicants.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a respiratory therapy seat, the student must meet the following requirements in order to be fully accepted:

1. Attend mandatory Health Science Orientation and Respiratory Therapy Orientation sessions.
2. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
3. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC Respiratory Therapy curriculum general education courses must be completed prior to enrollment in the program.
4. Demonstrate a 2.5 GPA on all ECC Respiratory Therapy curriculum general education courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
5. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
6. Submit criminal background check and a drug screen by the required deadline.
7. Failure to meet deadlines will result in withdrawal of acceptance status.

Respiratory Therapy Degree Option (A45720)

Required Courses

BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
CIS 113	Computer Basics	0	2	0	1
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	or				
SOC 210	Introduction to Sociology	3	0	0	3
RCP 110	Introduction to Respiratory Care	3	3	0	4
RCP 111	Therapeutics/Diagnostics	4	3	0	5
RCP 112	Patient Management	3	3	0	4
RCP 113	Respiratory Care Pharmacology	2	0	0	2
RCP 114	Cardiopulmonary Anatomy & Physiology	3	0	0	3
RCP 115	Cardiopulmonary Pathophysiology	2	0	0	2
RCP 132	Respiratory Care Clinical Practice I	0	0	6	2

Course Number	Course Title	Class	Lab	Clinical	Credit
RCP 145	Respiratory Care Clinical Practice II	0	0	15	5
RCP 153	Respiratory Care Clinical Practice III	0	0	9	3
RCP 210	Critical Care Concepts	3	3	0	4
RCP 211	Advanced Monitoring/Procedures	3	3	0	4
RCP 213	Neonatal/Pediatrics Concepts	2	0	0	2
RCP 215	Career Prep – Advanced Level	0	3	0	1
RCP 235	Respiratory Care Clinical Practice IV	0	0	15	5
RCP 246	Respiratory Care Clinical Practice V	0	0	18	6
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: HUM 115, HUM 211, HUM 220, or PHI 240.

Total Semester Hours Credit **76**

School Age Education

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development, computer technology in education, physical/nutritional needs of school-age children, care and guidance of school-age children, and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/ private schools, recreational centers, and other programs that work with school-age populations.

School Age Education Degree Option (A55440)

Required Courses

ACA 111	College Student Success	1	0	0	1
BIO 110	Principles of Biology	3	3	0	4
	or				
MAT 140	Survey of Mathematics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
COM 231	Public Speaking	3	0	0	3
	or				
ENG 113	Literature-Based Research	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3
EDU 118	Teacher Associate Principles & Practices	3	0	0	3
	or				
EDU 216	Foundations of Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 163	Classroom Management & Instruction	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 271	Educational Technology	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 285	Internship Experience School-Age	1	9	0	4
EDU 289	Advanced Issues School-Age	2	0	0	2
ENG 111	Expository Writing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	or				
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3

Select 3 SHC from the following courses: ENG 131, ENG 233, ENG 261, or any of the following prefixes: ART, DRA, HUM, MUS, or REL.

Elective Courses

Select 6 SHC from the following list of courses.

COE 111	Cooperative Education I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 282	Early Childhood Literature	3	0	0	3
PSY 115	Stress Management	2	0	0	2

Total Semester Hours Credit **67-69**

School Age Education Diploma Option (D55440)

Required Courses

ACA 111	College Student Success	1	0	0	1
BIO 110	Principles of Biology	3	3	0	4
	or				
MAT 140	Survey of Mathematics	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 118	Teacher Associate Principles & Practices	3	0	0	3
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 163	Classroom Management & Instruction	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 285	Internship Experiences School-Age	1	9	0	4
EDU 289	Advanced Issues School-Age	2	0	0	2
ENG 111	Expository Writing	3	0	0	3
Total Semester Hours Credit				**45-46**	

School Age Education Certificate Option (C55440)

Required Courses

COE 111	Cooperative Education I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
EDU 118	Teacher Associate Principles & Practices	3	0	0	3
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
Total Semester Hours Credit				**18**	

Surgical Technology

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.

Graduates of accredited programs will be eligible to apply to take the national certification exam for Surgical Technologists which is administered by the National Board of Surgical Technology and Surgical Assisting. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Accreditation Review Committee on Education in Surgical Technology.

Admission Policy for the Surgical Technology Program

Students are admitted to the surgical technology program in accordance with policies established by the faculty and approved by administration. The college does not guarantee admission to all students who apply to the surgical technology program. Admission is competitive and is based on a points-based ranking system. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the surgical technology program in order to receive credit in any surgical technology (SUR) course. Curriculum courses other than SUR courses may be taken before admission to the program or after admission in the sequence offered.

Surgical technology students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and/or drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The surgical technology applicant is required to meet steps I-IV before enrollment fall semester. Each step of the admission policy must be completed before advancing to the next step.

Step I Application process

1. Submit an Edgecombe Community College Admission Application.
2. Submit official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. A final transcript must be submitted at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory Surgical Technology information session before March 1st. The student must attend the session each year that application is made to be aware of curriculum and admission policy changes.
5. Complete a Surgical Technology program application at the session. Subsequent dates for acceptance of applications will be established if space becomes available prior to fall semester.

Step II TEAS V

1. Take the Test of Essential Academic Skills (TEAS V) before March 1st.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months prior to the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing occurred at a site other than at ECC OR the scores are officially delivered to ECC by the school where the test was taken.
   - All four sections of the TEAS test were taken.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The highest of up to four TEAS scores will be used for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 58% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and from the GPA on all ECC Surgical Technology curriculum general education courses that have been completed from all colleges, including courses with less than a C, are included in the calculation. The ranking GPA also includes all curriculum courses that have been completed more than once.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject the seat in writing to Surgical Technology Admissions Counselor.

5. A waiting list letter will be mailed to remaining eligible applicants.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a surgical technology seat, the student must meet the following requirements in order to be fully accepted:

1. Attend mandatory Health Science Orientation and Surgical Technology Orientation sessions.
2. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
3. Submit evidence of current (within the last year) Health Care Provider CPR certification by the American Heart Association by the required deadline.
4. If developmental courses were required upon admission to the college, the developmental prerequisites for ECC Surgical Technology curriculum general education courses must be completed prior to enrollment in the program.
5. Demonstrate a 2.0 GPA on all ECC Surgical Technology curriculum general education courses that have been completed up to the point of enrollment in the program. The highest grade on all completed courses from all colleges will be used in this calculation, including courses with less than a C.
6. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
7. Submit criminal background check and a drug screen by the required deadline.
8. Failure to meet deadlines will result in withdrawal of acceptance status.

Surgical Technology students must sit for the certification exam to complete the requirements for the program.

Surgical Technology Diploma Option (D45740)

Required Courses

ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anatomy and Physiology	4	2	0	5
BIO 175	General Microbiology	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	or				
PSY 150	General Psychology	3	0	0	3

Course Number	Course Title	Class	Lab	Clinical	Credit
SUR 110	Introduction to Surgical Technology	3	0	0	3
SUR 111	Perioperative Patient Care	5	0	6	7
SUR 122	Surgical Procedures I	5	3	0	6
SUR 123	Surgical Clinical Practice I	0	0	21	7
SUR 134	Surgical Procedures II	5	0	0	5
SUR 135	Surgical Clinical Practice II	0	0	12	4
SUR 137	Professional Success Preparation	1	0	0	1
Total Semester Hours Credit				**48**	

Course Notation and Description

Course Notation and Description

Curriculum courses are designated by a three-letter prefix followed by three numbers that are sometimes followed by a letter (i.e., ENG 090, BIO 168, ENG 090A). The prefix indicates the subject area, such as ENG (English), BIO (biology), or PED (physical education). The letter after the course number provides various kinds of information, such as whether a science course is a lecture or a lab, whether a music course is in the area of piano or voice, and whether a course is divided into subsections (e.g., A, B, C). Numbers that begin with zero denote developmental courses.

A series of numbers following the title of the course specifies course hours and credits. The first number is the number of hours of lecture or discussion in the classroom per week. The second number is the number of hours spent per week in the laboratory, shop, or studio. The third number is the number of hours spent in clinical or work experience. The fourth number indicates the credit hours awarded for the course.

Some course descriptions list a prerequisite and/or a corequisite course or courses. A prerequisite course is one that must be taken prior to another course. A corequisite course is one that must be taken prior to or at the same time as another course. Some courses have an italicized statement following the course description indicating that the course will transfer to a four-year institution.

ACADEMIC RELATED

ACA 111 College Student Success 1 0 0 1
No Pre/Corequisites
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.

ACA 118 College Study Skills 1 2 0 2
No Pre/Corequisites
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

ACA 122 College Transfer Success 1 2 0 2
No Pre/Corequisites
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.*

ACCOUNTING

ACC 120 Prin of Financial Acct 3 2 0 4
Prerequisites: DMA-010, DMA-020, & DMA-030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making, and address ethical considerations. *This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.*

ACC 121 Prin of Managerial Acct 3 2 0 4
Prerequisite: ACC-120
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 & ICAA as a premajor and/or elective course requirement.*

ACC 122 Prin of Financial Acct II 3 0 0 3
Prerequisite: ACC-120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 131 Federal Income Taxes 2 2 0 3
No Pre/Corequisites
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting 1 2 0 2
Prerequisite: ACC-115 or ACC-120
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 149	Intro to Acct Spreadsheets	1	2	0	2

Prerequisite: ACC-115 or ACC-120

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150	Acct Software Applications	1	2	0	2

Prerequisite: ACC-115 or ACC-120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 151	Acct Spreadsheet Applications	1	2	0	2

Prerequisite: ACC-149

This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. 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 152	Adv Software Applications	1	2	0	2

Prerequisite: ACC-150

This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

ACC 180	Practices in Bookkeeping	3	0	0	3

Prerequisite: ACC-120

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

Course Number	Course Title	Class	Lab	Clinical	Credit
ACC 220	Intermediate Accounting I	3	2	0	4

Prerequisite: ACC-120

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 240	Govt & Not-for-Profit Acct	3	0	0	3

Prerequisite: ACC-121

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269	Audit & Assurance Services	3	0	0	3

Prerequisite: ACC-220

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, & REFRIGERATION

AHR 110	Intro to Refrigeration	2	6	0	5

No Pre/Corequisites

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111	HVACR Electricity	2	2	0	3

No Pre/Corequisites

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.

Course Number	Course Title	Class	Lab	Clinical	Credit
AHR 160	Refrigerant Certification	1	0	0	1

No Pre/Corequisites

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.

ANTHROPOLOGY

ANT 210	General Anthropology	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.*

ANT 240	Archaeology	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.*

ART

ART 110	Introduction to Art	2	0	0	2

No Pre/Corequisites

This course is designed to introduce an awareness of art in the everyday world. Emphasis is placed on art as visual communication. Upon completion, students

should be able to demonstrate an understanding of the meanings and purposes of art. *This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.*

ART 111	Art Appreciation	3	0	0	3

No Pre/Corequisites

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 & ICAA as a general education course in Humanities/Fine Arts.*

ASTRONOMY

AST 111	Descriptive Astronomy	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

Corequisite: AST-111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.*

AST 111A	Descriptive Astronomy Lab	0	2	0	1

Corequisite: AST-111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.*

AST 151	General Astronomy I	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Natural Science.*

AST 151A	General Astronomy I Lab	0	2	0	1

Corequisite: AST-151

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 & ICAA as a general education course in Natural Science.*

AST 152	General Astronomy II	3	0	0	3

Prerequisite: AST-151

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 & ICAA as a general education course in Natural Science.*

AST 152A	General Astronomy II Lab	0	2	0	1

Prerequisite: AST-151

Corequisite: AST-152

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 & ICAA as a general education course in Natural Science.*

AUTOMATION TRAINING

ATR 111	Automated Systems	2	3	0	3

No Pre/Corequisites

This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

Course Number	Course Title	Class	Lab	Clinical	Credit
ATR 212	Industrial Robots	2	3	0	3

No Pre/Corequisites

This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

ATR 218	Work Cell Integration	2	3	0	3

No Pre/Corequisites

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, proxes, 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.

AUTOMOTIVE BODY REPAIR

AUB 111	Painting & Refinishing I	2	6	0	4

No Pre/Corequisites

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112	Painting & Refinishing II	2	6	0	4

Prerequisite: AUB-111

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114	Special Finishes	1	2	0	2

Prerequisite: AUB-111

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

Course Number	Course Title	Class	Lab	Clinical	Credit
AUB 121	Non-Structural Damage I	1	4	0	3

No Pre/Corequisites

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122	Non-Structural Damage II	2	6	0	4

No Pre/Corequisites

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131	Structural Damage I	2	4	0	4

No Pre/Corequisites

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132	Structural Damage II	2	6	0	4

Prerequisite: AUB-131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis, and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 150	Automotive Detailing	1	3	0	2

No Pre/Corequisites

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUTOMOTIVE

AUT 113 Automotive Servicing 1 0 6 0 2
No Pre/Corequisites
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 116 Engine Repair 2 3 0 3
No Pre/Corequisites
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 123 Powertrain Diag & Service 1 3 0 2
No Pre/Corequisites
This course covers the diagnosis, repair, and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service, and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

AUT 141 Suspension & Steering Sys 2 3 0 3
No Pre/Corequisites
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 151 Brake Systems 2 3 0 3
No Pre/Corequisites
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 181 Engine Performance 1 2 3 0 3
No Pre/Corequisites
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 183 Engine Performance 2 2 6 0 4
Prerequisite: AUT-181
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.

BARBERING

BAR 111 Barbering Concepts I 4 0 0 4
Corequisite: BAR-112
This course introduces basic barbering concepts and includes careers in barber styling and various hair treatments. Emphasis is placed on sanitizing equipment, professional ethics, skin, scalp and hair disorders and treatment and safe work practices. Upon completion, students should be able to safely and competently apply barbering concepts in the shop setting.

BAR 112 Barbering Clinic I 0 24 0 8
Corequisite: BAR-111
This course introduces basic clinic services. Topics include a study of sanitizing procedures for implements and equipment, determination of hair texture, hair cutting, and hair processing. Upon completion, students should be able to safely and competently demonstrate shop services.

Course Number	Course Title	Class	Lab	Clinical	Credit
BAR 113	Barbering Concepts II	4	0	0	4
Corequisite:	BAR-114				

This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge as well as both wet and thermal hairstyling. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 114	Barbering Clinic II	0	24	0	8
Corequisite:	BAR-113				

This course provides experience in a simulated shop setting. Topics include draping, shampooing, hair cutting, and hair drying as well as chemical processing. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 115	Barbering Concepts III	4	0	0	4
Corequisite:	BAR-116				

This course covers more comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, skin care, including electricity/light therapy, and manicuring. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 116	Barbering Clinic III	0	12	0	4
Corequisite:	BAR-115				

This course covers more comprehensive barbering concepts. Emphasis is placed on intermediate-level of skin care manicuring, scalp treatments, hair design, chemical restructuring, and other related topics. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 117	Barbering Concepts IV	2	0	0	2
Corequisite:	BAR-118				

This course covers advanced barbering concepts. Topics include hair color, advanced hair cutting techniques, hair styling, shaving, skin care, retailing, and preparing for a job interview. Upon completion, students should be able to demonstrate an understanding of these barbering concepts and meet program completion requirements.

BAR 118	Barbering Clinic IV	0	21	0	7
Corequisite:	BAR-117				

This course provides advanced experience in a simulated shop setting. Emphasis is placed on efficient and competent delivery of all shop services in preparation for the licensing examination and employment. Upon completion, students should be

able to demonstrate competence in the areas covered on the Barbering Licensing Examination and meet entry-level employment requirements.

BIOLOGY

BIO 094	Concepts of Human Biology	3	2	0	4
Corequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

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 106	Intro to Anat/Phys/Micro	2	2	0	3
Prerequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

BIO 110	Principles of Biology	3	3	0	4
Prerequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.*

Course Number	Course Title	Class	Lab	Clinical	Credit
BIO 111	General Biology I	3	3	0	4

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.*

BIO 112	General Biology II	3	3	0	4

Prerequisites: Take One Set:
Set 1: BIO 111, ENG-090, and RED-090
Set 2: BIO 111 and ENG-095
Set 3: BIO 111 and DRE-098
Set 4: BIO 111 and DRE-099

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.*

BIO 140	Environmental Biology	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Natural Science.*

BIO 140A	Environmental Biology Lab	0	3	0	1

Corequisite: BIO-140

This course provides a laboratory component to complement BIO 140. Emphasis

is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.*

BIO 155	Nutrition	3	0	0	3

No Pre/Corequisites

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 163	Basic Anatomy & Physiology	4	2	0	5

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a premajor and/or elective course requirement.*

BIO 168	Anatomy & Physiology I	3	3	0	4

Prerequisites: Take One Set:
Set 1: BIO 094, ENG-090, and RED-090
Set 2: BIO 094 and ENG-095
Set 3: BIO 094 and DRE-098
Set 4: BIO 094 and DRE-099

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 & ICAA as a premajor and/or elective course requirement.*

Course Number	Course Title	Class	Lab	Clinical	Credit
BIO 169	Anatomy & Physiology II	3	3	0	4

Prerequisite: BIO-168

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 & ICAA as a premajor and/or elective course requirement.*

BIO 175	General Microbiology	2	2	0	3

Prerequisite: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.*

BIO 176	Adv General Microbiology	1	2	0	2

Prerequisite: BIO-175

This course is a continuation of BIO 175. Emphasis is placed on microbial metabolism, genetics, and environmental and food microbiology. Upon completion, students should be able to identify unknown microbes and demonstrate an understanding of the fundamentals of molecular biology and microbial ecology. *This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.*

BLUEPRINT READING

BPR 130	Print Reading/Construction	3	0	0	3

No Pre/Corequisites

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.

BUSINESS

BUS 110	Introduction to Business	3	0	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.*

BUS 115	Business Law I	3	0	0	3

No Pre/Corequisites

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.*

BUS 116	Business Law II	3	0	0	3

Prerequisite: BUS-115

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	Business Math	2	2	0	3

Prerequisites: DMA-010, DMA-020, & DMA-030

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125	Personal Finance	3	0	0	3

No Pre/Corequisites

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.

Course Number	Course Title	Class	Lab	Clinical	Credit
BUS 135	Principles of Supervision	3	0	0	3

No Pre/Corequisites

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137	Principles of Management	3	0	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.*

BUS 151	People Skills	3	0	0	3

No Pre/Corequisites

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 Mgmt	3	0	0	3

No Pre/Corequisites

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 225	Business Finance	2	2	0	3

Prerequisite: ACC-120

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 Mgmt	3	0	0	3

No Pre/Corequisites

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 239 Bus Applications Seminar 1 2 0 2
Prerequisites: ACC-120, BUS-115, BUS-137, MKT-120, and either ECO-151, ECO-251, or ECO-252
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240 Business Ethics 3 0 0 3
No Pre/Corequisites
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 255 Org Behavior in Bus 3 0 0 3
No Pre/Corequisites
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 260 Business Communication 3 0 0 3
Prerequisite: ENG-111
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 REAL Small Business 4 0 0 4
No Pre/Corequisites
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for

entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

COMPUTED TOMOGRAPHY

CAT 210 CT Physics & Equipment 3 0 0 3
No Pre/Corequisites
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

CAT 211 CT Procedures 4 0 0 4
Corequisite: CAT-210
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

CAT 231 CT Clinical Practicum 0 0 33 11
No Pre/Corequisites
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 procedure, 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.

CAT 261 CT Exam Prep 1 0 0 1
No Pre/Corequisites
This course is a review of the components specific to CT imaging technology as practiced in didactic and clinical settings. Emphasis is placed on content specifications of the ARRT post primary certification in CT. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT post-primary certification exam.

CYBER CRIME TECHNOLOGY

CCT 110	Intro to Cyber Crime	3	0	0	3

No Pre/Corequisites
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT 112	Ethics & High Technology	3	0	0	3

No Pre/Corequisites
This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations.

CCT 121	Comp Crime Investigation	3	2	0	4

No Pre/Corequisites
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231	Technology Crimes and Law	3	0	0	3

No Pre/Corequisites
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240	Data Recovery Techniques	2	3	0	3

No Pre/Corequisites
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and

software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation, and legally seize criminal evidence.

CCT 241	Adv Data Recover Techniques	2	3	0	3

Prerequisite: CCT-240

This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.

CCT 250	Network Vulnerabilities I	2	2	0	3

Prerequisite: NET-110

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 251	Network Vulnerabilities II	2	2	0	3

Prerequisite: CCT-250

This course advances students146 knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.

CCT 285	Trends in Cyber Crime	2	2	0	3

Prerequisite: CCT-110

This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

CCT 289	Capstone Project	1	6	0	3

Prerequisite: CCT-231 or CCT-220

This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able

to successfully analyze, retrieve erased evidence, and testify in mock proceedings against these criminal entrepreneurs.

CHEMISTRY

CHM 131	Introduction to Chemistry	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090, MAT 070, and RED-090
Set 2: ENG-095 and MAT 070
Set 3: DRE-098 and MAT 070
Set 4: DRE-099 and MAT 070
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 & ICAA as a general education course in Natural Science.*

CHM 131A	Introduction to Chemistry Lab	0	3	0	1

Corequisite: CHM-131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.*

CHM 132	Organic & Biochemistry	3	3	0	4

Prerequisites: CHM-131 and CHM-131A; or CHM-151

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 & ICAA as a general education course in Natural Science.*

CHM 151	General Chemistry I	3	3	0	4

Prerequisites: Take One Set:
Set 1: ENG-090, MAT 080, and RED-090
Set 2: ENG-095 and MAT 080

Set 3: DRE-098 and MAT 080
Set 4: DRE-099 and MAT 080

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 & ICAA as a general education course in Natural Science.*

CHM 152	General Chemistry II	3	3	0	4

Prerequisite: CHM-151

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 & ICAA as a general education course in Natural Science.*

INFORMATION SYSTEMS

CIS 110	Introduction to Computers	2	2	0	3

No Pre/Corequisites

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).*

CIS 111	Basic PC Literacy	1	2	0	2

No Pre/Corequisites

This course provides an overview of computer concepts. 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.

CIS 113	Computer Basics	0	2	0	1

No Pre/Corequisites

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students

should be able to demonstrate competence in basic computer applications.

CIS 115	Intro to Prog & Logic	2	3	0	3

Prerequisite: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, and DMA-040
Set 2: MAT-060* and MAT-070
Set 3: MAT-060* and MAT-080
Set 4: MAT-060* and MAT-090
Set 5: MAT-095
Set 6: MAT-120
Set 7: MAT-121
Set 8: MAT-161
Set 9: MAT-171
Set 10: MAT-175

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).*

CRIMINAL JUSTICE

CJC 111	Intro to Criminal Justice	3	0	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.*

CJC 112	Criminology	3	0	0	3

No Pre/Corequisites

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.

Course Number	Course Title	Class	Lab	Clinical	Credit
CJC 113	Juvenile Justice	3	0	0	3

No Pre/Corequisites

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120	Interview/Interrogations	1	2	0	2

No Pre/Corequisites

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 Ops	3	0	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.*

CJC 131	Criminal Law	3	0	0	3

No Pre/Corequisites

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 141	Corrections	3	0	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.*

Course Number	Course Title	Class	Lab	Clinical	Credit
CJC 161	Intro to Homeland Security	3	0	0	3

No Pre/Corequisites

This course introduces the historical, organizational, and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions, and interdependency between agencies.

CJC 211	Counseling	3	0	0	3

No Pre/Corequisites

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212	Ethics & Comm Relations	3	0	0	3

No Pre/Corequisites

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215	Org & Administration	3	0	0	3

No Pre/Corequisites

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221	Investigative Principles	3	2	0	4

No Pre/Corequisites

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 231 Constitutional Law 3 0 0 3
No Pre/Corequisites
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233 Correctional Law 3 0 0 3
No Pre/Corequisites
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 Comm-Based Corrections 3 0 0 3
No Pre/Corequisites
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COOPERATIVE EDUCATION

COE 111 Coop Work Experience I 0 0 10 1
Corequisite: COE-115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Course Number	Course Title	Class	Lab	Clinical	Credit
COE 112	Coop Work Experience I	0	0	20	2

Corequisite: COE-115

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115	Work Experience Seminar I	1	0	0	1

Corequisite: COE-111, COE-112, COE-113, or COE-114

Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (COE-111 or COE-112).

COE 121	Coop Work Experience II	0	0	10	1

Prerequisite: COE-111 or COE-112

Corequisite: COE-125

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122	Coop Work Experience II	0	0	20	2

Prerequisite: COE-111 or COE-112

Corequisite: COE-125

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125	Work Experience Seminar II	1	0	0	1

Corequisite: COE-121, COE-122, COE-123, or COE-124

Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (COE-121 or COE-122).

COMMUNICATIONS

COM 120	Intro to Interpersonal Comm	3	0	0	3
Prerequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).*

COM 140	Intro to Intercultural Comm	3	0	0	3
Prerequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).*

COM 231	Public Speaking	3	0	0	3
Prerequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).*

COSMETOLOGY

COS 111	Cosmetology Concepts I	4	0	0	4
Corequisite:	COS-112				

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	Salon I	0	24	0	8
Corequisite:	COS-111				

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	Cosmetology Concepts II	4	0	0	4
Corequisite:	COS-114				

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114	Salon II	0	24	0	8
Corequisite:	COS-113				

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115	Cosmetology Concepts III	4	0	0	4
Corequisite:	COS-116				

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair

removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	Salon III	0	12	0	4

Corequisite: COS-115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	Cosmetology Concepts IV	2	0	0	2

Corequisite: COS-118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	Salon IV	0	21	0	7

Corequisite: COS-117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119	Esthetics Concepts I	2	0	0	2

Corequisite: COS-120

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120	Esthetics Salon I	0	18	0	6

Corequisite: COS-119

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

Course Number	Course Title	Class	Lab	Clinical	Credit
COS 121	Manicure/Nail Technology I	4	6	0	6

No Pre/Corequisites

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125	Esthetics Concepts II	2	0	0	2

Corequisite: COS-126

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126	Esthetics Salon II	0	18	0	6

Corequisite: COS-125

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222	Manicure/Nail Technology II	4	6	0	6

Prerequisite: COS-121

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 251	Manicure Instructor Concepts	8	0	0	8

No Pre/Corequisites

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

Course Number	Course Title	Class	Lab	Clinical	Credit
COS 252	Manicure Inst Practicum	0	15	0	5

Prerequisite: COS-251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 253	Esthetics Inst Concepts I	6	15	0	11

No Pre/Corequisites

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, and student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254	Esthetics Inst Concepts II	6	15	0	11

No Pre/Corequisites

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development, and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

COS 271	Instructor Concepts I	5	0	0	5

Corequisite: COS-272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272	Instructor Practicum I	0	21	0	7

Corequisite: COS-271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Course Number	Course Title	Class	Lab	Clinical	Credit
COS 273	Instructor Concepts II	5	0	0	5

Prerequisites: COS-271 and COS-272
Corequisite: COS-274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development, and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274	Instructor Practicum II	0	21	0	7

Prerequisites: COS-271 and COS-272
Corequisite: COS-273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

COMPUTER SCIENCE

CSC 134	C++ Programming	2	3	0	3

No Pre/Corequisites

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. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

CSC 139	Visual BASIC Programming	2	3	0	3

No Pre/Corequisites

This course introduces computer programming using the Visual BASIC 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. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

Course Number	Course Title	Class	Lab	Clinical	Credit
CSC 151	JAVA Programming	2	3	0	3

No Pre/Corequisites
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. Upon completion students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

CONSTRUCTION

CST 238	Weatherization	2	3	0	3

No Pre/Corequisites
This course covers the use of current energy efficiency methods, materials, and techniques as applied to the weatherization of commercial and residential structures. Topics include the assessment of environmental impacts on energy consumption and building modifications that yield decreases in energy usage and increases in energy efficiency. Upon completion, students should be able to demonstrate competencies in building envelop analysis, energy-efficiency plan design, and implementation of weatherization plan.

CST 244	Sustainable Building Design	2	3	0	3

No Pre/Corequisites
This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency, and conservation of natural resources in relation to basic construction practices.

COMPUTER TECHNOLOGY INTEGRATION

CTI 110	Web, Pgm, & DB Foundation	2	2	0	3

No Pre/Corequisites
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge

of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation 2 2 0 3
No Pre/Corequisites
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media, and protocols.

CTI 140 Virtualization Concepts 1 4 0 3
No Pre/Corequisites
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 150 Mobile Computing Devices 2 2 0 3
No Pre/Corequisites
This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

COMPUTER INFORMATION TECHNOLOGY

CTS 115 Info Sys Bus Concepts 3 0 0 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

Course Number	Course Title	Class	Lab	Clinical	Credit
CTS 120	Hardware/Software Support	2	3	0	3

Prerequisite: CIS-110 or CIS-111

This course covers the basic hardware of a personal computer, including installation, operations, and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130	Spreadsheet	2	2	0	3

Prerequisite: CIS-110

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 285	Systems Analysis & Design	3	0	0	3

Prerequisite: CIS-115

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 287	Emerging Technologies	3	0	0	3

No Pre/Corequisites

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CTS 289	System Support Project	1	4	0	3

Prerequisite: CTI-110, CT1-120, CTS-285, & NOS-230

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 Database Concepts 1 3 0 3
No Pre/Corequisites
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 120 Database Programming I 2 2 0 3
No Pre/Corequisites
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.

DEVELOPMENTAL DISABILITIES

DDT 110 Developmental Disabilities 3 0 0 3
Prerequisites: Take One Set:
Set 1: ENG-090, PSY-150, and RED-090
Set 2: ENG-095 and PSY-150
Set 3: DRE-098 and PSY-150
Set 4: DRE-099 and PSY-150
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

DRAFTING

DFT 119 Basic CAD 1 2 0 2
Prerequisite: CIS-110 or CIS-113
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 CAD I 2 3 0 3
Prerequisite: CIS-110 or CIS-113
This course introduces CAD software as a drawing tool. Topics include drawing,

editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152	CAD II	2	3	0	3

Prerequisite: CIS-110 or CIS-113

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.

DRAMA/THEATRE

DRA 111	Theatre Appreciation	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Humanities/Fine Arts.

DRA 112	Literature of the Theatre	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

DRA 120	Voice for Performance	3	0	0	3

No Pre/Corequisites

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved

for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 126	Storytelling	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/ Fine Arts.

DRA 128	Children's Theatre	3	0	0	3

No Pre/Corequisites

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 130	Acting I	0	6	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.

DRA 131	Acting II	0	6	0	3

Prerequisite: DRA-130

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 & ICAA as a premajor and/or elective course requirement.

Course Number	Course Title	Class	Lab	Clinical	Credit
DRA 132	Stage Movement	2	2	0	3

Corequisite: DRA-111

This course provides an applied study of selected principles of stage movement for actors. Topics include improvisation, mime, stage combat, clowning, choreography, and masks. Upon completion, students should be able to focus properly on stage, to create characters, and to improvise scenes, perform mimes, fight, clown, juggle, and waltz. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 142	Costuming	2	2	0	3

No Pre/Corequisites

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 145	Stage Make-up	1	2	0	2

No Pre/Corequisites

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 170	Play Production I	0	9	0	3

No Pre/Corequisites

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 171	Play Production II	0	9	0	3

Prerequisites: DRA-170

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a

college theatre production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 211	Theatre History I	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

DRA 240	Lighting for the Theatre	2	2	0	3

No Pre/Corequisites

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 260	Directing	0	6	0	3

Prerequisite: DRA-130
Corequisite: DRA-140

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

ECONOMICS

ECO 251	Principles of Microeconomics	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

ECO 252	Principles of Macroeconomics	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

EDUCATION

EDU 118	Prin & Prac of Instr Asst	3	0	0	3

Corequisite: DRE-097

This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

EDU 119	Intro to Early Childhood Ed	4	0	0	4

No Pre/Corequisites

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 131	Child, Family, & Community	3	0	0	3
Corequisite:	DRE-097				

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144	Child Development I	3	0	0	3
Corequisite:	DRE-097				

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 145	Child Development II	3	0	0	3
Corequisite:	DRE-097				

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 146	Child Guidance	3	0	0	3
Corequisite:	DRE-097				

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control, and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting

limits, and recognizing at risk behaviors. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 151	Creative Activities	3	0	0	3

Corequisite: DRE-097

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

EDU 151A	Creative Activities Lab	0	2	0	1

Corequisites: DRE-097 and EDU-151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153	Health, Safety, & Nutrition	3	0	0	3

Corequisite: DRE-097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1

Corequisites: DRE-097 and EDU-153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 157	Active Play	2	2	0	3

Corequisite: DRE-097

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children.

Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 163	Classroom Mgmt & Instr	3	0	0	3
Corequisite:	DRE-097				

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 216	Foundations of Education	4	0	0	4
Corequisite:	DRE-098				

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement at select institutions.

EDU 221	Children with Exceptionalities	3	0	0	3
Prerequisites:	Take one set:				
	Set 1: EDU-144, EDU-145				
	Set 2: PSY-244 PSY-245				
Corequisite:	DRE-098				

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation, and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement at select institutions.

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 234	Infants, Toddlers, & Twos	3	0	0	3

Prerequisite: EDU-119
Corequisite: DRE-098

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care, and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 235	School-Age Dev & Programs	3	0	0	3

Corequisite: DRE-098

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 243	Learning Theory	3	0	0	3

Prerequisites: Take one set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244	Human Growth & Dev	3	0	0	3

Corequisite: DRE-098

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245	Policies & Procedures	3	0	0	3

Corequisite: DRE-098

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency

situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 251	Exploration Activities	3	0	0	3

Corequisite: DRE-098

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A	Exploration Activities Lab	0	2	0	1

Corequisite: EDU-251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259	Curriculum Planning	3	0	0	3

Prerequisite: EDU-119

Corequisite: DRE-098

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261	Early Childhood Admin I	3	0	0	3

Corequisites: DRE-098 and EDU-119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 262	Early Childhood Admin II	3	0	0	3

Prerequisite: EDU-261
Corequisite: DRE-098 and EDU-119

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 271	Educational Technology	2	2	0	3

Corequisite: DRE-098

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials, and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

EDU 280	Language & Literacy Exp	3	0	0	3

Corequisite: DRE-098

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 282	Early Childhood Literature	3	0	0	3

Corequisite: DRE-098

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

Course Number	Course Title	Class	Lab	Clinical	Credit
EDU 284	Early Child Capstone Prac	1	9	0	4

Prerequisites: Take One Set:
Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151
Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151
Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151
Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151

Corequisite: DRE-098

This course is designed to allow students to apply skills in a three stars (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285	Internship Exp School Age	1	0	9	4

Prerequisites: Take One Set:
Set 1: EDU 144, EDU 145, EDU 118, EDU 163
Set 2: PSY 244, PSY 245, EDU 118, EDU 163
Set 3: PSY 244, EDU 145, EDU 118, EDU 163
Set 4: EDU 144, PSY 245, EDU 118, EDU 163
Set 5: PSY 244, PSY 245, EDU 216, EDU 163
Set 6: EDU 144, EDU 145, EDU 216, EDU 163
Set 7: EDU 144, PSY 245, EDU 216, EDU 163
Set 8: PSY 244, EDU 216, EDU 163

Corequisite: DRE-098

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 289	Adv Issues School Age	2	0	0	2

Corequisite: DRE-098

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional

growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

ENGINEERING

EGR 150 Intro to Engineering 1 2 0 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

ELECTRICITY

ELC 111 Intro to Electricity 2 2 0 3
No Pre/Co Requisites
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity 3 6 0 5
Corequisites: DMA-010, DMA-020, and DMA-030
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 113 Basic Wiring I 2 6 0 4
No Pre/Co Requisites
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment

associated with basic electrical installations.

ELC 114	Basic Wiring II	2	6	0	4

Prerequisite: ELC-112

This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 117	Motors & Controls	2	6	0	4

Prerequisite: ELC-112

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 126	Electrical Computations	2	2	0	3

Prerequisite: ELC-112

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

ELC 128	Introduction to PLC	2	3	0	3

Prerequisite: ELC-112

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131	DC/AC Circuit Analysis	3	3	0	4

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050

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.

Course Number	Course Title	Class	Lab	Clinical	Credit
ELC 233	Energy Management	2	2	0	3

No Pre/Co Requisites

This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

ELECTRONICS

ELN 229	Industrial Electronics	3	3	0	4

Prerequisite: ELC-112 or ELC-131

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 231	Industrial Controls	2	3	0	3

Prerequisite: ELN-229

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 237	Local Area Networks	2	3	0	3

Prerequisite: CIS-110 or CIS-113

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation, and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

ELN 260	Prog Logic Controllers	3	3	0	4

Prerequisite: CIS-110 or CIS-113

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and

applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ENGLISH

ENG 102 Applied Communications II 3 0 0 3
No Pre/Corequisites
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 111 Expository Writing 3 0 0 3
Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

ENG 113 Literature-Based Research 3 0 0 3
Prerequisite: ENG-111
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Course Number	Course Title	Class	Lab	Clinical	Credit
ENG 114	Prof Research & Reporting	3	0	0	3

Prerequisite: ENG-111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

ENG 131	Introduction to Literature	3	0	0	3

Prerequisite: ENG-111

Corequisite: ENG-112, ENG-113, or ENG-114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

ENG 233	Major American Writers	3	0	0	3

Prerequisite: ENG-112, ENG-113, or ENG-114

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

ENG 261	World Literature I	3	0	0	3

Prerequisite: ENG-112, ENG-113, or ENG-114

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

FACILITIES MAINTENANCE WORKER

FMW 100	Intro to Natl Electrical Code	1	0	0	1

Prerequisite: FMW-102

The course covers the use of the National Electrical Code. Topics include wiring methods, grounding, general areas of the NEC, and other related topics. Upon completion, students should be able to use the code effectively.

Course Number	Course Title	Class	Lab	Clinical	Credit
FMW 101	Basic Natl Elec Code Problems	1	2	0	2

No Pre/Corequisites

This course covers sections of the NEC related to calculations. Topics include branch circuits, sizes, wire, conduit, and house problems. Upon completion, students should be able to use the code to find wire and conduit sizes.

FMW 102	Practical Wiring I	2	6	0	4

No Pre/Corequisites

This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches.

FMW 105	Basic Heating	2	2	0	3

No Pre/Corequisites

This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system.

FMW 106	Domestic Air Conditioning	2	2	0	3

No Pre/Corequisites

This course covers the principles of air conditioning, including terminology, identification, and function of component. Topics include compressors, condensers, and motors and controls with emphasis on practical work with hand tools and materials in the installation of air conditioning systems. Upon completion, students should be able to repair an air conditioning system.

FMW 107	Introduction to Carpentry	1	4	0	3

No Pre/Corequisites

This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors.

FMW 108	Electrical Blueprints	1	3	0	2

No Pre/Corequisites

This course introduces the basic principles of blueprint reading for residential electrical systems. Topics include floor plans, switch and receptacle layouts, lighting fixtures, and finished installations. Upon completion, students should be able to interpret basic blueprints.

GEOLOGY

GEL 111	Introductory Geology	3	2	0	4

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Natural Science.

GEOGRAPHY

GEO 111	World Regional Geography	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

GEO 112	Cultural Geography	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Course Number	Course Title	Class	Lab	Clinical	Credit
GEO 130	General Physical Geography	3	0	0	3
Prerequisites:	Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE-098 Set 4: DRE-099				

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

GEO 131	Physical Geography I	3	2	0	4

No Pre/Corequisites

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 111	Intro to Geographic Info Sys	2	2	0	3

No Pre/Corequisites

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

GIS 112	Introduction to GPS	2	2	0	3

No Pre/Corequisites

This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

Course Number	Course Title	Class	Lab	Clinical	Credit
GIS 120	Introduction to Geodesy	2	2	0	3

No Pre/Corequisites

This course introduces the fundamental concepts behind map projections, datums, and coordinate systems. Topics include the theory of how the earth's shape is defined and how geographic features are positioned using spherical coordinate systems. Upon completion, students should be able to demonstrate an understanding of the fundamentals of geodesy as it relates to the measurement and representation of the earth.

GIS 121	Georeferencing & Mapping	2	2	0	3

No Pre/Corequisites

This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

GIS 215	GIS Data Models	2	2	0	3

No Pre/Corequisites

This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability.

GIS 222	Internet Mapping	2	2	0	3

No Pre/Corequisites

This course is designed as an introduction to multimedia, interactive, animated, and Web cartography. Topics include the principles of effective cartographic communication, and stressing the new and important roles digital cartography is coming to play in cyberspace. Upon completion, students should be able to demonstrate the ability to evaluate digital cartographic information and create effective internet maps.

GIS 230	GIS Data Creation	2	2	0	3

No Pre/Corequisites

This course introduces the fundamental concepts of primary GIS data creation. Topics include the collection of field data, digital conversion of existing hardcopy maps, and the construction of spatial data from known geodetic locations. Upon completion, students should be able to demonstrate an ability to collect, create, and process spatial data within a variety of environments.

Course Number	Course Title	Class	Lab	Clinical	Credit
GIS 235	Raster GIS	2	2	0	3

Prerequisites: GIS-111 and GIS-121

This course will provide students with the fundamentals of analyzing remotely sensed data. Emphasis is placed on digital image enhancement as a means to further data analysis. Upon completion, students will be able to accurately interpret and analyze remotely sensed data for use in a raster or vector GIS.

GIS 245	Intro to Spatial Analysis	2	2	0	3

Prerequisites: GIS-111 and GIS-121

This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize statistical models in the process of spatial analysis.

GIS 249	Remote Sensing	2	2	0	3

Prerequisites: Take One Set:

Set 1: GIS-111 and GIS-240

Set 2: GIS-111 and GIS-235

This course introduces remote sensing and presents an overview of the use of satellite imagery within the field of geospatial technology. Topics will include the principles of remote sensing, satellite platforms, and sensors. Upon completion, students should be able to demonstrate an understanding of data sources, uses, and analysis techniques of remote sensing.

GIS 255	Advanced Spatial Analysis	2	2	0	3

Prerequisites: GIS-111 and GIS-121

This course provides an opportunity to combine the constituents of Geographic Information Science. Emphasis is placed on the acquisition, refinement, and analysis of data from numerous sources. Upon completion, students will be able to extract tangible results gained from the manipulation of a diversified group of information resources.

GERONTOLOGY

GRO 120	Gerontology	3	0	0	3

Prerequisite: PSY-150

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEALTH

HEA 110	Personal Health/Wellness	3	0	0	3

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.

HEA 112	First Aid & CPR	1	2	0	2

No Pre/Corequisites

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HEA 130	Health-Adult Sexuality	3	0	0	3

No Pre/Corequisites

This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.

HISTORY

HIS 111	World Civilizations I	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

Course Number	Course Title	Class	Lab	Clinical	Credit
HIS 112	World Civilizations II	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 116	Current World Problems	3	0	0	3

No Pre/Corequisites

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HIS 131	American History I	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 132	American History II	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 141	Genealogy & Local History	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HIS 226	The Civil War	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HIS 236	North Carolina History	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze

significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HEALTH INFORMATION TECHNOLOGY

HIT 110	Fundamentals of HIM	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

HIT 112	Health Law & Ethics	3	0	0	3

No Pre/Corequisites

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures, and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114	Health Data Sys/Standards	2	3	0	3

No Pre/Corequisites

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

HIT 122	Prof Practice Experience I	0	0	3	1

No Pre/Corequisites

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Course Number	Course Title	Class	Lab	Clinical	Credit
HIT 210	Healthcare Statistics	2	2	0	3

Prerequisite: MAT-110 or MAT-115 or MAT-140

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 211	ICD Coding	2	6	0	4

Prerequisites: BIO-168 and MED-122

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214	CPT/Other Coding Systems	1	3	0	2

Prerequisite: HIT-211

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

HIT 215	Reimbursement Methodology	1	2	0	2

Prerequisite: HIT-212

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216	Quality Management	1	3	0	2

Prerequisite: HIT-114

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and

outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/ performance improvement programs and monitor compliance measures.

HIT 218 Mgmt Principles in HIT 3 0 0 3
No Pre/Corequisites
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/ training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 Health Informatics & EHRs 1 2 0 2
Prerequisites: CIS-110 or CIS-111; and HIT-114
This course covers EHR systems, design, implementation, and application. Topics include EHR, Informatics, speech & imaging technology, information/ network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 Lifecycle of EHR 2 2 0 3
No Pre/Corequisites
This course covers the system selection, design, and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 Prof Practice Experience III 0 0 6 2
Prerequisite: HIT-212
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 224 Prof Practice Experience IV 0 0 6 2
Prerequisite: HIT-212
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Course Number	Course Title	Class	Lab	Clinical	Credit
HIT 225	Healthcare Informatics	3	2	0	4

No Pre/Corequisites

This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues, and make improvement recommendations.

HIT 226	Principles of Disease	3	0	0	3

Prerequisite: BIO-166 or BIO-169

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 227	Info Project Management	2	2	0	3

No Pre/Corequisites

This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

HIT 280	Professional Issues	2	0	0	2

Prerequisite: HIT 211

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HISTORIC PRESERVATION

HPT 110	Hist & Cultural Landscape	3	0	0	3

No Pre/Corequisites

This course introduces historical trends in the settlement of North America. Topics include geography, immigrant migrations, and changes in social perception

from the seventeenth through twentieth centuries in North America. Upon completion, students will be able to demonstrate an understanding of the cultural landscape of North America and its development.

HPT 111 Prin of Historic Preservation 3 0 0 3
No Pre/Corequisites
This course provides an introduction to federal, state, and local preservation laws and regulations. Emphasis is placed on understanding the content and applicability of these laws for local preservation programs and public projects. Upon completion, students will be able to demonstrate a working knowledge of preservation law.

HPT 115 Introduction to Archaeology 3 0 0 3
No Pre/Corequisites
This course introduces the methodological and theoretical elements of modern prehistoric archaeology. Topics include theories of cultural change, dating methods, sampling studies, and the reconstruction of economic, social and religious patterns in prehistoric and historic societies. Upon completion, students will be able to demonstrate the basic methods and theoretical models necessary to comprehend and participate effectively in professional archaeological research.

HPT 116 Historical Drafting 3 0 0 3
No Pre/Corequisites
This course covers the use of publically and commercially available 3D modeling and drafting software as applied to historical preservation projects. Topics include creation of diagrams, drawings, and designs of historic hardware, historic architecture trim, and traditional structural framing. Upon completion, students should be able to demonstrate competency in the creating and manipulation of 3D models and rendering architectural plans of historic structures.

HPT 130 Historic Painting & Finishing 1 2 0 2
No Pre/Corequisites
This course introduces the history of wall coverings and paints, methods for applying and repairing surfaces, and decisions on choice and placement of historical colors. Topics include surface condition assessment, paint removal techniques, brush care, surface preparation, paint, finish, and wallpaper application, painting and finishing materials, tools, and techniques. Upon completion, students should be able to assess surface conditions, and utilize methods for choosing, applying, and repairing historical surface coverings and finishes.

HPT 131 Fund of Carpentry & Const 2 18 0 8
No Pre/Corequisites
This course is designed to develop hands-on training in basic carpentry and

construction skills necessary for all restoration work. Topics include restoration materials, tools, carpentry skills, and construction terminology. Upon completion, students will be able to demonstrate basic construction skills and restoration techniques.

HPT 133 Historic Building Analysis 2 2 0 3
No Pre/Corequisites
This course provides a survey of unique challenges associated with historic building preservation. Emphasis is placed on the deterioration of building materials and systems, techniques needed to perform building evaluations, existing condition assessments, and weatherization and stabilization reports. Upon completion, students should be able to provide examples of unique restoration challenges and solutions specific to historic buildings.

HPT 230 Historic Roof Structures 2 6 0 4
No Pre/Corequisites
This course includes examination and installation of the various materials used to provide roof coverings on residential and commercial historic buildings. Emphasis is placed on installation of slate, wood, clay, composition, built-up asphaltic, rubber membrane, and metal roofing materials, assessing deterioration problems, and performing repairs. Upon completion, students should be able to safely demonstrate basic roofing installation and repair techniques on historic structures.

HPT 233 Historic Const Methods 2 6 0 4
No Pre/Corequisites
This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socio-economic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

HPT 235 Building Codes & Regulations 3 0 0 3
No Pre/Corequisites
This course is designed to develop an in-depth understanding of current building codes and regulations. Emphasis is placed on the mitigate conflicts that may arise from adherence to modern building codes within the context of restoration projects. Upon completion, students will be able to demonstrate a working knowledge of modern building codes and regulations.

HPT 237 HAZMAT & OSHA Regs 3 0 0 3
No Pre/Corequisites
This course introduces safety procedures and protective methods required for many construction and restoration projects. Topics include first-aid, general

safety, hazard identification, hazardous materials, and protective equipment. Upon completion, students will be able to demonstrate a working knowledge of compliance procedures for Occupational Safety and Health Administration (OSHA) regulations regarding HAZMAT and general construction safety.

HPT 239	Specialized Const Trades	1	15	0	6

No Pre/Corequisites

This course covers the restoration of a variety of materials that require specialized construction trade skills. Topics include masonry, wood structures, interior and exterior finishes, mechanical systems, and electrical and lighting systems. Upon completion, students will be able to evaluate the project, estimate materials and labor, and perform skills necessary to complete the work in one or more of the topic areas.

HPT 241	Historic Masonry	2	6	0	4

No Pre/Corequisites

This course will introduce students to the historic masonry techniques of the 18th, 19th, and 20th century. Topics include mortar analysis, material selection, regional variation in design and construction, and repair and restoration techniques. Upon completion, students should be able to demonstrate proficiency in tuck pointing, striking, bond pattern and mortar replication, and scaffolding construction.

HPT 250	Pres Planning & Hist Settings	3	3	0	4

Prerequisite: HPT-111

This course introduces a framework for the management of historic properties in both urban and rural contexts. Emphasis is placed on property management, zoning, and the development of historic properties as both educational and historic resources for the surrounding community. Upon completion, students will be able to advise and assist in the development of preservation plans for historic sites.

HPT 252	Recording Hist Properties	3	0	0	3

No Pre/Corequisites

This course introduces detailed research methods for the documentation of historic properties. Emphasis is placed on both archival research and physical recording techniques. Upon completion, students should be able not only to record any existing structures but also to identify an ownership history and historic context for historic properties.

Course Number	Course Title	Class	Lab	Clinical	Credit
HPT 254	Real Est Dev & A/E Use of Hist Struct	3	0	0	3

No Pre/Corequisites

This course introduces the principles of real estate development ranging from contracts, brokerage, leases, residual land value analysis, discounted cash flow, and net present value techniques. Emphasis is placed on issues and procedures involved in extending the productivity of buildings through a combination of lectures, field trips to sites throughout North Carolina, and in class projects. Upon completion, students should be able to develop and present feasibility studies for the reuse of endangered or underutilized properties.

HPT 260	Historic Preservation Law	3	0	0	3

No Pre/Corequisites

This course is designed to prepare students with detailed knowledge of the defining legal cases and judgments in areas of historic preservation on the Federal, State, and local levels. Topics include the National Historic Preservation Act, Maher v. City of New Orleans, Penn Central v. The City of New York, Federal funding programs, preservation easements, revolving funds, and tax credits. Upon completion, students should be able to demonstrate a working knowledge of preservation law as applicable to historic restoration and project management.

HPT 270	18th & 19th Cen American Arch	3	0	0	3

No Pre/Corequisites

This course introduces students to the architecture of 18th and 19th centuries in North Carolina. Emphasis is placed on site investigation and documentation of a group of the region's most important ante-bellum structures. Upon completion, students should be able to demonstrate a working knowledge of Ante-bellum architecture and its significance.

HUMAN SERVICES

HSE 110	Intro to Human Services	2	2	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

Course Number	Course Title	Class	Lab	Clinical	Credit
HSE 112	Group Process I	1	2	0	2

Prerequisites: HSE-123 and HSE-125

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123	Interviewing Techniques	2	2	0	3

Prerequisite: ENG-111

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125	Counseling	2	2	0	3

Prerequisites: PSY-150

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 210	Human Services Issues	2	0	0	2

No Pre/Corequisites

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 220	Case Management	2	2	0	3

Prerequisite: HSE-110

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.

Course Number	Course Title	Class	Lab	Clinical	Credit
HSE 225	Crisis Intervention	3	0	0	3

Prerequisites: HSE-110 and HSE-123

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.

HUMANITIES

HUM 110	Technology & Society	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115	Critical Thinking	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 120	Cultural Studies	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 122	Southern Culture	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HUM 130	Myth in Human Culture	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 140	History of Architecture	3	0	0	3

No Pre/Corequisites

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 for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HUM 150	American Women's Studies	3	0	0	3

Prerequisite: ENG-111

This course provides an inter-disciplinary study of the history, literature, and

social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HUM 160	Introduction to Film	2	2	0	3
Prerequisite:	ENG-111				

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HUM 180	International Cultural Explorer	3	0	0	3
Prerequisites:	Take One Set:				
	Set 1: ENG-090 and RED-090				
	Set 2: ENG-095				
	Set 3: DRE-098				
	Set 4: DRE-099				

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HUM 211	Humanities I	3	0	0	3
Prerequisite:	ENG-111				

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HUM 220	Human Values & Meaning	3	0	0	3
Prerequisite:	ENG-111				

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society,

and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HYDRAULICS

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
No Pre/Corequisites
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.

IMAGING

IMG 110 Fundamentals of Imaging I 2 0 6 4
No Pre/Corequisites
This course provides an overview of the principles of imaging for radiography, nuclear medicine, ultrasound, and radiation therapy. Emphasis is placed on image production and anatomical relationships in radiography, nuclear medicine, ultrasound, and radiation therapy. Upon completion, students should be able to identify basic anatomy on, and differentiate between, radiography, nuclear medicine, radiation therapy, and ultrasound images.

IMG 111 Fundamentals of Imaging II 2 0 6 4
Prerequisite: IMG-110
This course provides an overview of the principles of imaging for CT, PET, CT/PET and MRI. Emphasis is placed on image production and anatomical relationships in CT, PET, CT/PET, and MRI. Upon completion, students should be able to identify basic anatomy on, and differentiate between, CT, PET, CT/PET, and MRI images.

IMG 120 Patient Care Medical Imaging 1 2 0 2
No Pre/Corequisites
This course is designed to provide the basic concepts of patient care in a healthcare facility. Topics include routine and emergent patient care procedures, infection control procedures, and usage of universal precautions. Upon completion, students should be able to demonstrate competence in these areas.

Course Number	Course Title	Class	Lab	Clinical	Credit
IMG 130	Imaging Ethics & Law	3	0	0	3

No Pre/Corequisites

This course covers the legalities of relationships between health care workers and patients. Emphasis is placed on professional malpractice, patient rights, legal and professional standards, and ethical considerations. Upon completion, students should be able to demonstrate the legal and ethical responsibilities of a diagnostic imaging professional.

INTERNATIONAL BUSINESS

INT 110	International Business	3	0	0	3

No Pre/Corequisites

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

INDUSTRIAL SCIENCE

ISC 112	Industrial Safety	2	0	0	2

No Pre/Corequisites

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 115	Construction Safety	2	0	0	2

No Pre/Corequisites

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 120	Industrial Ecology	2	2	0	3

No Pre/Corequisites

This course introduces concepts and tools used for estimating business costs and environmental risks incurred through the lifetime of projects and associated environmental regulations. Topics include performance audits, examining inputs and outputs of materials and energy, and the associated environmental impacts created within the context of business operations. Upon completion, students

should be able to demonstrate an understanding of performance audits and their use to ensure efficiency, quality control, and environmental protection.

ISC 132 Mfg Quality Control 2 3 0 3
Prerequisites: DMA-010, DMA-020, DMA-030, and DMA-040
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 133 Mfg Mgmt Practices 2 0 0 2
No Pre/Corequisites
This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ISC 212 Intro to Metrology 1 2 0 2
No Pre/Corequisites
This course covers the principles and techniques of modern practical metrology and inspection methods. Topics include precision, accuracy, standards, and calibration. Upon completion, students should be able to perform various roles within a metrology system.

ISC 220 Lean Manufacturing 2 2 0 3
No Pre/Corequisites
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

ISC 243 Production & Ops Mgmt I 2 3 0 3
No Pre/Corequisites
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.

LOGISTICS

LOG 110	Introduction to Logistics	3	0	0	3

No Pre/Corequisites

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 210	Fleet Management	3	0	0	3

Prerequisite: LOG-110

This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT safety regulations in the hiring, training, and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.

MASONRY

MAS 140	Introduction to Masonry	1	2	0	2

No Pre/Corequisites

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

MATHEMATICS

MAT 101	Applied Mathematics I	2	2	0	3

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, and DMA-030
Set 2: MAT-060
Set 3: MAT-070
Set 4: MAT-080
Set 5: MAT-090
Set 6: MAT-095

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

Course Number	Course Title	Class	Lab	Clinical	Credit
MAT 115	Mathematical Models	2	2	0	3

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
Set 1: MAT-060* and MAT-070
Set 2: MAT-060* and MAT-080
Set 3: MAT-060* and MAT-090
Set 4: MAT-095
Set 5: MAT-120
Set 6: MAT-121
Set 7: MAT-161
Set 8: MAT-171
Set 9: MAT-175

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121	Algebra/Trigonometry I	2	2	0	3

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
Set 2: MAT-060* and MAT-070
Set 3: MAT-060* and MAT-080
Set 4: MAT-060* and MAT-090
Set 5: MAT-095

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 140	Survey of Mathematics	3	0	0	3

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, and DMA-040
Set 1: MAT-060* and MAT-070
Set 2: MAT-060* and MAT-080
Set 3: MAT-060* and MAT-090
Set 4: MAT-095

Set 5: MAT-120
Set 6: MAT-121
Set 7: MAT-161
Set 8: MAT-171
Set 9: MAT-175

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently.

MAT 151	Statistics I	3	0	0	3

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
Set 2: MAT-060* and MAT-080
Set 3: MAT-060* and MAT-090
Set 4: MAT-095
Set 5: MAT-120
Set 6: MAT-121
Set 7: MAT-140
Set 8: MAT-161
Set 9: MAT-171
Set 10: MAT-175

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

MAT 161	College Algebra	3	0	0	3

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060,
DMA-070, and DMA-080
Set 2: MAT-060* and MAT-080
Set 3: MAT-060* and MAT-090
Set 4: MAT-095

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and

inequalities; polynomial, rational, exponential, and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Under the CAA & ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

MAT 161A	College Algebra Lab	0	2	0	1

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030,DMA-040, DMA-050, DMA-060
DMA-070 and DMA-080
Set 2: MAT-060* and MAT-080
Set 3: MAT-060* and MAT-090
Set 4: MAT-095
Corequisite: MAT-161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

MAT 175	Precalculus	4	0	0	4

Prerequisite: MAT-161

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, and logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics.

MAT 175A	Precalculus Lab	0	2	0	1

Corequisite: MAT-175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

MAT 271	Calculus I	3	2	0	4

Prerequisite: MAT-172 or MAT-175

This course covers in depth the differential calculus portion of a three-course

calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics.

MAT 272	Calculus II	3	2	0	4

Prerequisite: MAT-271

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics.

MAT 273	Calculus III	3	2	0	4

Prerequisite: MAT-272

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics.

MAT 285	Differential Equations	3	0	0	3

Prerequisite: MAT-272

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

MECHANICAL

MEC 111	Machine Processes I	1	4	0	3

No Pre/Corequisites

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 safely machine simple parts to specified tolerances.

MEC 145 Manufacturing Materials I 2 3 0 3
No Pre/Corequisites
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 151 Mechanical Mfg Sys 1 3 0 2
No Pre/Corequisites
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

MEC 180 Engineering Materials 2 3 0 3
No Pre/Corequisites
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.

MEC 181 Introduction to CIM 2 0 0 2
Prerequisite: CIS-110 or CIS-113
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

MEC 231 Computer-Aided Mfg I 1 4 0 3
Prerequisites: CIS-110 or CIS-113, and MEC-111
This course introduces computer-aided design / manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

Course Number	Course Title	Class	Lab	Clinical	Credit
MEC 273	Manufacturing Regs	2	0	0	2

No Pre/Corequisites
This course covers applicable regulatory agency requirements as they relate to products and manufacturing processes. Emphasis is placed on understanding the regulations and designing the product and process to meet those regulations. Upon completion, students should be able to analyze a product or process to ensure that it meets regulatory requirements.

MEDICAL ASSISTING

MED 110	Orientation to Medical Asst	1	0	0	1

Corequisite: MED-121
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 121	Medical Terminology I	3	0	0	3

No Pre/Corequisites
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122	Medical Terminology II	3	0	0	3

Prerequisite: MED-121
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 Procedures I	1	2	0	2

Prerequisite: MED-110, OST-134, or OST-136
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 Procedures II	1	2	0	2

Prerequisite: MED-130
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 134	Medical Transcription	2	2	0	3

Prerequisite: MED-121

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140	Exam Room Procedures I	3	4	0	5

Prerequisite: MED-272

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150	Laboratory Procedures I	3	4	0	5

Prerequisite: MED-140

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 183	Electronic Medical Records I	3	2	3	5

Prerequisite: MED-131

Corequisite: CIS-110, CIS-111, or OST-131

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED 232	Medical Insurance Coding	1	3	0	2

Prerequisite: MED-131

This course is designed to develop coding skills. 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.

Course Number	Course Title	Class	Lab	Clinical	Credit
MED 240	Exam Room Procedures II	3	4	0	5

Prerequisite: MED-140

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 Externship	0	0	15	5

Prerequisites: MED-140

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 264	Medical Assisting Overview	2	0	0	2

Prerequisites: MED-150 and MED-240

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 272	Drug Therapy	3	0	0	3

Corequisite: BIO-163 or MED-116

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276	Patient Education	1	2	0	2

Corequisite: BIO-163 or MED-116

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 & RETAILING

MKT 120	Principles of Marketing	3	0	0	3

No Pre/Corequisites
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 123	Fundamentals of Selling	3	0	0	3

No Pre/Corequisites
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 125	Buying & Merchandising	3	0	0	3

No Pre/Corequisites
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220	Advertising and Selling	3	0	0	3

No Pre/Corequisites
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 224	International Marketing	3	0	0	3

No Pre/Corequisites
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MAGNETIC RESONANCE IMAGING

MRI 210	MRI Physics & Equipment	3	0	0	3

No Pre/Corequisites

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

MRI 211	MRI Procedures	4	0	0	4

No Pre/Corequisites

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 213	MR Patient Care & Safety	2	0	0	2

Corequisites: MRI-216 and MRI-250

This course covers magnetic field safety issues concerning patients and other healthcare personnel. Emphasis is placed on screening skills, biological magnetic field effects, and the management of an MR facility. Upon completion, the student should be able to demonstrate a safe MR environment for patients and all personnel.

MRI 214	MRI Procedures I	2	0	0	2

Corequisites: MRI-217, MRI-241, and MRI-260

This course introduces scan procedures for the central nervous and musculoskeletal systems with MRI imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the central nervous and musculoskeletal systems.

MRI 215	MRI Procedures II	2	0	0	2

Prerequisite: MRI-214

Corequisites: MRI-218, MRI-242, and MRI-270

This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with

each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.

MRI 216	MRI Instrumentation	2	0	0	2

Corequisites: MRI-213 and MRI-250

This course covers instrumentation utilized to produce the magnetic fields allowing MRI imaging to take place. Emphasis will be placed on equipment operations and use, inclusive of the static field, gradient fields, and the radiofrequency fields. Upon completion, the student should be able to demonstrate an understanding of the utilization of all MRI equipment in an MRI facility.

MRI 217	MRI Physics I	2	0	0	2

Prerequisite: MRI-216

Corequisites: MRI-214, MRI-241, and MRI-260

This course is designed to cover the basic physics fundamentals of magnetic resonance imaging. Emphasis is placed on the historical development, basic imaging principles, and use of basic scan parameters and pulse sequences. Upon completion, the student should be able to demonstrate an understanding of the basic fundamentals of magnetic resonance.

MRI 218	MRI Physics II	2	0	0	2

Prerequisite: MRI-217

Corequisites: MRI-215, MRI-242, and MRI-270

This course is designed to cover the advanced physics concepts of magnetic resonance imaging. Emphasis is placed on advanced imaging parameters and techniques, angiography methods, image artifacts, and quality control. Upon completion, the student should be able to demonstrate an understanding of the advanced physics concepts of magnetic resonance imaging.

MRI 231	MRI Clinical Practicum	0	0	33	11

No Pre/Corequisites

This course provides experience in the computed tomography 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.

MRI 241	MRI Anatomy & Pathology I	2	0	0	2

Corequisites: MRI-214, MRI-217, and MRI-260

This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is

placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.

MRI 242	MRI Anatomy & Pathology II	2	0	0	2

Prerequisite: MRI-241
Corequisites: MRI-215, MRI-218, and MRI-270
This course covers anatomical and pathological information about the components of the neck, chest, abdomen, and pelvic systems. Emphasis is placed upon identification of anatomy and pathology on MRI images of the neck, chest, abdomen, and pelvic systems. Upon completion, the student should be able to identify anatomy and pathology of the neck, chest, abdomen, and pelvic systems.

MRI 250	MRI Clinical Education I	0	0	12	4

Corequisites: MRI-213 and MRI-216
This course provides experience in the MR clinical setting with attention to basic MR scan procedures. Emphasis is placed on patient care, screening, contrast administration, and manipulation of MR equipment. Upon completion, students should be able to demonstrate selected MR procedures/techniques in the areas of patient screening, contrast administration, and manipulation of MR equipment.

MRI 260	MRI Clinical Education II	0	0	21	7

Prerequisite: MRI-250
Corequisites: MRI-214, MRI-217, and MRI-241
This course provides advanced experience in the MR clinical setting with attention to central nervous and musculoskeletal system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to central nervous and musculoskeletal system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques as they relate to the central nervous system and musculoskeletal imaging.

MRI 270	MRI Clinical Education III	0	0	24	8

Prerequisite: MRI-260
Corequisites: MRI-215, MRI-218, and MRI-242
This course provides additional advanced experience in the MR clinical setting with attention to neck, chest, abdomen, and pelvic system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to neck, chest, abdomen, and pelvic system imaging. Upon completion, students should be able to selected MR procedures/techniques that are used in neck, chest, abdomen, and pelvic system imaging.

Course Number	Course Title	Class	Lab	Clinical	Credit
MRI 271	MRI Capstone	1	0	0	1

No Pre/Corequisites

This course provides experience using 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 knowledge required of any entry level MR technologist.

MUSIC

MUS 110	Music Appreciation	3	0	0	3

No Pre/Corequisites

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 & ICAA as a general education course in Humanities/Fine Arts.

MUS 121	Music Theory I	3	2	0	4

Prerequisites: Take One Set:

Set 1: ENG-090 and RED-090

Set 2: ENG-095

Set 3: DRE-098

Set 4: DRE-099

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

MUS 151	Class Music I	0	2	0	1

No Pre/Corequisites

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 & ICAA as a premajor and/or elective course requirement.

Course Number	Course Title	Class	Lab	Clinical	Credit
MUS 210	History of Rock Music	3	0	0	3

No Pre/Corequisites

This course is a survey of Rock music from the early 1950s 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 & ICAA as a general education course in Humanities/ Fine Arts.

NETWORKING TECHNOLOGY

NET 110	Networking Concepts	2	2	0	3

No Pre/Corequisites

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125	Networking Basics	1	4	0	3

No Pre/Corequisites

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126	Routing Basics	1	4	0	3

Prerequisite: NET-125

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 225	Routing and Switching I	1	4	0	3

Prerequisite: NET-126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and

demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II 1 4 0 3
Prerequisite: NET-225
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, and PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NETWORKING OPERATING SYSTEM

NOS 110 Operating System Concepts 2 3 0 3
No Pre/Corequisites
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/Unix Single User 2 2 0 3
Prerequisite: NOS-110
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network, and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User 2 2 0 3
Prerequisite: NOS-110
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 150 Mac OS Concepts 2 2 0 3
No Pre/Corequisites

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230	Windows Administration I	2	2	0	3

Prerequisite: NOS-130

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING

NUR 101	Practical Nursing I	7	6	6	11

Corequisite: ACA-118

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 102	Practical Nursing II	8	0	12	12

Prerequisite: NUR-101

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 103	Practical Nursing III	6	0	12	10

Prerequisite: NUR-102

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/ maintain/restore optimum health for diverse clients throughout the life span.

Course Number	Course Title	Class	Lab	Clinical	Credit
NUR 111	Intro to Health Concepts	4	6	6	8
Corequisite:	ACA-118				

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112	Health – Illness Concepts	3	0	6	5
Prerequisite:	NUR-111				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113	Family Health Concepts	3	0	6	5
Prerequisite:	NUR-111				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114	Holistic Health Concepts	3	0	6	5
Prerequisite:	NUR-111				

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	Healthcare Concepts	3	0	6	5
Prerequisite:	NUR-111				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing

care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212	Health System Concepts	3	0	6	5

Prerequisite: NUR-211

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213	Complex Health Concepts	4	3	15	10

Prerequisite: NUR-111

Corequisites: NUR-112, NUR-113, NUR-114, NUR-211, and NUR-212

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.

NUR 214	Nursing Transition Concepts	3	0	3	4

No Pre/Corequisites

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

OFFICE SYSTEMS TECHNOLOGY

OST 122	Office Computations	1	2	0	2

No Pre/Corequisites

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

Course Number	Course Title	Class	Lab	Clinical	Credit
OST 131	Keyboarding	1	2	0	2

No Pre/Co Requisites

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. Basic word processing functions and document formatting are introduced.

OST 134	Text Entry & Formatting	2	2	0	3

Prerequisite: OST-131

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 135	Adv Text Entry & Formatting	3	2	0	4

Prerequisite: OST-134

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136	Word Processing	2	2	0	3

Prerequisite: OST-131

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 Software Applications	2	2	0	3

Prerequisite: OST-131

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 148	Med Coding Billing & Ins	3	0	0	3

No Pre/Co Requisites

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Course Number	Course Title	Class	Lab	Clinical	Credit
OST 149	Medical Legal Issues	3	0	0	3

No Pre/Co Requisites

This course introduces the complex legal, moral, and ethical issues involved in providing healthcare 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 164	Text Editing Applications	3	0	0	3

Prerequisite: OST-131

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181	Intro to Office Systems	2	2	0	3

Prerequisite: OST-134 or OST-136

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184	Records Management	2	2	0	3

No Pre/Co Requisites

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/Info Processing	2	2	0	3

Prerequisite: OST-136

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 243	Medical Office Simulation	2	2	0	3

Prerequisite: OST-148

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.

Course Number	Course Title	Class	Lab	Clinical	Credit
OST 247	Procedure Coding	1	2	0	2

Prerequisite: MED-121 or OST-141

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	1	2	0	2

Prerequisite: MED-121 or OST-141

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	CPC Certification	3	2	0	4

Prerequisites: OST-247 and OST-248

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 289	Admin Office Management	2	2	0	3

Prerequisites: OST-134 or OST-136; and OST-164

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PROCESS CONTROL INSTRUMENTATION

PCI- 264	Process Control with PLCs	3	3	0	4

No Pre/Corequisites

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

PHYSICAL EDUCATION

PED 110	Fit and Well for Life	1	2	0	2

No Pre/Corequisites

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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 113	Aerobics I	0	3	0	1

No Pre/Corequisites

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 114	Aerobics II	0	3	0	1

Prerequisite: PED-113

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 115	Step Aerobics I	0	3	0	1

No Pre/Corequisites

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 116	Step Aerobics II	0	3	0	1

Prerequisite PED-115

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. This course requires active,

physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 119 Circuit Training 0 3 0 1
No Pre/Corequisites
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 121 Walk, Jog, Run 0 3 0 1
No Pre/Corequisites
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 128 Golf – Beginning 0 2 0 1
No Pre/Corequisites
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 130 Tennis – Beginning 0 2 0 1
No Pre/Corequisites
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

Course Number	Course Title	Class	Lab	Clinical	Credit
PED 131	Tennis – Intermediate	0	2	0	1

Prerequisite: PED-130

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 142	Lifetime Sports	0	2	0	1

No Pre/Corequisites

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 143	Volleyball – Beginning	0	2	0	1

No Pre/Corequisites

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 147	Soccer	0	2	0	1

No Pre/Corequisites

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 149	Flag Football	0	2	0	1

No Pre/Corequisites

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PHILOSOPHY

PHI 240	Introduction to Ethics	3	0	0	3

Prerequisite: ENG-111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

PHYSICS

PHY 101	Fundamentals of Physics I	3	2	0	4

No Pre/Corequisites

This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs.

PHY 110	Conceptual Physics	3	0	0	3

No Pre/Corequisites

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 & ICAA as a general education course in Natural Science.

PHY 110A	Conceptual Physics Lab	0	2	0	1

Corequisite: PHY-110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Course Number	Course Title	Class	Lab	Clinical	Credit
PHY 151	College Physics I	3	2	0	4

Prerequisite: MAT-161, MAT-171, or MAT-175

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 & ICAA as a general education course in Natural Science.

PHY 152	College Physics II	3	2	0	4

Prerequisite: PHY-151

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 & ICAA as a general education course in Natural Science.

PHY 251	General Physics I	3	3	0	4

Prerequisite: MAT-271

Corequisite: MAT-272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

PHY 252	General Physics II	3	3	0	4

Prerequisites: MAT-272 and PHY-251

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 & ICAA as a general education course in Natural Science.

PLUMBING

PLU 130	Plumbing Systems	3	9	0	6

No Pre/Corequisites

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

POLITICAL SCIENCE

POL 120	American Government	3	0	0	3

No Pre/Corequisites

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

POL 130	State & Local Government	3	0	0	3

No Pre/Corequisites

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PSYCHOLOGY

PSY 115	Stress Management	2	0	0	2

No Pre/Corequisites

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon

completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 118 Interpersonal Psychology 3 0 0 3
No Pre/Corequisites
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 141 Death & Dying 3 0 0 3
No Pre/Corequisites
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150 General Psychology 3 0 0 3
Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099
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 & ICAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psychology 3 0 0 3
Prerequisite: PSY-150
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 & ICAA as a general education course in Social/Behavioral Sciences.

PSY 263	Educational Psychology	3	0	0	3

Prerequisite: PSY-150

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PSY 281	Abnormal Psychology	3	0	0	3

Prerequisites: ENG-111 and PSY-150

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 & ICAA as a general education course in Social/Behavioral Sciences.

RADIOGRAPHY

RAD 110	Radiography Introduction & Patient Care	2	3	0	3

Corequisites: RAD-111 and RAD-151

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	Radiography Procedures I	3	3	0	4

Corequisites: RAD-110 and RAD-151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112	Radiography Procedures II	3	3	0	4

Prerequisites: RAD-110, RAD-111, and RAD-151

Corequisites: RAD-121 and RAD-161

This course provides the knowledge and skills necessary to perform standard

radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I 2 3 0 3
Prerequisites: RAD-110, RAD-111, and RAD-151
Corequisites: RAD-112 and RAD-161
This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.

RAD 122 Radiographic Imaging II 1 3 0 2
Prerequisites: RAD-112, RAD-121, and RAD-161
Corequisites: RAD-131 and RAD-171
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 Radiographic Physics I 1 3 0 2
Prerequisites: RAD-112, RAD-121, and RAD-161
Corequisites: RAD-122 and RAD-171
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 Radiography Clinical Ed I 0 0 6 2
Corequisites: RAD-110 and RAD-111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 Radiography Clinical Ed II 0 0 15 5
Prerequisites: RAD-110, RAD-111, and RAD-151
Corequisites: RAD-112 and RAD-121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171	Radiography Clinical Ed III	0	0	12	4

Prerequisites: RAD-112, RAD-121, and RAD-161
Corequisites: RAD-122 and RAD-131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211	Radiography Procedures III	2	3	0	3

Prerequisites: RAD-112, and RAD-122
Corequisites: RAD-231, RAD-241, and RAD-251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231	Radiographic Physics II	1	3	0	2

Prerequisites: RAD-122, RAD-131, and RAD-171
Corequisites: RAD-211, RAD-241, and RAD-251
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241	Radiobiology / Protection	2	0	0	2

Prerequisites: RAD-112, RAD-122, RAD-131, and RAD-171
Corequisites: RAD-211, RAD-231, and RAD-251
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245	Image Analysis	1	3	0	2

Prerequisites: RAD-211, RAD-231, RAD-241, and RAD -251
Corequisite: RAD-261
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

Course Number	Course Title	Class	Lab	Clinical	Credit

RAD 251 Radiography Clinical Ed IV 0 0 21 7
Prerequisites: RAD-122, RAD-131, and RAD-171
Corequisites: RAD-211, RAD-231, and RAD-241
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 Radiography Clinical Ed V 0 0 21 7
Prerequisite: RAD-251
Corequisite: RAD-245
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of 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 0 3 0 1
Prerequisites: RAD-211, RAD-231, and RAD-241
Corequisites: RAD-245, RAD-251, and RAD-261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RESPIRATORY CARE

RCP 110 Intro to Respiratory Care 3 3 0 4
Corequisites: RCP-113 and RCP-132
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics 4 3 0 5
Prerequisite: RCP-110
Corequisites: RCP-114 and RCP-145
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion,

students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 112	Patient Management	3	3	0	4

Prerequisite: RCP-111
Corequisites: RCP-115 and RCP-153
This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113	Respiratory Pharmacology	2	0	0	2

Corequisites: RCP-113 and RCP-132
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

RCP 114	Cardio Anatomy & Physiology	3	0	0	3

Prerequisites: BIO-165 or BIO-168
Corequisites: RCP-111 and RCP-145
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115	Cardio Pathophysiology	2	0	0	2

Prerequisite: RCP-111
Corequisites: RCP-112 and RCP-153
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 132	Respiratory Clinical Practice I	0	0	6	2

Corequisite: RCP-110 and RCP-113
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.

Course Number	Course Title	Class	Lab	Clinical	Credit
RCP 145	Respiratory Clinical Practice II	0	0	15	5

Prerequisite: RCP-110
Corequisites: RCP-111 and RCP-114
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	Respiratory Clinical Practice III	0	0	9	3

Prerequisite: RCP -11
Corequisites: RCP-112 and RCP-115
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 210	Critical Care Concepts	3	3	0	4

Prerequisite: RCP-112
Corequisites: RCP-213 and RCP-235
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 211	Adv Monitoring/Procedures	3	3	0	4

Prerequisite: RCP-210
Corequisites: RCP-215 and RCP-246
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

RCP 213	Neonatal/Peds Concepts	2	0	0	2

Prerequisite: RCP-112
Corequisites: RCP-210 and RCP-235
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 215	Career Prep – Adv Level	0	3	0	1

Prerequisite: RCP-210
Corequisites: RCP-211 and RCP-246
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

RCP 235	Respiratory Clin Practice IV	0	0	15	5

Prerequisite: RCP-112
Corequisites: RCP-210 and RCP-213
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	Respiratory Clin Practice V	0	0	18	6

Prerequisite: RCP-210
Corequisites: RCP-211 and RCP-215
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RELIGION

REL 110	World Religions	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 111	Eastern Religions	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099
This course introduces the major Asian religious traditions. Topics include

Hinduism, Buddhism, Taoism, Confucianism, and Shinto. 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 & ICAA as a general education course in Humanities/Fine Arts.

REL 112	Western Religions	3	0	0	3
Prerequisites:	Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE-098 Set 4: DRE-099				

This course introduces the major western religious traditions. Topics include Zoroastrianism, 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 & ICAA as a general education course in Humanities/Fine Arts.

REL 211	Intro to Old Testament	3	0	0	3
Prerequisites:	Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE-098 Set 4: DRE-099				

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 & ICAA as a general education course in Humanities/Fine Arts.

REL 212	Intro to New Testament	3	0	0	3
Prerequisite:	ENG-111				

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 & ICAA as a general education course in Humanities/Fine Arts.

REL 221	Religion in America	3	0	0	3
Prerequisites:	Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095				

Set 3: DRE-098
Set 4: DRE-099

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

SUBSTANCE ABUSE

SAB 110	Substance Abuse Overview	3	0	0	3

No Pre/Corequisites

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 130	Addictive Behavior	3	0	0	3

No Pre/Corequisites

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

SAB 210	Substance Abuse Counseling	2	2	0	3

No Pre/Corequisites

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.

INFORMATION SYSTEMS SECURITY

SEC 110	Security Concepts	3	0	0	3

No Pre/Corequisites

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 160	Security Administration I	2	2	0	3

Prerequisites: NET-110 or NET-125, and SEC-110

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SOCIOLOGY

SOC 210	Introduction to Sociology	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 213	Sociology of the Family	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a

general education course in Social/Behavioral Sciences.

SOC 220	Social Problems	3	0	0	3

Prerequisites: ENG 111 and SOC 210

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

SOC 225	Social Diversity	3	0	0	3

Prerequisites: Take One Set:
Set 1: ENG-090 and RED-090
Set 2: ENG-095
Set 3: DRE-098
Set 4: DRE-099

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 & ICAA as a general education course in Social/Behavioral Sciences.

SPANISH

SPA 111	Elementary Spanish I	3	0	0	3

No Pre/Corequisites

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

SPA 112	Elementary Spanish II	3	0	0	3

Prerequisite: SPA-111

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing

proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

SHOOTING & HUNTING SPORTS MANAGEMENT

SSM 110 Intro to Shooting Sports 3 3 0 4
No Pre/Corequisites
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain, and demonstrate the rules, regulations, and equipment used in various shooting sports currently in the United States.

SSM 112 Sports Hunting 3 0 0 3
No Pre/Corequisites
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain, and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world.

SSM 114 Shooting Sports Mgmt 3 6 0 5
No Pre/Corequisites
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.

SUSTAINABILITY TECHNOLOGIES

SST 120 Energy Use Analysis 2 2 0 3
No Pre/Corequisites
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.

SURGICAL TECHNOLOGY

SUR 110	Intro to Surgical Technology	3	0	0	3
Corequisite:	SUR-111				

This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include: professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, physiology of wound healing, and biomedical sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

SUR 111	Perioperative Patient Care	5	6	0	7
Corequisite:	SUR-110				

This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

SUR 122	Surgical Procedures I	5	3	0	6
Prerequisites:	SUR-110 and SUR-111				
Corequisite:	STP-101 or SUR-123				

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123	Surgical Clinical Practice I	0	0	21	7
Prerequisites:	SUR-110 and SUR-111				
Corequisite:	SUR-122				

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

Course Number	Course Title	Class	Lab	Clinical	Credit
SUR 134	Surgical Procedures II	5	0	0	5

Prerequisite: STP-101 or SUR-123

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135	Surgical Clinical Practice II	0	0	12	4

Prerequisite: SUR-123

Corequisite: SUR-134

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137	Professional Success Preparation	1	0	0	1

Prerequisite: SUR-123

Corequisites: SUR-134 and SUR-135

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SOCIAL WORK

SWK 110	Introduction to Social Work	3	0	0	3

No Pre/Corequisites

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional. .

SWK 113	Working with Diversity	3	0	0	3

No Pre/Corequisites

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.

TRANSPORTATION TECHNOLOGY

TRN 110 Intro to Transport Technology 1 2 0 2
No Pre/Corequisites
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 Transport Electricity 4 3 0 5
No Pre/Corequisites
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 130 Intro to Sustainable Transport 2 2 0 3
No Pre/Corequisites
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 170 PC Skills for Transportation 1 2 0 2
No Pre/Corequisites
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

Course Number	Course Title	Class	Lab	Clinical	Credit
TRN 180	Basic Welding for Trans	1	4	0	3

No Pre/Corequisites

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

WEB TECHNOLOGIES

WEB 140	Web Development Tools	2	2	0	3

No Pre/Corequisites

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.

WELDING

WLD 110	Cutting Processes	1	3	0	2

No Pre/Corequisites

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112	Basic Welding Processes	1	3	0	2

No Pre/Corequisites

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.

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