Welcome

Welcome to Edgecombe Community College! Since 1967, the faculty and staff of Edgecombe Community College have been dedicated to fulfilling the educational, training, and cultural needs of our students and community.

Today, we remain dedicated and committed to this mission by being highly responsive, innovative, and collaborative. To work alongside such wonderful and loyal people both at the College and in the community, it is a tremendous honor and privilege to serve as the fifth president of Edgecombe Community College, a role I began in August 2018.

Having taught at the middle school, high school, college, and corporate levels, I have always had a deep appreciation for the opportunities that a great education can provide to individuals and their families as it did for me and mine.

Edgecombe Community College, like all community colleges in North Carolina, provides a variety of opportunities for students through academic degree, diploma, and certificate programs. Whether you want to improve job skills, transfer to a four-year institution, or complete a program in two years or less and enter the workforce, ECC provides the edge to help you succeed.

The College also provides an edge to students through outstanding support services in tutoring, counseling, academic advising, and financial aid, as well as committed faculty and staff who work hard to help students thrive.

We welcome you to Edgecombe Community College and look forward to the opportunity to serve you. Working together, we can do anything and go anywhere. If we believe it, we can do it, and Edgecombe Community College is a great place to start!

Dr. Gregory K. McLeod

President

Edgecombe Community College
Accreditation

Edgecombe Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation for Edgecombe Community College. Only when evidence appears to support an institution's significant non-compliance with a requirement or standard, should the Commission on Colleges be contacted.
General Information

About Edgecombe Community College

Located in the eastern part of North Carolina in Edgecombe County, Edgecombe Community College (ECC) is approximately 75 miles east of Raleigh. The county is rural with a majority of the land used for farming. During the past three 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 began 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 nonvoting member to the Board of Trustees, the SGA President. In 1987, the name of the college changed officially to Edgecombe Community College. In 1997, the college evolved 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, approved by the General Assembly of North Carolina in 1963, 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 celebrated its 50th Anniversary in 2013.

The college's main campus is located on 120 acres 2.5 miles south of Tarboro and comprises 11 buildings. ECC also operates a campus in the Edgecombe County portion of Rocky Mount. This campus covers one city block and includes three buildings. The college's newest structure, the Biotechnology and Medical Simulation Center, opened on the Rocky Mount campus in January 2016. The state-of-the-art, 45,000-square-foot building features a simulated hospital environment that is raising the standard of healthcare education throughout the region.

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 have an opportunity to complete the 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 choice for quality education and training.

Mission Statement

Edgecombe Community College is a comprehensive two-year institution dedicated to fulfilling the educational, training, and cultural needs of the communities it serves.

College Goals

GOAL I

To provide a comprehensive range of educational opportunities, quality training, and educational access to all eligible individuals 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 a blend of traditional, hybrid, and distance learning opportunities enabling 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.

• Maximize workforce preparedness by fostering new collaborative partnerships.
• Assist economic development efforts by partnering in the recruitment of and training for new industry.
• Provide training leading to nationally recognized certifications.

GOAL III

To ensure a measurable quality of services and outcomes throughout the College.

• Evaluate and ensure quality instructional services.
• Employ, retain, and support highly qualified personnel with diverse backgrounds.
• Provide efficient and effective facilities, equipment, resources, services, and learning environments.
• Provide a safe learning/working environment for all students, staff, and faculty.
• Ensure, through a planned process, that the College has clearly identified priorities, strategies for achieving goals and sustaining progress, and a means for evaluating their effectiveness.
• Employ 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, retain, 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 by modeling and advancing the principles of sustainability.

Academic Calendar

The current academic calendar for Edgecombe Community College may be viewed online by visiting the ECC Events Calendar on the college website.

College 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 6:00 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 closed on Fridays.
**Evening/Weekend Courses & 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, the college offers courses 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 administers placement assessments 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 they announce 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.

**Official Announcements**

ECC publishes official college information in the ECC Catalog, the Student Handbook, on the ECC message boards, and the college website. 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 and catalog are updated annually.

Course offerings for curriculum programs are in the semester schedule posted on the college website. 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. Bulletin boards displaying student information are in all buildings on both campuses.

**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. Only when there is evidence that appears to support an institution's significant non-compliance with a requirement or standard, should the Commission on Colleges be contacted.

Also, the Cosmetology, Manicuring Technology, and Esthetics Technology programs are approved and governed by the North Carolina Board of Cosmetic Arts <http://nccosmeticarts.com>. The North Carolina Barbering Board <http://ncbarbers.com> certifies the Barbering program.

The National Association for the Education of Young Children (NAEYC) <https://www.naeyc.org> accredits the Early Childhood Associate Degree program.

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) <http://www.cahiim.com> accredits the Associate in Applied Science degree in Health Information Technology program.
The Commission on Accreditation of Allied Health Education Programs (CAAHEP) <http://www.caahep.org> upon the recommendation of the Medical Assisting Education Review Board (MAERB) provides accreditation for the Medical Assisting program.

The Nursing programs - Associate in Applied Science and Practical Nursing - are accredited by the Commission for Education in Nursing (ACEN) <http://www.acenursing.org>.

The Division of Health Service Regulation (DHSR) <http://www2.ncdhhs.gov/dhsr> certifies the Nursing Assistant/Nurse Aide I, and Medication Aide programs.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) <http://www.jrcert.org> accredits the Radiography program.

The Committee on Accreditation for Respiratory Care (Co ARC) <http://www.coarc.com> certifies the Respiratory Therapy Program.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) <http://www.caahep.org> upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) accredits the Surgical Technology Program.

**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 completed arts and sciences general education courses from ECC. They take most of the major classes 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 completed arts and sciences general education courses from ECC. They enroll in most of the core classes in these Health Sciences programs at the colleges offering the credential. 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.

**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 select 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 & College Promise Program for High School Students**

Qualified North Carolina juniors and seniors can begin their two or four-year college work, tuition-free, while they are in high school. The program allows them to get a head start on their workplace and college work. Through a partnership with N.C. Department of Public Instruction, N.C. Community College System, the University of North Carolina System, and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college at NO cost to them or their families.

Career and College Promise provides three pathways to help eligible students:

1. **College Transfer Pathways (CTP)** - Earn tuition-free college credits toward a four-year degree through Edgecombe Community College. This program requires the completion of at least 30 semester hours of approved college transfer courses including English and mathematics. *This pathway is for students enrolled in traditional or charter schools.*

2. **Career and Technical Education Pathways (CTE)** - Earn tuition-free college credits at Edgecombe Community College toward an entry-level job, diploma, or certificate in a technical field. These courses align with a specific high school career cluster. *This pathway is for students enrolled in traditional or charter schools.*

3. **Cooperative Innovative High Schools (CIHSP)** - Students can earn tuition-free college credits as a high school freshman by attending Edgecombe Early College. Students have opportunities to complete an associate degree or earn up to two years of college credit within five years. Students must apply in February of their 8th-grade year. *This pathway is for students enrolled in Edgecombe Early College High School only.*

See the Admissions 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 feel they 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 the Early College Liaison/High School Coordinator at 252-823-5166 ext. 205 or the EECHS Principal, at (252) 823-5166 ext. 297.

**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 go through this office.
Edgecombe Community College Foundation

The purpose of the Edgecombe Community College Foundation is to facilitate the mission of Edgecombe Community College through scholarships for students and financial resources for the college and its faculty and staff. Through such action, the Foundation works to expand opportunities for accessible quality education to the people of Edgecombe and surrounding counties. 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 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 are usually available. Purchase tickets to all Series events through the Keihin Auditorium Box Office or online at eTix.

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

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 before the religious observance absence to all appropriate instructors. The student shall work with his/her instructors and receive the opportunity to make up any tests or other work missed due to an excused absence for religious observance.
Catalog Information

This catalog is intended for informational purposes only. It supersedes all previous editions. 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 this release is not binding and is subject to change without notice.

Performance Measures

In February 1999, the North Carolina Board of Community Colleges adopted twelve (12) performance measures for accountability. The performance measures focus primarily on student success and serve as the college's primary public accountability tool. In the 2007 Session, the General Assembly approved a modification to the North Carolina Performance Measures and Standards as adopted by the State Board of Community Colleges on March 16, 2007. The result was a reduction in the number of performance measures to eight (8). In 2011, the performance measures were reviewed and revised again to both reduce their number to seven (7), and to include baselines and goals for each standard. In March 2015, the Performance Measures Committee reviewed the measures and established a three (3) year review process. 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 seven (7) required standards include Basic Skills Student Progress, Student Success Rates in College-Level English Courses, Student Success Rates in College-Level Math Courses, First-Year Progression, Curriculum Completion, Licensure, and Certification Passing Rate, and College Transfer Performance.

Results for the 2018 Performance Measures for Student Success published by the North Carolina Community College System are summarized below. Additional information about college performance is available from the Office of Institutional Research.

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<th>PERFORMANCE MEASURE</th>
<th>BASELINE</th>
<th>GOAL</th>
<th>ECC 2018 RESULTS</th>
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<tr>
<td>Basic Skills Student Progress</td>
<td>34.5%</td>
<td>68.3%</td>
<td>72.1%</td>
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<tr>
<td>Student Success Rates in College-Level English Courses</td>
<td>23.8%</td>
<td>55.9%</td>
<td>61.8%</td>
</tr>
<tr>
<td>Student Success Rates in College-Level Math Courses</td>
<td>10.1%</td>
<td>32.5%</td>
<td>23.7%</td>
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<tr>
<td>First Year Progression</td>
<td>54.1%</td>
<td>75.0%</td>
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<tr>
<td>Curriculum Completion Rate</td>
<td>35.9%</td>
<td>51.9%</td>
<td>30.7%</td>
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<tr>
<td>Licensure and Certification Passing Rate</td>
<td>69.9%</td>
<td>90.9%</td>
<td>80.9%</td>
</tr>
<tr>
<td>College Transfer Performance</td>
<td>65.1%</td>
<td>87.6%</td>
<td>79.5%</td>
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Admissions

- Enrollment Process Step by Step
- Provisional Enrollment
- High School Students
- Special Credit Students
- International Students
- Readmissions

ECC operates under the Open Door Policy of the North Carolina Community College System. The institution's services are available to any person, whether a high school graduate or non-graduate, who is eighteen (18) years old or older and can profit from further formal education. 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 are available for preparatory or remedial studies in the Adult Enrichment (Basic Skills) Center for students who lack specific academic skills necessary for admission to chosen programs.

The college offers occupational and adult education programs to all persons not enrolled in high school who are eighteen (18) years and older and who can profit from instruction. The college offers four different degree programs: the Associate in Applied Science (A.A.S.), the Associate in Arts degree (A.A.), the Associate in General Education (A.G.E.), and the Associate in Science degree (A.S.). 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 the desired program.

Enrollment Process Step by Step

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

1. Students should complete the NC Residency Determination Process at https://ncresidency.cfnc.org
2. Students should submit an ECC admissions application to the College.
3. 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 provide a copy of the Home-School's approved registration from the state in which they 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 can provide official transcripts from the regionally accredited four-year college or university from which they graduated are not required to submit a high school transcript.
4. Students should complete the placement tests when required.
   - Students enrolling in a curriculum program may be required to take the placement test battery before enrollment. The purpose of the test battery is to provide additional information in planning students' programs of study. Admission to the college is not denied based on placement test scores.
   - Upon receipt of the application, students receive a schedule for placement testing. The Student Services Department may waive the placement test battery if students have satisfactorily completed one English and one mathematics course above the supplemental or vocational level at a technical institute, college, or university, or have earned an associate degree or higher. Exceptions to individual applicants according to the following guidelines are possible:
     - A score of 480 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 530 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.

5. Curriculum students enroll in English/reading, and mathematics courses based on the results of the placement tests. This placement enables students to enter into classes commensurate with their achievement level as indicated by the placement test scores. Specific course prerequisites may make it necessary for students to enroll in supplemental courses, which are identified by a numerical "0" prefix.

6. Students have the opportunity to have a personal interview with a counselor in Student Services. Students have a chance 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.

7. 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 different form.

8. 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.

9. Students seeking financial assistance should apply for financial aid.

**Provisional Enrollment**

**Educational Services for Minors**

Applicants who are minors between the ages of sixteen (16) and eighteen (18) years may be considered as eligible for educational services and admitted to appropriate courses or programs, provided that they meet following criteria:

1. The minor applicant left the public schools no less than six calendar months before the last day of regular registration for the semester at the institution where the student seeks admission.

2. The application of each minor should include 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 document certifies the place of residence and date of birth of the juvenile, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the day on which the applicant left the public school system. The superintendent of the public schools of the administrative unit in which the applicant resides may waive, all or any part of the six-month waiting period.

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.

**High School Students**

**Career and College Promise Program**

Qualified North Carolina juniors and seniors can begin their two or four-year college work, tuition-free, while they are in high school, which will allow them to get a head start on their workplace and college work. Through a partnership of the Department of Public Instruction, N.C. Community College System, the University of North Carolina system, and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college at NO cost to them or their families.

Career and College Promise provides three pathways to help eligible students:
• **College Transfer Pathways (CTP)** - Earn tuition-free college credits toward a four-year degree through Edgecombe Community College. The CTP option requires the completion of at least 30 semester hours of transfer courses including English and mathematics. *This program is for students enrolled in Traditional schools or Charter Schools.*

• **Career and Technical Education Pathways (CTE)** - Earn tuition-free college credits at Edgecombe Community College toward an entry-level job, certificate or diploma in a technical field. These courses align with specific high school career clusters. *This program is for students enrolled in Traditional Schools or Charter Schools.*

• **Cooperative Innovative High Schools (CIHSP)** - Students can earn tuition-free college credits as a high school freshman by attending Edgecombe Early College. Students receive opportunities to complete an associate degree or earn up to two years of college credit within five years. Students must apply in February of their 8th-grade year. *This program is for students enrolled in Early College only.*

**College Transfer Pathway**

1. To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Students may achieve eligibility by earning the required scores on a single test or by combining test scores from any of the accepted assessments.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 on high school courses; and
   c. Demonstrate college readiness on an assessment or placement test.

3. A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test can enroll in a College Transfer Pathway on a provisional basis. To qualify for Provisional Status, a student must meet the following criteria:
   a. Have a cumulative weighted GPA of 3.5;
   b. Have completed two years of high school English with a grade of ‘C’ or higher;
   c. Have completed high school Algebra II or Math III (or a higher level math class) with a grade of ‘C’ or higher;
   d. Obtain the written approval of the high school principal or his/her designee; and,
   e. Obtain the written permission 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 classes in the Pathway, the student must first complete math and English courses with a grade of ‘C’ or higher.

Once in the College Transfer Pathway, students must continue to make progress toward high school graduation and maintain a college GPA of 2.0. A student may change his or her program of study with the approval of the high school principal or designee and the college's chief student development administrator. A student may enroll in a College Transfer Pathway and a Career and Technical Program of Study.

**Career Technical Education Pathway**

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; and
- Meet the prerequisites for the career pathway.

Once in the Career and Technical Pathway, students must continue to make progress toward high school graduation and maintain a college GPA of 2.0. A student may change his or her program of study with the approval of the high school principal or designee and the college's chief academic officer. A student may enroll in a College Transfer Pathway and a Career and Technical Program of Study.
Cooperative Innovative High School Programs

1. Housed on college campuses, Cooperative Innovative High School Programs 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.

2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees following G.S. 115C-238.50. The college may not award the AA, AS, AGE-N, or AAS degrees before verification of high school graduation. Students may earn certificates or diplomas before high school graduation.

3. The State Board of Community Colleges may waive the requirement that a community college campus house a particular Cooperative Innovative High School Program.

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 to complete an admissions application, 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 required to submit proof of high school graduation and proficiency of any required prerequisite coursework. Special Credit students who are auditing courses must meet prerequisites. 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 before the semester in which the applicant plans to enroll. The college classifies international students as non-residents of the state of North Carolina concerning tuition and fees. However, the College is unable to provide financial aid to international students; therefore, all such applicants must have sufficient funds to cover all living expenses, tuition, and fees while attending the college. The College does not provide student housing. International students are expected to make appropriate arrangements. ECC does not accept international students for transfer credit.

Admission requires the following items:

1. Application for Admission and Residence Status Application - The College provides these forms, and they should be completed and returned at least six months before the date of proposed admission to initiate the process.

2. Academic Records - A certified copy of the original educational records, to include all previous academic experiences, is required. If the original document is in a foreign language, applicants must submit a certified English translation.

3. The Test of English as a Foreign Language (TOEFL) - All international student applicants must provide TOEFL scores except those from countries where English is the only official language. A minimum acceptable TOEFL score of 550 serves as evidence of adequate proficiency in English.

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, their 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 college-provided student medical form, completed and signed by a physician, must be submitted. 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 they agree 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 the above items, the applicant's file will go 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 receive formal acceptance for admission to the College.

**Readmissions**

Students must be actively enrolled for twelve (12) consecutive months or complete the enrollment process as stated in the "Admissions" section of this catalog.

**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 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" receive forgiveness in the computation of the overall grade point average. 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 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 catalog. A student who is re-admitted or 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 catalog.

**Administrative Withdrawals, Suspension, Expulsions**

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

Students who have been administratively withdrawn from class may re-enroll the next semester. Students readmitted after an absence of at least twelve (12) consecutive months must meet the requirements of the catalog in use at the time they apply for readmission to the college.

**Academic Advising & Registration**

- Roles and Responsibilities of Academic Advisors
- Academic Planning
- Distance Learning
- Moodle
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. Academic advising is designed to assist the college's students in succeeding academically, recognizing 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 should continue 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 and the Student Success Center 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: academic support, academic planning, registration, and graduation.

Academic Support

Advisors perform the following functions:

1. Help students clarify their program choices and provide information to students.
2. Upon receiving an application, may provide personal contact that includes the advisor name and role. Communication may be by letter, note, phone call, or email to students. Advisors may make additional mid-term contact regarding course scheduling and registration.
3. Are accessible.
4. Meet with students twice the first semester (once within the first three weeks and again before registration) and at least once each semester after that.
5. Assist new students in enrollment and coordinate the registration of continuing students.

Academic Planning

Once students have selected their program of study, they are assigned an academic advisor. Student Services will register new students. After the first semester, an assigned advisor will assist students with planning a schedule.

Students should be encouraged to plan for the registration process. Students are required to set up appointments to meet their academic advisor during the advertised advising weeks. There is an advising hold placed on each returning student that will be removed by the advisor once they have advised the student. Advisors are readily available to plan student's academic progress during the advertised advising weeks or the final registration period. Students may see an advisor in person by visiting the Student Success Center on either campus or make contact by phone or email.
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 Certificate exam (CRC).

The college holds a commencement exercise at the end of the spring semester to award degrees, diplomas, and certificates. The college calendar lists the specific date for commencement. All students receiving degrees, diplomas, and certificates are expected to attend commencement exercises. Students should see their advisor or Student Services for a "Graduation Request" form the semester before they plan to graduate. For inclusion in the graduation process, students must submit a "Graduation Request" form to Student Services by the posted deadline each year.

Self-Service

Self-Service is a one-stop shop for student planning, financial aid, grades, tax information, and billing statements. Students must use Self-Service to get their grades after each semester. All students have issued to them a Self-Service account when they apply. Students can access Self-Service by clicking on the Student Portal tab found on the College's homepage. If you have technical questions about Self-Service, create a support ticket.

The following are tabs students can access through Self-Service:

- **Student Planning** - enables students to search and plan for courses, register for classes, communicate with advisors and more.
- **Financial Aid** - enables students to check progress, access forms, and communicate with a financial aid advisor.
- **Grades** - enables students to view their grades for previous semesters and midterm grades for the current semester.
- **Tax Information** - enables students to access relevant tax information online.
- **Student Finance** - enables students to access billing statements, which contain their class schedule.

All students must meet with or contact their academic advisor before registering through Self-Service. Students receiving financial aid should not register for a course not needed in their program of study. Students who do so will be subject to withdrawal and repayment of tuition.

Registration

Students will then register themselves, in Self Service, during the advertised priority registration weeks. Students are strongly encouraged to register during priority registration for two reasons. First, if there is a high demand for a particular course, it is much easier to open an additional section for priority registration. Second, classes are much less likely to be full, so the chances that students will get precisely the schedule they want are significantly improved.

If students are on financial aid, their records in Self Service should indicate the award. If unavailable in Self Service, students need to return to the Financial Aid Office.
Deregistration

Until they pay their fees, have been awarded financial aid, or the next deregistration occurs, a student's registration ensures their spot in a class. Deregistration is a process performed by the Registrar that removes students from courses who have not paid their tuition and fees or made arrangements with financial aid to pay tuition and fees. This removal occurs at the following times each semester: the end of registration (the day before the new semester begins), and at the end of each day during the drop/add period. 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 for which they had first registered. Students on financial aid have their tuition and fees automatically deducted from their award, so failure to pay is not an issue.

Course Numbering

Course numbering employs the following system:

1. A three-letter prefix and numbers ranging from 001-099 indicate supplemental studies courses. Supplemental studies courses do not earn academic credit.
3. A three-letter prefix and numbers ranging from 100-109 or 200-209 denote diploma courses.
4. A four-letter prefix and numbers ranging from 2000-4000 denote continuing education courses beyond the high school level.

Schedule Changes and Drop/Adds

Students are expected to plan their schedules with the assistance of their advisors. All changes, including drops, 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. Students with changes in scheduling can seek assistance in the Student Success Center on either campus.

The following additional guidelines apply:

1. Students may withdraw from a class up until the seventy-five percent (75%) point of the semester without penalty.
2. No student will be allowed to withdraw from any class after the seventy-five percent (75%) point or after the course has ended.
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 may receive an "F" in that course.
5. All veterans should contact the advisor for Veteran Affairs in Student Services before dropping any course.
6. A standard semester is sixteen (16) weeks.

Distance Learning

Distance Learning at Edgecombe Community College (ECC) includes those classes that do not require classroom attendance making them available for individuals to take anytime and anywhere. Courses 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 adequate 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 genuine concern from instructors is an integral part of Distance Learning at ECC.
Available Courses/Programs

Curriculum Courses

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

Online

Students may take online courses anytime and anywhere they 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. Support services are available online for students taking online courses.

Hybrid

Hybrid courses combine the traditional classroom and the Internet. By the NCCCS definition, a hybrid class meets 51% or more online or no more than 49% face-to-face. Therefore, depending on the instructor, students will complete most of the class online during the semester and attend face-to-face the remainder of the time. As with online delivery, hybrid courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available online or on campus for students taking hybrid courses.

Blended

Blended courses combine the traditional classroom and the Internet similar to hybrid classes. By the NCCCS definition, a blended course meets 50% or more face-to-face or no more than 50% online. Therefore, depending on the instructor, students will attend half or more of the class on campus during the semester and complete the remainder online. As with online or hybrid delivery, blended courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available on campus or online for students taking blended courses.

Clicking on "Find Classes" on the Academics menu on the ECC home page will return a schedule of curriculum course offerings including online, hybrid, and blended delivery methods.

Online Degree Programs

Edgecombe Community College has seven (7) online degree programs: Associate in Arts, Associate in Science, Accounting, Business Administration, Early Childhood, Geospatial Technology, and Health Information Technology. Students never have to come on campus to receive a degree in these programs; the courses are entirely online.

ED2GO

The Ed2Go 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 classes run for six weeks with a two-week grace period after the end.

These courses begin every month and students may complete them 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 classes qualify 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. 357.

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 a recommendation 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 to perform well in this type of instruction. Successful distance learning students are:

- Mature, self-directed, and goal-oriented
- Disciplined and organized
- Dependable and responsible
- Capable of working independently and keeping up with assignments
- At the necessary college reading and writing skill levels
- Critical thinkers and problem solvers
- Qualified to take a course having completed the required prerequisites
- Comfortable with basic word processing
- Familiar with computer hardware and prepared to use the necessary software
- 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 access to the Internet, a Web browser such as Google Chrome, Mozilla Firefox, Safari, or Edge, an email address, and the Microsoft Word processing software. Some online classes may also require Microsoft PowerPoint. Office 365 (which includes Microsoft Word, Excel, and PowerPoint) is available free to ECC curriculum students. See the Moodle login page for instructions on getting Office 365.

Moodle

Moodle is the software used by the college for all online instructional content. Access Moodle to complete the required online orientation for most new students.

Moodle Login Information
1. Go to ECC's website
2. On the right side of the window, click "STUDENT PORTAL."
3. In the menu that drops down, click "Moodle."
4. Use the following information to set a username and password and then use those to log in:

**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, Self Service, and MyEdge email accounts is the same. Please use the following instructions to create your password for Moodle, Self Service, and MyEdge email accounts.

1. Go to Self Service.
   - 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 six 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 six digits of your SSN). You will be prompted to choose a new password. The new password must be between six and nine characters and contain both letters and numbers. Submit & logout. Please log back into Self Service 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 Self Service login is working (with the new password), you must go to the following link to activate and enroll your ID and password: https://edgeid.edgecombe.edu. Everyone (even those who already had a Self Service/Webadvisor account) should complete the activation process.
   - To activate your UserID/Password, click on "Enroll."
   - Enter your UserID and password (you just created in Self Service).
   - You will be prompted to answer three security questions. Enter your answers. Answers to security questions are case sensitive.
   - Click on "Enroll".
3. Check your Self Service and MyEdge email accounts immediately to be sure your new password was accepted.

**Moodle Support/Report Problems**

For technical support and to report problems, please contact Mr. Arnold Worsley, Moodle Administrator: (252) 823-5166, ext. 281. You may also complete a Tech Support Request Form.

**Tutorial Support**

Edgecombe Community College also offers online tutorial support through Smarthinking, a leading provider of online tutoring and academic support. The free software provides live assistance from a tutor anytime, from anywhere, 24/7. Students will receive a link to Smarthinking in their Moodle course.
Work-Based Learning

Work-Based Learning (WBL) 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.

WBL students may work one (1) or two (2) semesters in part-time or full-time jobs with employers selected or approved by the college depending on their program of study. Students receive academic credit for the learning gained during the WBL work period. Students are contacted or visited periodically by their WBL or program instructor/coordinator and receive on-the-job supervision from their employer. If interested, contact your program advisor or the WBL Coordinator at (252) 823-5166, ext. 164.

Eligibility

All students enrolled in programs that require or offer the elective option of Work-based Learning (WBL) 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 Work-based Learning program. Students must meet the following conditions:

1. Possess the skills to be a credible 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 WBL coordinator and their faculty advisor.
5. Be in an eligible program of study.
6. Have a WBL 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) WBL courses in a selected major.

Curriculum Program Restrictions

Students must be enrolled in a curriculum program to participate in a work-based learning activity. Curriculum students cannot be "tuition exempted." Students in the following academic programs may not participate in WBL:

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 Work-Based Learning Office. The application should be approved and signed by their faculty advisor then turned into the WBL office. If students receive acceptance to the WBL program, the WBL 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 WBL 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 the WBL coordinator.

Students interested in Work-Based Learning are encouraged to contact the WBL office before the start of the semester. Information is also available through faculty advisors and the Student Services Department.
Orientation

All students enrolled in Work-Based Learning classes are required to attend a mandatory orientation session. During orientation, students receive instructions and explanations regarding the student workbook, rules, and regulations of the Work-Based Learning Program. Work-Based Learning workbooks are available for purchase from the bookstore and students should obtain one before attending orientation. Students are required to complete and return certain pages of the book throughout the semester at times designated during orientation. The completed workbook is due at the end of the semester for grading.

Academic Credit

Students earn one (1) credit hour 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 corequisite one (1) contact hour seminar course in addition to their one (1) or two (2) SHC work experience course. Depending upon the curriculum, WBL students may earn up to six (6) semester hours of Work-Based Learning credit toward their degree or diploma requirements.

A significant portion of the final grade relies on the employer evaluation of students' work performance and the degree to which the student meets measurable learning objectives each WBL period, as well as the students' ability to meet deadlines promptly. Each approved curriculum program offering Work-Based Learning as an elective designates the total credit hours that apply toward graduation.

Explanation of Class Placement

Each level of Work-Based Learning has two (2) choices for classes, a one (1) credit hour course or a two (2) credit hour course, either of which must be taken with a corequisite one (1) credit hour seminar course. Students must take classes in order of levels. The levels and corresponding course information are as follows:

Level 1

WBL 111 - 1 Credit Hour - 160 Work Hours per Semester

or

WBL 112 - 2 Credit Hours - 320 Work Hours per Semester

- No Prerequisites Required
- Corequisite of WBL 115 Required

Level 2

WBL 121 - 1 Credit Hour - 160 Work Hours per Semester

or

WBL 122 - 2 Credit Hours - 320 Work Hours per Semester

- No Prerequisites Required
- Corequisite of WBL 125 Required
Academic Regulations, Grades, & Attendance

General Academic Information

Student Classification

1. Full-Time Students - Students enrolled who register for twelve (12) or more credit hours.
2. Part-Time Students - Students enrolled who are taking fewer than twelve (12) credit hours.
3. Special Credit Students - Students who are taking less than twelve (12) semester hours credit or less and not seeking a credential. Students taking more than twelve (12) SHC must first declare 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. Typically 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 the ability to carry a heavier schedule.

Criteria for Official Enrollment

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 courses, there must be evidence of active participation in courses by the ten percent (10%) point or students may be withdrawn from classes.

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 become audit courses. Audit work does not count toward the diploma or degree requirements.

In the event of limited classroom space, the 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 are allowed 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 curriculum, a course substitution may be used to meet the requirement.
Course Prerequisites

Prerequisites are requirements students meet before students can enroll in a specific course. The prerequisite may be a class a student must take before registering for the next level, or it may refer to the achievement of a placement test score before registering.

Students must comply with Edgecombe Community College requirements that they meet all prerequisites before taking courses. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The course's appropriate advisor, department/division head, and divisional dean 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 prerequisites may include the following:

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

Course Co-requisites

Corequisite courses are courses that must be taken at the same time or before the beginning of a class. Examples include BIO 094 - Concepts of Human Biology and DRE 099 - Integrated Reading and Writing III. Another type of corequisite 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 course's appropriate advisor, department/division head, and divisional dean 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 Prerequisite Failure

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 a more extended period than is usually required of students 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 student's program of study requires a grade of "C" for progression, 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. The highest grade earned from repeated courses is calculated in the major grade point average hours toward graduation. 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 progression in the program requires a grade of "C."

**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 eligible for the Dean's List. Full-time students who earn a grade point average (GPA) of four-point-zero (4.0) maintaining an "A" average qualify for the President's List. Supplemental 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 Associate in Arts, Associate in Science, and Associate in Applied Science degrees; the vocational diploma; and certificates all require the following minimum standards.

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. The chair of the department in which a student completes their major work must make the recommendation.
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.

**Commencement Exercises**

At the end of each spring semester, the college holds a commencement exercise to award degrees, diplomas, and certificates. 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 academic averages during their freshman year. The Vice President of Student Services designates the chief marshal.

**Grades**

**Scholastic Standards and Grading System**

Effective Fall 2014, ECC has a 10-point grading scale, as listed below. However, individual programs may have an alternate grading scale per approval by the ECC Curriculum Review Committee. Programs with alternative grading
scales will publish those scales in their program materials, as well as in their course syllabi. Students are assigned quality points using the following formula at the end of each semester:

**Numerical Quality Points**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Explanation</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>CE</td>
<td></td>
<td>Credit for Exam (A-C)</td>
<td>2-4</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>T(A-C)</td>
<td></td>
<td>Transfer Credit (Grade)</td>
<td>2-4</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrew</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades for supplemental level courses are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Mastered 80% or More of Required Coursework</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Did Not Pass</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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.

**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) after that. All students are required to have a major GPA of two-point-zero (2.0) for graduation. Students
enrolled in a college transfer program (AA, AS) must have a grade of "C" or better in the courses for which they wish to transfer credit.

**Academic Progress**

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

An advisor/counselor will notify a student of their status and 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 higher grade will be used to calculate the cumulative grade point average (CGPA), and the college will drop the lower grade from the calculation.

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.

**Grade Changes**

A grade may be changed only through an agreement between 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**

When students have not completed the requirements of a course, they may be eligible to receive a grade of "I." 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. The specific requirements for the completion of the course.
2. The student's grade-standing when they earned the "I" grade for the course.
3. The amount of time the instructor will allow the student to complete the course.
It is the student's responsibility to contact the instructor concerning the removal of an "I" grade.

The appropriate instructor and the Vice President of Instruction must approve the form for removal of an incomplete grade. No additional tuition is paid when the "I" grade is replaced with a permanent grade.

**Evaluating and Awarding Academic Credit**

The College will accept transfer credit from another recognized, regionally-accredited institution provided that a student meets the following conditions:

- The course is required for graduation at the College.
- The course was passed with a "C" or better.
- The course closely parallels the content of the course which it replaces at the College.

If a student wishes to transfer credit from another institution, the registrar evaluates the transcript and awards the transfer credit in consultation with the department or program chair, dean, and Vice President of Instruction if necessary. The transfer coursework must be equivalent or higher in content and contact hours for the credit to be awarded. If the College does not offer a general education core class that the student wishes to transfer in, the registrar will designate a comparable course from the College Catalog to count toward the general education core requirement. If there is any question concerning the course content, the student is required to provide a course syllabus from the transfer institution.

All transcripts and standardized test scores must be received by mail or in person in the original sealed envelope from the institution or agency to be official. To be considered as official, electronic transcripts or scores must be received directly from the institution or agency. By accepting these official documents, the College takes responsibility for the equivalent coursework or credits recorded on the student's Edgecombe Community College transcript. All transfer credits will appear on a student's transcript with either a "TR" or "XT" status.

**Coursework Completed at Non-Accredited Institutions**

Coursework will not be accepted for transfer credit if completed at institutions that are not regionally accredited.

**Experiential Learning**

Many Edgecombe Community College students, in selected College programs, gain valuable work experience outside the classroom through Work Based Learning (WBL). Students must meet the eligibility requirements as outlined in the Edgecombe Community College Catalog. Some students may work as many as four semesters in part-time or full-time jobs with employers selected or approved by the College. Academic credit is given either as a course requirement or elective, depending on the course major.

**Advanced Placement (AP)**

Students can receive credits by Advanced Placement (AP) Examinations. The College allows credits from the College Entrance Examination Board for high school students taking AP tests scoring 3, 4, or 5 on them. Students should present the AP scores from the College Board to receive credits.

**High School Articulation**
Students entering ECC from North Carolina public high schools may be awarded articulated credit as provided in the state agreement. (link to HS-CC Articulation) Also, the College and the Edgecombe County public school system have a local agreement. (link to Articulation Agreement Example)

**College Level Examination Program (CLEP)**

Students may also receive college credit if they have passed a College Level Examination Program exam (CLEP). Official test scores must be sent to the Registrar for awarding credit. The College grants credit for the subject area exams only.

**Military Training**

The College may grant credit where applicable for military service schools following the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services when consistent with the students' program requirements. The Registrar, in conjunction with faculty, reviews the documentation and awards credit.

**Transfer/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 credit between the college and constituent institutions of the UNC System and certain independent colleges and universities. The institution ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's degree programs and assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

All community colleges in North Carolina participate in the North Carolina Community College System Combined Course Library. The library standardizes all course numbers, titles, and descriptions across all institutions. This consistency ensures that a course offered at one community college in North Carolina is equivalent to the same course offered at another community college. Since the North Carolina Community College System Curriculum Review Committee approves all courses in the CCL, it further ensures that the course content and student learning outcomes are appropriate. If a student wishes to transfer credit to the College for coursework taken at another community college in North Carolina, the registrar can quickly evaluate the student's transcript and award proper credit based on the CCL.

**Consortium Agreements**

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 courses taken at ECC. If approved for a consortium agreement, a student is required to have an OFFICIAL academic transcript sent to the other institution immediately following the end of the semester.

**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 enroll 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, the 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 coursework 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 student's curriculum program. Such credit may not be transferable to another program within the college or transferable from Edgecombe Community College to other colleges or universities.

**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 course being challenged. The instructor may then arrange a date and time for the examination, which may be written, oral, or both. To successfully challenge a course, students must obtain a minimum score of seventy (70) 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 to receive credit. If students do not wish to remain in the course, they should complete an official withdrawal.
5. Proficiency exams are given only for courses offered on the schedule that particular semester.
6. Students who fail a course are not eligible to earn credit by proficiency examinations.
7. Credit by proficiency exams that are taken at ECC may not be accepted at certain four-year institutions.
8. Students receiving veterans' benefits need to see the counselor in the Veterans' Office before taking any proficiency exam.
9. A student receiving financial aid needs to see someone in the Financial Aid Office before taking any proficiency exam.

**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 administering common departmental exams, embedding common questions on finals, and using common rubrics in a cross-section of the general education core and program areas. The competencies and assessment methods are documented in assessment outcomes.
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. 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 scheduled 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, and all students should be on time for classes or instructional sessions. 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 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 must attend 80 percent (80%) of the class and 80 percent (80%) of the lab, clinical, and shop hours. However, individual programs or departments may adhere to more stringent attendance policies. The attendance policy for each course is communicated 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 20 percent (20%) (or the more stringent percentage set by the respective program or department) of the total contact hours for the course, a student may be withdrawn from the class by the faculty member.

This policy shall be subject to any uniform policy adopted and implemented by the State Board of Community Colleges (SBCC) about attendance throughout the Community College System. To the extent that any terms and conditions
contained in this policy contradict or conflict with the terms and conditions of any such SBCC policy, the SBCC policy shall take precedence and supersede this policy.

**Attendance Appeal Process**

To be considered for reinstatement in the class, students must submit a Student Attendance Appeals Form (located on the college website on the Student Portal Forms page) to the Attendance Committee within three (3) class days of notification of withdrawal. The Attendance Committee consists of two (2) instructors. 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 the appropriate appeal process.

**Withdrawal Procedures**

Withdrawal by Students from Courses or College

A student who wishes to withdraw from an individual course or the College should complete a withdrawal form. A student is not officially withdrawn until he/she processes a withdrawal form with the Registrar's Office. The effective date of the withdrawal is the date the Registrar's Office receives the completed form. No student will be allowed to withdraw from any class after the seventy-five (75%) point or after the course has ended.

If a student completes the withdrawal process, the student will be given a grade of "W" for his/her class(es) prior to the seventy-five (75%) point.

Withdrawal by Faculty or Administration from Courses

A faculty member has the responsibility of withdrawing a student who has accumulated 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 withdraw a student at any time of the course. Any student withdrawn by a faculty member prior to the seventy-five (75%) point of the course will be issued a grade of "W." Any student withdrawn by a faculty member after the seventy-five (75%) point of the course will be issued a grade of "WP" or "WF." The faculty member will issue a grade of "WP" if the student is passing the class at the point of being withdrawn from the class after the seventy-five (75%) point. A faculty member may issue a grade of "WF" if the student is failing the class at the point of being withdrawn from the class after the seventy-five (75%) point.

Prior to withdrawing a student for attendance reasons, the faculty member must attempt to make contact with the student to discuss the student's standing in the class and the pending withdrawal. The contact, or attempted contact, must be recorded on the withdrawal form.

When extenuating circumstances exist, the Vice President of Instruction must approve the waiver of the grade of "WF".

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.
Costs & Financial Aid

- Costs for Attendance
- Curriculum Tuition
- Curriculum Fees
- Tuitions Refunds
- Financial Aid
- Student Responsibilities
- How to Apply
- Types of Financial Aid
- Scholarships
- Other Sources of Assistance
- Notification of Awards
- Disbursement of Loan Funds
- Satisfactory Academic Progress (SAP)
- Second Degrees, Diplomas, or Certificates
- Treatment of Remedial (Developmental) Courses
- Retaking Coursework

Costs for Attendance

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.

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." To determine their residency status for tuition, students should complete the NC Residency Determination Process by visiting <https://ncresidency.cfnc.org> on the web.

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 $76.00 per credit hour for in-state students. The maximum tuition for in-state students for a semester is $1,216.00.

Out-of-State Tuition

Tuition is $268.00 per credit hour for out-of-state students. The maximum tuition for out-of-state students for a semester is $4,288.00.
**Curriculum Fees**

**Student Activity**

The Student Activity fee is $3.00 per semester hour of credit. The maximum Student Activity fee per semester is $35.00 for up to 16 or more credit hours for in-state and out-of-state students.

**Computer Use and Technology**

The Computer Use and Technology fee is $2.00 per semester hour of credit. The maximum Computer Use and Technology fee per semester is $48.00 for up to 24 or more credit hours for in-state and out-of-state students.

**Campus Access, Parking, and Security**

The Campus Access, Parking, and Security fee is $2.00 per semester hour of credit. There is no maximum per semester.

**Books and Supplies**

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

**Student Success Fee**

The Student Success fee is $5.00 per semester. This fee is used for graduation and student-related costs such as diplomas, diploma covers, student cap and gown, ceremony costs, pre- and post-ceremony receptions, rehearsal, and other related costs.

**Student Accident 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. Though not required, the college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance. This coverage is available at the cost of $6.00 per year.

**Allied Health Fee**

The Allied Health fee is $30.00 per semester for students enrolled in health science courses.

**Malpractice Insurance**

All students enrolling in programs where they will work with the public are required to have malpractice insurance. These programs include but are not limited to, Barbering, Cosmetology, Esthetics, and all health science programs containing clinical courses. Malpractice Insurance is $8.50 per semester. The malpractice insurance fee is attached to specific courses requiring malpractice insurance.

**Vaccines, Checks, and Screens**

All persons who enroll in any ECC program in which they could be exposed to bloodborne pathogens are recommended to receive the Hepatitis B vaccination series at their own expense before participating in clinical or
similar training. Health science students will also be required to have a criminal background check and drug screen before 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 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 the Human Resources Director of the clinical agency at 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**

Unless otherwise required by law, Edgecombe Community College will not issue a tuition refund except under the following circumstances:

1. A 100 percent refund of tuition and fees is made if the student officially withdraws, or is officially withdrawn by the college, before the first day of the academic period 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 shall be made if the student officially withdraws from the class(es) before or on the official 10 percent point of the academic period.
3. For classes beginning at times other than the first week of the semester, a 100 percent refund of tuition and fees is made if the student officially withdraws from the class before the first day of the course section. A 75 percent refund of tuition is made if the student officially withdraws from the class before or on the 10 percent point of the course section.
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.
Student Responsibilities

To receive Federal Title IV assistance and state assistance, a student must:

- Demonstrate financial need through the completion of the FAFSA.
- Have a valid high school diploma or a High School Equivalency certificate on file with the college. (See NOTE below.)
- Be enrolled in an eligible program of study at ECC.
- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress.
- Certify that he or she is not in default on a federal student loan and does not owe money on any federal aid.
- Not have been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid.
- Register with Selective Service, if required.

NOTE: Students with a high school diploma determined to be invalid are not eligible for financial aid. A diploma will be deemed invalid if there is a reason to believe that limited coursework was required to complete the diploma or that a fee was charged by the agency that issued the diploma. Students with an invalid diploma may establish eligibility for financial aid as outlined below. "Enrollment" as used below is defined as officially registered and attending classes.

How to Apply

To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The FAFSA should be completed as soon as possible on or after October 1 for the upcoming academic year. If you prefer not to complete the application online, you may complete the FAFSA in PDF format and mail it to the processing center, or request a paper FAFSA by calling the Central Processing Center at 1-800-433-3243. If you are hearing impaired, you may contact the TTY line at 1-800-730-8913.

Students can get assistance filling out the FAFSA by visiting the Office of Financial Aid and the Student Success Centers on both Tarboro (McIntyre Building) and Rocky Mount (Barnes Building) campuses.

To be eligible for financial aid, students must:

- Complete the Free Application for Federal Student Aid form (FAFSA) at www.fafsa.gov;
- Be a U.S. citizen or an eligible non-citizen;
- Be enrolled in an eligible program of study at ECC;
- Not be in default on a Federal Student Loan or owe a refund on any Title IV grant at any educational institution.

Financial aid is determined each academic year, so a new FAFSA must be filled out every year.

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

Students should submit their FAFSA early. For priority consideration, apply 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 or the Federal Supplemental Educational Opportunity Grant or both in addition to the federal Pell Grant.
Types of Financial Aid

Federal Pell Grant (FPELL) 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 number of funds available for the program.

Pell Lifetime Eligibility Used (Pell LEU) Beginning with the 2012-2013 school year, 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.

Year-Round Pell Beginning with the 2017-2018 academic year, an eligible student may now receive full Federal Pell Grant for summer 2018 even if they received a full Federal Pell Grant during the fall and spring semesters. Year-round Pell allows students to receive up to 150 percent of a regular grant award over the course of the academic year so that they can continue taking classes in the summer and finish their degrees faster than they would otherwise.

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 per semester.* 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 $8.00 per hour.* Students' primary focus should be their 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 apply for employment through the Financial Aid Office.

*Funding is subject to change each July 1, pending legislative ruling.

Federal Direct Loan (FDL) Program

ECC participates in the William D. Ford Federal Direct Loan program to provide student and parent borrowers with funding for federal education loans received directly from the U.S. Department of Education.
Federal Direct Loans are low-interest loans to help eligible students cover the costs of higher education at ECC. Also referred to as Direct Stafford Loans, the funds will originate directly from the federal government instead of private lenders. Direct Stafford Loans are categorized in one of two ways:

**Direct Subsidized Loans** are based on financial need. Such loans are NOT charged interest while enrolled at least half-time or during grace periods and deferment periods.

Students may borrow up to $3,500 for their first year and up to $4,500 for their second-year status.

For "first-time borrowers" applying on or after July 1, 2013, the Department of Education has implemented a Direct Subsidized Loan Limit (SULA) or ("the 150% limit"). This provision limits a first-time borrowers eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's education program. Student borrowers who are subject to the SULA provision may only borrow Direct Unsubsidized Loans.

**Direct Unsubsidized Loans** are not based on financial need. ECC will determine the amount a student can borrow based on the student's cost of attendance and other financial aid received. Interest is charged while enrolled, and during grace, deferment, and forbearance periods - or the borrower can allow it to accrue and be capitalized (added to the principal amount of the loan).

Students may borrow up to $6000. Dependent students may borrow only $2000.

**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 Education Lottery Scholarship (NCELS)**

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 N.C. General Assembly among colleges and universities which offer nurse education programs. NESLP awards are available for the 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.

**North Carolina Targeted Assistance Program (NCTAP)**

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.
Scholarships

ECC Foundation 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 deadlines. Listed below are the scholarships available to eligible applicants as of publication of this catalog.

EDGE Scholarship

Edgecombe Community College has joined the national call to increase the number of college-educated adults. Beginning in Fall 2016, the College offered the EDGE Scholarship Program to qualified students for a fully-funded education for up to three years. Based on in-state tuition, the EDGE Scholarship Program provides a financial aid package which covers tuition, books, and fees.

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 N.C. Department of Veterans' Affairs, Raleigh, N.C., for information or contact the Veteran's Affairs counselor for more details.

Other Sources of Assistance

Workforce Innovation and Opportunity Act (WIOA)

Aimed at addressing the employment and training needs of Adults and Dislocated workers, the Workforce Innovation and Opportunity Act is a program funded by the Turning Point Workforce Development Board. Our joint goal is to assist individuals to enter into high demand occupations. Workforce Specialists are located at the NCWorks Career Center in Edgecombe/Nash counties.

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.

**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.

**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 before the end of the term in which they were received. Students are required to complete the FAFSA first.

**Notification of Award Decisions**

Students are notified of financial aid award decisions for the academic year once the financial aid file is complete. All notifications are emailed and available on Self Service unless the student has "opted in" to receiving paper notifications. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all required paperwork to the ECC Financial Aid Office.

**Disbursement of Loan Funds**

As a part of ECC's effort to assist students with their educational costs, the college will disburse loans in three payments during fall and spring semesters, and two payments during summer. 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 receive a refund. Payment schedules and additional information can be found on ECC's Financial Aid webpage.

ECC partners with Heartland ECSI to disburse financial aid refunds. ECSI will email students at their MyEdge.cc email address with a user ID and temporary password. Students have the option to select a disbursement method, via check or direct deposit. To verify your address, please call (252) 823-5166, ext. 255, or email admissions@edgecombe.edu.

Any questions regarding disbursement payment should be directed to ECSI (844) 760-6052 or by visiting their website at www.heartlandecsi.com.

**Satisfactory Academic Progress (SAP)**

**Satisfactory Academic Progress (SAP) Policy Statement**

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) towards the completion of an 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). Also, the SAP policy applies to the North Carolina State Grant program as well.

The 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 are not accepted.

**Satisfactory Progress Policy for Veterans**

The Veterans Administration regulations require that veterans maintain satisfactory progress to continue receiving their educational benefits. The following is a detailed description of the college's policy concerning satisfactory progress for veterans.

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.

**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 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:

<table>
<thead>
<tr>
<th>Cumulative Credit Hours Taken at ECC</th>
<th>Greater than 67% Pace of Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credit hours</td>
<td>2 or more credit hours</td>
</tr>
<tr>
<td>6 credit hours</td>
<td>4 or more credit hours</td>
</tr>
<tr>
<td>12 credit hours</td>
<td>8 or more credit hours</td>
</tr>
<tr>
<td>24 credit hours</td>
<td>16 or more credit hours</td>
</tr>
<tr>
<td>48 credit hours</td>
<td>32 or more credit hours</td>
</tr>
<tr>
<td>72 credit hours</td>
<td>48 or more credit hours</td>
</tr>
<tr>
<td>90 credit hours</td>
<td>60 or more credit hours</td>
</tr>
</tbody>
</table>

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.

Application of SAP Requirements

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

<table>
<thead>
<tr>
<th>This Semester</th>
<th>Cumulative GPA at the end of Semester</th>
<th>Next Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>2.0 or greater AND 67% or greater</td>
<td>Good</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2.0 or greater BUT Less than 67%</td>
<td>Warning</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Less than a 2.0 BUT 67% or greater</td>
<td>Warning</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Warning</td>
<td>2.0 or greater BUT Less than 67%</td>
<td>Suspended</td>
</tr>
<tr>
<td>Warning</td>
<td>Less than a 2.0 BUT 67% or greater</td>
<td>Suspended</td>
</tr>
<tr>
<td>Probation</td>
<td>Less than a 2.0 BUT 67% or greater</td>
<td>Suspended</td>
</tr>
</tbody>
</table>

- 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 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.
- The 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 or complete successfully the number of hours required to achieve a minimum of 67% to regain 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 ten 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 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 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.
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. Before meeting with an Academic Advisor, students must submit ALL official academic transcripts from ALL previously attended institutions. Official transcripts from ALL previously attended postsecondary 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 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 the 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.

Student Services

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.

Guidance and Counseling Services

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 appropriate 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.

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 decide terms of what curriculum program or programs they are best suited to enter. The meeting involves an evaluation of the high school transcript, along with a 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 physically-disabled 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. Faculty members also are available for consultation.

Referral Services

The successful resolution of most student problems is possible, especially if recognized early enough for timely referral to an appropriate resource for assistance. The problem may involve a relationship, 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 standard 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 issues are the cause of unsatisfactory
academic performance, students receive careful consideration and an offer of assistance to help resolve such problems effectively and confidentially.

**Substance Abuse**

The college will refer students to local substance abuse treatment providers.

**Health Services and Standards**

The college does not provide student health services on campus. Students should seek medical attention from an area healthcare facility or provider.

Students with communicable diseases may not be allowed to register for classes if 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 register for classes after recovery.

Students who have significant health conditions or limitations may be required to submit a report or medical examination before 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, the college will notify faculty advisors, instructors, and counselors of students identified as having significant health conditions.

Some programs have technical standards that students must be able to meet for admission to the program. Technical standards are physical, mental, social, and psychological requirements needed for educational training. Those standards are required so 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. The college provides these services under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event of accident or illness, college personnel or a designee should notify the Student Services Department or the Business Office as soon as possible. College personnel will provide first aid per their capabilities. The college maintains first aid kits and automatic electronic defibrillators (AEDs) 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.

The college will refer students who become ill, are injured, or develop health problems requiring professional attention, to the emergency room at the most convenient hospital or a local physician. In an emergency 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.
Disability Services

Policies & Procedures To Receive Accommodations for a Disability

ECC 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, learning disabled, and those experiencing other health impairments. It is the students' responsibility to request reasonable accommodations and to provide written documentation promptly.

Student Rights

1. Equal access to courses, programs, services, jobs, and activities offered by the college
2. Equal opportunity to work, learn and receive accommodations, academic adjustments, and auxiliary aids and services
3. Confidentiality of information regarding their disability as applicable laws allow
4. The information made available in accessible formats

Student Responsibilities

1. Meeting of qualifications and maintenance of essential institutional standards for the programs, courses, services, and activities
2. Self-identification of disability status in at least 30 days before the scheduled date for the program, service, or event so that the college has time to make appropriate arrangements
3. Provision of disability documentation from a qualified professional that reflects students' current disability status and the way their disability limits participation in courses, programs, services, and activities
4. Following published procedures for obtaining academic adjustments and auxiliary aids and services
5. Payment for all testing and evaluations required for documentation, if necessary

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It protects from discrimination against individuals with a disability. The ADA extends civil rights protection for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services. Appropriate accommodations for students with disabilities are mandated, and modifications must be made as needed in policies, practices, and procedures that assure accessibility of examinations and courses. This mandate includes all aspects of academic and non-academic activities, including admissions and recruitment, admission to programs, academic adjustments, financial assistance, and counseling.

Statement of Self-Advocacy

The college promotes student self-advocacy. This philosophy promotes independence and develops the skills students need to function successfully in the world of work. The mission of ECC's Disabilities Services is to adapt ECC's general services to the individual and specialized needs of students with disabilities to provide equal access to all programs and facilities for "otherwise qualified" students with disabilities. The goal is to integrate students with disabilities into the college and to help them participate in and benefit from the programs and activities enjoyed by all students.
Students who need disability accommodations must initiate contact with the special needs counselor. Federal law does not permit the college to collect information about a person's disability during the admissions process. Therefore, it is the students' responsibility to identify themselves and request services. Students must provide specific documentation of disabilities. All documentation and information regarding students' disabilities are kept confidential. The disability services counselor will coordinate discussions with instructors to determine any special needs in a specific setting.

**Process for Receiving Accommodations**

Persons who wish to apply for accommodations for a disability should complete the following steps:

1. See the Student Support Counselor in the Student Services Department.
2. Sign a "Release of Information Statement."
3. Provide documentation as described below in "Documentation Guidelines."

Once the steps above are completed, the college will release any relevant information to the faculty. The college provides accommodations for the specific needs of students based upon the documentation of the disability. The Student Support Counselor will guide the student through the process of gathering appropriate documentation.

**Documentation Guidelines**

Documentation has two primary purposes: to establish that individuals have a disability and to describe and document the functional impact of the disability for use in determining the need for and design of accommodations. Documentation is used to evaluate requests for reasonable accommodations and auxiliary aids. The evaluation process includes the impact of the documentation on the goals and standards of the program, course, or activity.

Once the documentation has been reviewed to establish the disability, and its functional impact on education, recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and other support services are considered.

**Disability Harassment Policy**

ECC prohibits any form of disability harassment involving any of its employees in the employment relationship or involving any college employee and a student of the college in the college relationship, whether it is in the form of a college employee harassing a student with a disability or a student with a disability harassing a college employee. The college has a firm belief and has established a policy that all employees are entitled to work, and all students are entitled to learn in an environment free of discrimination based on a disability. Any act, comment, or behavior which is harassing and which in any way interferes with an employee or a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited. Students or employees who feel they have been subjected to harassment due to a disability may file a complaint with the Vice President of Student Services. Complaints involving the Vice President of Student Services should be filed with the President.

**Disability Grievance Procedure**

Students have the right to appeal any decisions about accommodations, discrimination, and harassment by using the non-academic grievance procedure.
Veterans' Affairs

Role of the 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 the college has accepted veterans, they are assisted in completing their paperwork to be certified by the Department of Veterans' Affairs. Before certification, official transcripts from high school and all post-secondary training attempted must be submitted and evaluated so 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, any 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 advised through a probation letter. Veterans who fail to make satisfactory progress are terminated (ECC termination letter) and 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 individual 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.

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 in paying their child care costs 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 on the College's website. 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.
Campus Services

Bookstore

Textbooks can be bought and resold at the college bookstore. 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 student 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.

New Student Orientation

START@ ECC (Student Transition Advising and Registration Time), ECC's New Student Orientation, takes place on campus the first day of priority registration for fall, spring, and summer semesters, other days agreed upon by College officials, and online. 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 may learn about essential college services and policies and can be successful at ECC.

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 for 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, crises, instructor/student issues).
3. Refer students to other student support services within the college when appropriate (Student Success Center, 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 a 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 and the Student Success Center, to have contact with students who withdraw from their program.

Library Services

Mission Statement

The mission of Edgecombe Community College Library is to collect, circulate, and provide access to print, audiovisual, and electronic resources to support the programs of the college and lifelong learning goals of its students, faculty, and staff, as well as the entire community. Materials in the collection are selected in cooperation with faculty and augmented with interlibrary loans of books and articles from both CCLINC libraries and other research libraries worldwide. Library staff provides the highest standard of professional and friendly service to all patrons, including both individual and classroom instruction in information literacy.

General Information

Both Tarboro and the Rocky Mount campuses have libraries. Each library houses an extensive collection of books and eBooks, including reference, subject area, and fiction titles. All books may be checked out except for reference materials. The total number of texts 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 collections on each campus focuses on curriculum topics relevant to that location. Both current and back issues of many 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 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 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 audiovisuals. Audiovisual 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 audiovisual viewing rooms are available on the Tarboro campus for patrons. A small audio books collection is housed on both campuses. Audiobooks are available for checkout.

From the library web page, patrons may access the card catalog, online journals, and online databases. 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 databases 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

The library staff maintains a quiet atmosphere to facilitate study and research. 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 leave 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.

The Tutoring 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 the successful completion of these courses. Both the Tarboro and Rocky Mount campuses provide a Tutoring Center staffed by professional English, math, and other specific subject area tutors. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the College. Tutors assist with study skills, test-taking skills, and class content. Students may apply to become academic tutors by contacting the Tutoring Center coordinator.

To work with a tutor, a student can walk into the Tutoring Center on either campus and must present a current student identification card and request help. Instructors can refer students to the Tutoring Center although a referral is not required. Instructors may initiate the referral, or students may request one by using Starfish, ECC's communication tool and resource for coordinated support. Also, online tutoring is available to all students 24 hours per day, seven days a week, through Smarthinking.

The Tutoring Center also provides proctoring services for ECC's online students. Students must contact the Tutoring Center to make an appointment to have an exam proctored by the tutoring staff. There is no fee for ECC's tutoring and proctoring services. Please contact the Tutoring Center or the Tutoring Center coordinator for more information.

Success and Study Skills

ECC 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.
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).

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. Students should see their advisor or Student Services for a "Graduation Request Form" the semester before they plan to graduate. Students must submit a "Graduation Request Form" to Student Services to be included in the graduation process.

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. The 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.

Student Life and Development

Student Activities

ECC recognizes the importance of student activities for the 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 (SGA)

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 constitutional duty 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.

### 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 for 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 the recruitment of potential students, speak to groups on 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. A counselor in the Student Services Department acts as an advisor to the program.

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 coursework 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 for 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 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 before graduation. Professional certification requires continuing education, and membership and attendance 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 teamwork 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 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 & Alumni**

The purpose of this society is to enhance and support the lifelong learning process of students and professionals in the 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 regular 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 the 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 (PBL)

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, also, promotes a sense of civic and personal responsibility."

PBL is open to all degree majors.

Phi Theta Kappa (PTK)

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 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 students meet these qualifications, they 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)
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 in promoting 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 promoting and encouraging participation in healthcare-related community affairs and activities; representing the surgical technology student to consumers, institutions, and other organizations; facilitating the students' responsibilities for contributing to Surgical Technology education; and providing an avenue to raise funds for projects and educational opportunities while enrolled in the program.

Student Discipline, Rules, & Regulations

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 a person(s) authorized by the Vice President of Instruction (including department chairs) to determine whether a student has committed academic dishonesty and render a decision regarding an academic grievance and impose sanctions. Decisions made by an Academic Dean are final pending an 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 more than the number of times indicated in the faculty member's attendance policy in the course syllabus (See Academic Regulations, Grades, & Attendance.)
"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 the appeal of 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 expressly 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 applies 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 possession of, 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 files a Student Complaint.

"Dean in Student Services" means a person(s) authorized by the Vice President of Student Services to determine whether a student has violated the Student Code of Conduct and render a decision regarding a non-academic grievance and impose sanctions. Decisions made by the Dean of Student Services are final pending an 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 the 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 academic grievances and decide regarding the facts and applicable sanctions. Decisions related to academic dishonesty and academic grievances made by the Vice President of Instruction, or Vice President of Student Services if 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 the pursuit of its objectives as determined by the Vice President of Student Services. Each student is responsible for his or 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 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 the 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 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, knives, weapons, explosives, hazardous chemicals, or a combination thereof 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 harmful 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 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, password, or both.
   - 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 the regular 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 valid 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 before, or during a proceeding.
   - Harassment (verbal or physical) and intimidation of a member of a Campus Appeals Committee before, during, 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 before, 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 failure 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 non-academic grievances and decide regarding the facts and applicable sanctions. Decisions related to the Student Code of Conduct and non-academic grievances made by the Vice President of Student Services, or Vice President of Instruction if 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 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 course or event for a more extended period 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 prohibiting academic dishonesty and the Student Code of Conduct. Complaints alleging violations of the College's policy preventing 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 described 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 claim 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 appropriate Dean opens the case. During the investigation, an Accused Student should continue to attend class and required College functions unless otherwise instructed by the Academic Dean or Dean of 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 collect 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 summary 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 the penalties 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. 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 specific 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 breach of College regulations during the specified time may result in more severe 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 or until written specified conditions are met, after which the student is eligible to return or readmission. The appropriate Vice President may specify conditions for return or readmission.

**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 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 before graduation.

**Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process outlined in the College's policy prohibiting academic dishonesty or the Student Code of Conduct, including the end 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, the College intends 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 claim 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 resolution 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**

**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 a 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 informs 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 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 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 fears of confrontation of the Accused Student or Complainant or witnesses by using a visual screen, electronic communication, or written statement as determined appropriately is the sole discretion of the Chair.

5. The Campus Appeals Committee convenes the hearing.
   - The Committee conducts the hearing in private and informally and expeditiously.
• Only members of the Campus Appeals Committee, Accused Student 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 or Complainant and their advisors are permitted to attend the entire portion of the hearing (excluding the Committee's deliberations). If the Accused Student or Complainant does not appear at the hearing, the hearing will proceed, the evidence considered, and a decision made by the Committee.

• At the hearing, the Accused Student or Complainant and witnesses may testify. The Accused Student or Complainant's advisor is not permitted to speak or participate directly in the hearing. The Accused Student or Complainant and witnesses may be questioned only by members of the Campus Appeals Committee. The Accused Student 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 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 appropriate Vice President decides the appeal.

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 any decision or sanction according to his or 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.

The Composition of the Campus Appeals Committee

1. A chairperson appointed by the college President
2. Two full-time faculty members nominated by the Vice President of Instruction
3. Two Student Services staff members nominated by the Vice President of Student Services
4. One student appointed by the campus Student Government Association
5. 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 one academic year. Two alternative faculty members 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.

Attendance Appeal Process

To be considered for reinstatement in the class, students must submit a Student Attendance Appeals Form (located on the college website on the Student Portal Forms page) to the Attendance Committee within three (3) class days of notification of withdrawal. The Attendance Committee consists of two (2) instructors. 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 the appropriate appeal process.

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 kept in the Student Services Department. Continuing Education records are located in the Continuing Education Department. 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 record is released at the rate of five dollars ($5) per copy.

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

Education Records Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students who attend a postsecondary institution, such as the college, certain rights concerning their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. A student should submit to the registrar, dean, head of an academic department, or another appropriate school official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the documents may be examined. If the school official does not maintain the records to whom the request was submitted, that official shall advise the student of the correct school official to whom the application should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the Vice President of Student Services, clearly identify the part of the record the student wants to be changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service of function for which the school would otherwise use its employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the college. Upon request or if the student initiates the disclosure, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, the FERPA regulations require the institution to record the disclosure. Students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining the prior written consent of the student -

- To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. These officials may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in FERPA are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of FERPA.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of FERPA, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the support, determine the amount of aid, establish the conditions for the assistance, or enforce the terms of the funding.

• To organizations conducting studies for, or on behalf of, the school, to (a) develop, validate, or administer predictive tests; (b) manage student aid programs; or (c) improve instruction.

• To accrediting organizations to carry out their accrediting functions.

• To parents of an eligible student if the student is a dependent for IRS tax purposes.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency, subject to FERPA.

• Information designated by the school as "directory information." (see below)

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of FERPA. The disclosure may only include the final results of the disciplinary proceeding concerning that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding, subject to the requirements of FERPA, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

• To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

The College may disclose a student's "directory information" without their consent, and without violating FERPA if the student has not restricted their personal information. The College considers the following to be "directory information":

• name
• college email address
• address (local & home)
• telephone number (any listed)
• date of birth
• college/school & curriculum
• enrollment status & credit hours
• dates of attendance
• classification
• receipt or non-receipt of degree
• academic awards received (e.g., dean's list, honors students)
• participation in officially recognized activities
• previously attended educational institutions
• photographs and digital images

While attending Edgecombe Community College, students may request to restrict the release of their directory information except to College officials with a legitimate educational interest, as described in item 3, above. To restrict the release of directory information, a signed and dated request must be made in writing to the Registrar, Room 116, McIntyre Building, 2009 W. Wilson St., Tarboro, NC 27886. Should the student graduate or otherwise leave the College, this restriction will remain in place until the student requests in writing for it to be removed.
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, 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. 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.

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 safety. Do not post information online that you do not want to be 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 under North Carolina Public Records Law.
Crime Reports

A crime report is completed annually and made available to students on the ECC website. 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.

Other Rules and Regulations

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

Emergency Policies & Procedures and Campus Safety

- Inclement Weather Policy
- Reportable Communicable Disease Policy
- Campus Security Policies
- ID Card Policy
- Alcoholic Beverage, Drug, And Weapons Policy
- Tobacco-Free Campus Policy
- Alcohol and Substance Abuse Programs
- Timely Warnings
- Campus Security and Crime Awareness Report
- Sexual Harassment Policy
Inclement Weather Policy

The decision to close the college or delay the opening during inclement weather or other emergencies is the responsibility of the President or his/her designated representative.

Announcements concerning college operation are made by 6:30 a.m. on the following radio and television stations for all-day classes. Closing or delaying of day classes does not automatically affect the close of evening classes. Announcements concerning evening classes, if different from day classes are made on radio and television stations no later than 4:00 p.m.

<table>
<thead>
<tr>
<th>Station (TV)</th>
<th>Channel</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITN (TV)</td>
<td>Channel 7</td>
<td>Washington</td>
</tr>
<tr>
<td>WNCT (TV)</td>
<td>Channel 9</td>
<td>Greenville</td>
</tr>
<tr>
<td>WRAL (TV)</td>
<td>Channel 5</td>
<td>Raleigh</td>
</tr>
<tr>
<td>WTVD (TV)</td>
<td>Channel 11</td>
<td>Durham</td>
</tr>
<tr>
<td>WDWG (FM)</td>
<td>98.5 FM</td>
<td>Rocky Mount</td>
</tr>
<tr>
<td>POWER (FM)</td>
<td>95.5 FM</td>
<td>Rocky Mount</td>
</tr>
<tr>
<td>WZAX (FM)</td>
<td>99.7 FM</td>
<td>Rocky Mount</td>
</tr>
<tr>
<td>WNCT (FM)</td>
<td>107.9 MHZ</td>
<td>Greenville</td>
</tr>
<tr>
<td>WRAL (FM)</td>
<td>101.5 FM</td>
<td>Raleigh</td>
</tr>
</tbody>
</table>

A message regarding closings for both employees and students is placed on the college telephone message system by 6:30 a.m. and on the College's website.

Students, especially those coming in from outlying areas, should exercise personal judgment concerning highway conditions regardless of college announcements.

For the inclement weather policy specific to health sciences students assigned to a clinical site, these students should call the college phone number and press "4" for clinical instructions.

Actions that may be taken by the college include the following:

**College Closed** - In case of extremely severe weather or disaster, when roads are impassable or extremely dangerous, the college may close. A closing means that students do not need to report on the specified day(s). **College Delay** - Classes and the time employees and students report may be delayed.

When the college cancels classes due to the closing of the college, make-up days may be added at the end of the term to ensure that students receive the full hours of instructional time required for each course.
Reportable Communicable Disease Policy

Students of the college who may be infected with a reportable communicable disease, as defined by the North Carolina Mission for Health Services, are not excluded from enrollment or restricted in their access to college services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or other members of the institutional community. Persons who know that they are infected are urged to share that information with their advisor because the college can assist in an appropriate response to their health and educational needs. This information is kept confidential.

Campus Security Policies

Under Title II, Public Law 101-542 and GS 74G, 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 all college employees and students 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.

Security and Access Policies

ECC is open to students, employees, and visitors who have legitimate business to conduct during regular 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 Fridays. During the summer months, ECC operates on an abbreviated schedule. Summer hours are Monday through Thursday from 7:15 a.m. to 10:00 p.m. Any individuals found to be interfering with the educational process or normal business operations or posing any threat whatsoever to students or employees are escorted off campus.

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

Individual Safety Practices

Students should observe individual safety practices by doing the following:

1. Being alert and aware of their surroundings at all times. Their safety depends mostly upon their attitude and actions.
2. Carrying handbags, book bags, or briefcases close to the body.
3. Parking near the last building they will be in for the day or evening.
4. Remembering to lock vehicles.
5. Noting where they parked.
6. When returning to their car, having their keys out and ready.
7. If commuting to school by taxi or being dropped off at school by someone, waiting for the cab or ride inside the lobby of the building to which the transportation drives. If they cannot see approaching vehicles from inside the lobby, they should tell their ride to pick them up in front of the McIntyre Building or the Fleming Building in Tarboro or front of the Barnes Building in Rocky Mount. In these buildings, they can wait inside the lobby with the receptionist and easily see when their transportation arrives.
8. Checking the back seat and floorboard of their car before getting into it.
9. Avoiding walking alone in the dark and avoiding shortcuts that go through poorly lighted or confined areas.
10. Walking in groups whenever possible.
11. Walking confidently and looking directly at passers-by.
13. Going to the nearest campus phone and dialing 0 in Tarboro or 320 in Rocky Mount to get the receptionist if any of the following occur:
   1. They see a suspicious person.
   2. They see or have contact with someone behaving in a threatening or unusual manner.
   3. They see people fighting.
   4. They see someone, other than a uniformed law enforcement officer, with a weapon.
   5. Their instincts tell them something is wrong.

**ID Card Policy**

Students must have an official college ID badge which should be worn at all times while on campus. At registration, Student ID cards are supplied by the SGA. All students are required to present an ID to use the library resources, access the Print Management System, as well as, attend special SGA sponsored events and to receive discounts from selected area merchants. The activity fee covers the cost of the ID card; however, there is a $5 charge for a replacement card. Student ID cards must be renewed every academic year.

**Alcoholic Beverage, Drug, And Weapons Policy**

**Alcoholic Beverages**

Following North Carolina state law, ECC prohibits the possession, transportation, use, or sale of any alcoholic beverage within the property boundaries of the college. This policy applies to any student or employee of the college or visitor to ECC property. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment. Exceptions include functions prior approved by the college President as authorized by the College Board of Trustees.

**Drugs**

ECC property has been designated "Drug-Free." ECC's Student Conduct policy 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 a person may be under the influence of "legally prescribed medication," that person is responsible for his or her behavior.

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

Violators of this policy are subject to college disciplinary action, criminal prosecution, fine, and imprisonment.

**Weapons**

All students, employees, and visitors are prohibited from using or carrying a 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 Conduct policy specifically prohibits the use or possession of weapons and dangerous instruments on college properties as described in the North Carolina General Statutes. Concealed carry permit holders may store a handgun in a lockbox or closed compartment in a locked car in a public parking area on campus, only in compliance with the North Carolina General Statutes. Violators of this policy are subject to college disciplinary action, criminal prosecution, fine, and imprisonment.
Tobacco-Free Campus Policy

Edgecombe Community College is committed to providing its employees and students with a safe and healthful environment. Edgecombe Community College also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Edgecombe Community College further acknowledges that it has the legal authority to prohibit tobacco use under G.S. 143-599.

Therefore, Edgecombe Community College has established the following tobacco-free campus policy, to be implemented on August 1, 2011.

Definition. For this policy, tobacco is defined as any tobacco products including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, snuff, electronic or e-cigarettes, liquid nicotine vaporizers or other vapor delivery systems, or liquid nicotine.

Specifics of Policy. Use of tobacco is prohibited by students, staff, faculty or visitors

- in all campus buildings, facilities and vehicles owned by Edgecombe Community College;
- on campus grounds and property owned by Edgecombe Community College;
- at lectures, conferences, meetings, social and cultural events held on school property or school grounds.

Implementation & Compliance. A campus committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors and will ensure appropriate campus signage.

Smoking waste management products such as ashtrays shall be removed.

Visitors who repeatedly violate the policy shall be asked to leave campus. Employees who repeatedly violate the policy shall be referred to their supervisors and shall be given tobacco cessation materials. Personnel action can result from repeated violations by staff or faculty.

Enforcement of this policy for students shall include the provision of a verbal warning for the first offense and a written one for the second offense. The written warning file shall be filed with the Dean of Students on the Rocky Mount Campus and the Dean of Enrollment on the Tarboro Campus. The record shall be purged two years from the date of the incident. If a student is observed in violation of this policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the student code of conduct.

Opportunities for Cessation. The administration will consult with the county health department and other health organizations to provide faculty, staff, and students with information and access to free programs and services to help abtain from the use of tobacco products.

Alcohol and Substance Abuse Programs

ECC has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and misuse, including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

ECC's Student Services Department provides overall coordination of the Drug-Free School Program through various services.
Alcohol and Drug Education

ECC conducts annual alcohol and drug seminars for staff and students. Alcohol and drug educational materials are displayed in Student Services areas.

Counseling Services

Student Services counselors and a Student Support Counselor are available for counseling.

Referral Services

Student Services counselors are located in the department for student referrals.

College Disciplinary Actions

The Vice President of Student Services is responsible for college disciplinary actions.

Timely Warnings

If a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to students and employees of the college, a campus-wide "timely warning" is issued through the ECC email system to students, faculty, and staff. The college President or his/her designee decides to issue such a warning, through consultation with members of the College Management Team and the local police department.

Campus Security and Crime Awareness Report

The Director of Human Resources prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found on the ECC Web site at http://www.edgecombe.edu under About ECC > Publications.

Campus crime, arrest, and referral statistics include those reported to designated college officials and campus police.

Each year, an email notification is made to all enrolled students stating that this report has been completed and providing the information needed to access this report online. All employees receive a similar notification. Printed copies of this report may be obtained from the office of the Director of Human Resources.

Sexual Harassment Policy

ECC prohibits any form of sexual harassment involving any of its employees in the employment relationship or involving any college employee and a student of the college in the college relationship, whether it is in the form of a college employee sexually harassing a student or a student sexually harassing a college employee. The college has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination or intimidation based on sex. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with employees' or students' performance or creates an
intimidating, hostile, or offensive environment is strictly prohibited. Students or employees who feel that they have been subjected to sexual harassment may file a complaint with the Vice President of Student Services. Complaints involving the Vice President of Student Services should be filed with the President.

**Corporate and Community Development**

Continuing Education includes College and Career Readiness (Basic Skills), Hispanic/Latino Initiative, Human Resources Development (HRD), Occupational Extension, and Lifelong Learning. Workforce Development includes Fire, Emergency Medical Services and Rescue, and Law Enforcement; Business and Industry Services; NCWorks Career Centers; and the Small Business Center (SBC).

**College and Career Readiness (Basic Skills)**

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 I & II), Adult High School (AHS) Online, English as a Second Language (ESL), and High School Equivalency (HSE).

Materials are available in books and via classroom technology. 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. After placement testing occurs, students are then assigned to face-to-face classes to receive instruction on their appropriate grade level. There is no tuition fee to attend the center, but students should bring pencils and notebook paper. Programs are located on both campuses and classes are generally scheduled Monday through Thursday from 8:00 a.m. to 4:00 p.m. Depending on the location, there are also off-site programs that operate during the morning, afternoon, and evening hours. Students may obtain additional information from any Basic Skills Center instructor on the Rocky Mount or Tarboro campus.

**Adult Basic Education (ABE I)**

ABE I (formerly Compensatory Education) is defined as those educational opportunities that allow adults with developmental disabilities to function at their fullest potential. The program focuses on necessary 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.

**Adult Basic Education (ABE II)**

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 II is a stepping stone needed for advancement to additional studies in High School Equivalency (HSE). Students progress at their rate of learning, based on their abilities and needs. Students are provided books based on their assessment level.

ABE II classes are offered on the Rocky Mount and the Tarboro campuses, as well as at some community sites. No registration fee is required, and the college provides specially prepared materials with an emphasis on adult needs and interests.
High School Equivalency (HSE)

The HSE program is designed for adults who at some point left the traditional public school classroom and desire to work towards what has commonly been known as the GED. 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 via face-to-face classes is created for each student. Upon successful completion of tests, students earn the equivalent of a high school diploma. To be admitted to the HSE 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 consent of their parent or legal guardian. To apply to the program, students must complete an application and appear before an admissions committee.

The HSE component is offered at no cost to the student. However, students who take the HSE test must pay a testing fee. Students also must submit a copy of their Social Security card and a picture ID before enrolling.

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

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 in partnership with the Edgecombe County Public School System, 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 program director. 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:

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

**Total of Twenty-two (22) units required**

* Students who have not passed high school Physical Education cannot enroll in the AHS program.
English Language Acquisition (ELA) Program

The ELA program consists of classes that assist adults with limited or no English proficiency. ELA 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, the workforce, and high school equivalency preparation.

Classes are currently offered on the Rocky Mount campus on Saturday mornings from 8 am to 12 noon. The Basic Skills department provides all books and instructional materials.

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 develop their personal, communication, and workplace skills.

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

Additionally, the college offers a course, Workplace Spanish for School Employees, designed for teachers of Edgecombe County Public 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 hold the Latino Festival in downtown Rocky Mount.

For more information about the Hispanic/Latino Initiative, interested persons should contact the Hispanic/Latino Coordinator at 252-823-5166.

Human Resources Development (HRD)

HRD is a state-funded program administered by the North Carolina Community College System. HRD focuses on the development of essential 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 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 Interview/Resume/Application (IRA), Roadmap to Re-Entry, Basic Financial Literacy, SUPER Man, SUPER
Woman, Job Smart, and On Target for Employment. 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, or, (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.

Lifelong Learning

Lifelong Learning is a department that engages in innovative community-based programming that fosters cultural and intellectual teaching and learning with an emphasis on creative expression, social interaction, global understanding, and personal satisfaction.

Lifelong Learning creates classes for diverse populations/communities based upon need. These courses offer opportunities reflecting the needs of business, industry, professional and public service agencies, and community services.

Following are some of the different classes and programs offered at Edgecombe Community College. If you are interested in a course that you do not see listed, please contact us.

ALIVE@25

ARTS
Line Dancing
Shag Dancing
Storytelling

CREATIVE
Crochet for Beginners
Crochet - Advanced
Distress Furniture with Southern Strokes Design (by Jennifer Cooke)
DIY Wooden Pallets Furniture Design
Gunsmithing
Introduction to Scrapbooking
Splash into Painting
Spring Bows & Wreath Making
Upholstery Auto/Marine
Upholstery Repair

CULINARY ARTS
Basic Cake Decorating
Cooking School Series

FITNESS
Spring into Fitness (with Savannah Cummins)
Golf Basics (with Tommie Deal at Maccripine Country Club)

HISTORIC PRESERVATION - GENEALOGY
Introduction to Genealogy
Understanding Census Records - Advanced Genealogy
Identifying and Preserving Old Photos - Advanced Genealogy
Military Records - Advanced Genealogy
Researching Historic Property

**HISTORIC PRESERVATION - CONSTRUCTION and TRADES**
- Wood Roofing Repair
- Historic Carpentry Tools
- Building with Reclaimed Material
- Structural Pathology
- Historic Landscape and Gardening
- Build an Adirondack Chair
- Windows and Exterior Doors
- Porch Repair
- Painting and Finishing
- Barns, Smokehouses, and Dependencies
- Architecture of Northeastern North Carolina
- Designing and Replicating Historic Home Interiors
- Annual Preservation Trades Fair

**HORTICULTURE/GARDENING**
- Beekeeping: Managing a Colony of Bees

**MUSIC**
- Beginning Guitar
- Intermediate Guitar

**SAFETY**
- Motorcycle Safety

**TECHNOLOGY**
- Introduction to MS Word & PowerPoint
- Introduction to MS Excel
- Introduction to PowerPoint
- Android for Newbies
- iPhone for Newbies
- Keyboarding
- Simple Computers

For more information about Lifelong Learning, interested persons should contact the Continuing Education Program Administrator at 252-823-5166 ext. 357.

**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 jobs. 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 each is about two hours. Because the book is online, 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 through 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 Lifelong Learning office. Interested persons should visit the [college's website](#) to view the variety of courses offered.

**Recertification Classes**

Courses can be custom-designed for recertification. Teachers can take occupational extension classes if they relate to their field of work or take ED2Go courses 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, and Recertification Classes, contact the Continuing Education Program Assistant at (252) 823-5166 ext. 357.

**Business and Industry Services**

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

**Customized Training Programs**

The purpose of the Customized Training Program is to provide individualized 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.

Qualified 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 of North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

Eligible businesses and industries must demonstrate two or more of the following criteria to receive assistance:

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

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 the company pays trainees for all time during training hours.

**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, FrontPage, 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)

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.

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

The WorkKeys® system provides job profiles, skill assessments, and skills training in necessary 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 essential 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
  - Platinum Level - core employability skills for approximately 99% 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)
• Program is administered by local community colleges and NCWorks Career Centers.
• For more information about this testing service, you can visit the following website: www.crcnc.org. In addition to the general information, students and clients will find practice tests on this website.
• CRC fees are as follows:
  $30.00 - Complete battery - Reading for Information, Locating Information, and Applied Math.
  $10.00 - Cost for individual assessment.
  $ 5.00 - Cost for a reprint of scores.
  $10.00 - Cost of a certificate.
• For more information about how to request your CRC scores, feel free to e-mail your request to the CRC Administrator.

At Edgecombe Community College contact the CRC Administrator (252) 823-5166, ext. 243, or go to [http://www.edgecombe.edu/continuing-education/career-readiness-certificate](http://www.edgecombe.edu/continuing-education/career-readiness-certificate).

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. First Responders include, but are 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.

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 department personnel. 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 may be restricted to credentialed fire service personnel only.

Classes include but are not limited to the following:

• Firefighter Certification (Includes Skill Assessments & Written Tests)
• 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
• Technical Rescuer
• National Incident Management System (IS 700, 100, 200, 300, 400, 800)
• Special Rescue Operations
• Wildland Fire Management & Safety
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 emergencies. Programs are open to all EMS providers. A broad range of specialty classes, based on 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 may be restricted to credentialed EMS service personnel only.

Classes include but are not limited to:

- Emergency Medical Responder *
- Emergency Medical Technician *
- Advanced EMT *
- Paramedic *
- Trauma Specialty Certifications
- EMS Credential Recertification & Refreshers
- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Technical Rescuer
- BLS - CPR
- 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

* Course completion allows students to take the N.C. Office of Emergency Medical Services Credentialing Exam. This four-year renewable certification with required monthly continuing education is completed through departmental in-service training or refresher courses.
Law Enforcement

The Law Enforcement program at ECC is designed to provide Sworn 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 State. 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, law enforcement officers only.
Basic Law Enforcement Training, (BLET)

Basic Law Enforcement Training is an accredited program of the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission. BLET is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. Successful graduates earn 18 credits toward an associate degree in criminal justice technology, receive a certificate, and are qualified to take the certification examination mandated by the North Carolina Justice Education and Training Standards Commission. In addition to the BLET Certificate, successful graduates receive certifications in:

- Taser
- Pepper Spray
- Expandable Baton
- Shotgun

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, 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. First responders include, but are 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. 293.
Health Occupations

Edgecombe Community College currently offers various certificate training programs in healthcare. Courses include Personal Home Care Aide State Training (PHCAST), Community Health Coach, Nurse Aide I & II, Nurse Aide I Refresher, Phlebotomy, Medication Aide, and Medication Aide Instructor Training. Healthcare Provider CPR is included in each course except for Medication Aide courses. 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 the Health Occupations Coordinator at 252-823-5166 ext. 174 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 companies. The professional staff also helps find solutions to challenging business questions. The center has contact with crucial local business and community leaders and other member agencies across the state that will help with business ventures.

Private 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 available. 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

NCWorks Career Centers

The NCWorks Career Center in the Edgecombe County service area is governed by the local area Workforce Development Board, Turning Point WDB. It provides oversight to other centers in the region as well. Job seekers can
receive career and labor market counseling to assist with career choices and job placement. The mission of the TPWDB is: Provide a workforce that answers the demands of transforming knowledge and a skills-driven economy.

For more information about the NCWorks Career Center in Edgecombe County, please call 252-443-6175. The Center is located at 110 Fountain Park Drive, Suite 22-B, Battleboro, NC 27809. The mailing address is P.O. Box 7516, Rocky Mount, NC 27804.

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.

Registration

Students should register in advance for Continuing Education courses to assure they have a seat. Some courses will require registration and payment in advance. To register for a class or obtain more information, individuals should call the Continuing Education Office on the Tarboro campus at 252-823-5166 ext. 293 or on the Rocky Mount campus at 252-823-5166 ext. 356.

Fees

The NCCCS State Board sets tuition fees for occupational extension courses. Costs 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 fees. No student is officially enrolled until they have paid all charges.

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 course before 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 the course 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 course 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. The class teachers maintain attendance records.
2. The Continuing Education office issues official certificates 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. The college maintains all grades on a permanent record indefinitely.

**Grade Significance**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Represents satisfactory completion of course requirements</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Given to students who do not complete course requirements or attend less than 75 percent of the classes</td>
</tr>
<tr>
<td>DR</td>
<td>Dropped</td>
<td>Given to students who register but do not attend the class again before the 10 percent point of classes</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Represents satisfactory completion of course requirements</td>
</tr>
<tr>
<td>A</td>
<td>93 - 100</td>
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<tr>
<td>B</td>
<td>85 - 92</td>
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<td>C</td>
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<td>D</td>
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<td>F</td>
<td>0 - 69</td>
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</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
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</tbody>
</table>
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.

Curriculum Instruction & Programs of Study

- Purpose of Curriculum Instruction
- Options for Program Completion
- Goals for Curriculum Education
- Programs of Study

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 continued academic success in their pursuit of further study.

Goals for Curriculum Education

- To provide an academic advising system that assists all students in setting and achieving appropriate educational goals.
- To require all students to demonstrate an appropriate level of reading, writing, and mathematics skill before 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 or exceed all North Carolina Community College System performance standards for curriculum programs.

Options for Program Completion

ECC offers a wide variety of college credit curriculum programs. Students enrolled in curriculum courses at ECC can choose one of these options for program completion: the associate degree, the diploma, or the certificate. Classes in many areas are available day, night, on weekends, and through distance education. Admission to the college requires a high school diploma or its equivalent to enter an associate degree or diploma program. Students may need to take placement assessments in math, reading, computers, biology, and English before beginning their studies and may need
to take supplemental courses in those subjects if they are required prerequisites and their scores so indicate. Supplemental courses do not count toward the number of course credits required for graduation.

**Associate Degree Programs**

The college awards four degrees: Associate in Arts, Associate in General Education, Associate in Science, and Associate in Applied Science. The college designed the Associate in Arts and Associate in Science degrees 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 technical and occupational classes. The Associate in General Education degree program is for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth, and development. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities. Degree programs require an identified sixty-four to seventy-six (64-76) semester hours of credit in a curriculum program. Each graduate must demonstrate 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 technical occupation at the entry level and to progress rapidly to the skilled or craftsman level. Diploma programs require an identified thirty-six to forty-eight (36-48) semester hours of credit and include courses in communication skills and social sciences. 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.

**Certificate Programs**

Certificate programs train students for immediate employment, and they can generally complete the coursework in one (1) or two (2) semesters on a full-time or part-time basis. Students who successfully complete an identified twelve to eighteen (12-18) semester hours of credit in a curriculum program receive a certificate. In some curriculum areas, the courses earned in completing the certificate program count toward the diploma or associate degree.

**Programs of Study**

**Geospatial Technology, A.A.S. (A40220A)**

The Engineering and Technology Pathway 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.

Geospatial Technology is 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.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- GIS 111 - Intro to Geographic Info Sys Credit: 3
- GIS 120 - Introduction to Geodesy Credit: 3

**Spring - 2nd Semester**

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- GIS 112 - Introduction to GPS Credit: 3
- GIS 121 - Georeferencing & Mapping Credit: 3
- Behavioral/Social Sciences Elective

**Summer - 3rd Semester**

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
- Humanities/Fine Arts Elective

**Fall - 4th Semester**

- GIS 215 - GIS Data Models Credit: 3
- GIS 230 - GIS Data Creation Credit: 3
- GIS 235 - Raster GIS Credit: 3
- GIS 245 - Intro to Spatial Analysis Credit: 3

**Spring - 5th Semester**

- GIS 222 - Internet Mapping Credit: 3
- GIS 249 - Remote Sensing Credit: 3
- GIS 255 - Advanced Spatial Analysis Credit: 3
- GIS 261 - Programming in GIS Credit: 3

**Elective Courses**
Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses:

- GEO 111 - World Regional Geography Credit: 3
- GEO 112 - Cultural Geography Credit: 3
- GEO 130 - General Physical Geography Credit: 3

Humanities/Fine Arts Elective

Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Total Semester Hours Credit 67

Nursing, A.A.S. - RN Advanced Placement (A45110AP)

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.

Coursework 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 Procedure for Advanced Placement Licensed Practical Nurse

The college has designed a Nursing Transition plan for Licensed Practical Nurses who desire to enter the Associate Degree Nursing program with advanced standing. Applicants must meet the admission requirements outlined below. After acceptance into the Associate Degree Nursing program, students will enroll in NUR-214 Nursing Transition Concepts.

Admittance to the nursing program follows the policies established by the nursing faculty and approved by the administration. The college does not guarantee admission to all students who apply to the nursing program. Admission is competitive and relies 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 to receive credit for any nursing (NUR) course. Students may take curriculum courses other than NUR courses before admission to the program or after entry in the sequence offered. Applicants must complete the following courses before admission: BIO-168, BIO-169, ENG-111, MAT-003, and PSY-150.

Nursing students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and 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 in the spring semester. Students must complete each step of the application process before advancing to the next.
STEP I: APPLICATION PROCESS

- Complete a Nursing Information Session between September 1, and February 28.
- Submit all by February 1:
  - An online ECC application for admission.
  - Official high school transcripts or equivalencies.
  - A partial transcript if currently enrolled in high school. Students must submit a final transcript at the time of graduation.
  - Official transcripts from all colleges attended.
  - A PN Program transcript.
  - An ADN Program application after attending the Nursing Information Session (attendance required every year a student applies to the program).
  - ATI/TEAS score (s) to Student Services. If testing occurred at a site other than ECC test results are delivered to the College through official means by the agency that administered the test.
    Contact atitesting.com or (800) 667-7531.

STEP II: RANKING

- Take the Test of Essential Academic Skills (ATI/TEAS) before the application deadline.
- ATI/TEAS scores must meet the following criteria to be eligible for ranking:
  - A minimum overall score of 62%.
  - Testing occurred within the 24 months before the February 1 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 student tested.
  - The applicant must take all four sections of the ATI/TEAS test.
- ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
- The college will use the highest of up to two ATI/TEAS scores for ranking.

STEP III: CONDITIONAL RANKING

- Students who score a 62% on the ATI/TEAS will be competitively ranked.
- Points from the ATI/TEAS score and from the GPA on all ECC ADN nursing curriculum general education courses the student has completed from all colleges, including classes with grades below a "C," are included in the calculation. The ranking GPA also consists of all curriculum courses the student has completed more than once.
- The highest ranking applicants will receive a letter of conditional acceptance.
- Students must accept or reject the seat in writing to the Nursing Admissions Counselor.
- The college will mail a waiting list letter to the remaining eligible applicants.
- Students will continue to be accepted from the waiting list until the program is full.

STEP IV: FINAL ACCEPTANCE

- After accepting a nursing seat, the student must meet the following requirements to be fully accepted:
  - Successfully complete with a "C" or better ACA-111 or ACA-122, BIO-168, BIO-275, ENG-112, and PSY-241.
  - Students should be MAT "ready" in order to enter the Nursing program. For clarification, students must be eligible to take MAT-110 WITHOUT the RISE co-requisite by the program start date.
  - Hold unencumbered license to practice as an LPN in NC.
  - Attend a mandatory Nursing Orientation session.
  - Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
o Submit evidence of current (within the last year) CPR certification by the American Heart Association at the healthcare provider level.
o 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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes with less than a grade of "C."
o Submit a criminal background check and a drug screen by the required deadline.
o Failure to meet deadlines will result in the withdrawal of acceptance status.

LPN to ADN Prerequisites

- BIO 169 - Anatomy & Physiology II Credit: 4
- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- PSY 150 - General Psychology Credit: 3

Summer - 1st Semester

- ACA 122 - College Transfer Success Credit: 1
- BIO 275 - Microbiology Credit: 4
- NUR 214 - Nursing Transition Concepts Credit: 4

Fall - 2nd Semester

- NUR 221 - LPN to ADN Concepts I Credit: 9
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective

Spring - 3rd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- NUR 223 - LPN to ADN Concepts II Credit: 9
Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

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

Total Semester Hours Credit 71

Medical Assisting, A.A.S. (A45400)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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 Commission accredits the Edgecombe Community College Medical Assisting program on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756 727-210-2350
www.caahep.org

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 drug screening requirements of the agency at the student's expense before 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 an 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 before the 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 classes 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 to be fully accepted:

1. Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-143 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P1

1. 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 classes with less than a "C."
2. Submit a criminal background check by the required deadline.
3. Failure to meet deadlines will result in the withdrawal of acceptance status.
4. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
5. 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 year of enrollment.
6. A drug screen may be required after enrollment in the program depending on assigned clinical site requirements.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BIO 163 - Basic Anatomy & Physiology Credit: 5
- CIS 110 - Introduction to Computers Credit: 3
- MED 110 - Orientation to Medical Asst Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- MED 130 - Admin Office Procedures I Credit: 2
- OST 131 - Keyboarding Credit: 2
Spring - 2nd Semester

- ENG 111 - Writing & Inquiry Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- MED 131 - Admin Office Procedures II Credit: 2
- MED 232 - Medical Insurance Coding Credit: 2

Summer - 3rd Semester

- MED 114 - Professional Interactions in Health Care Credit: 1
- MED 140 - Exam Room Procedures I Credit: 5
- PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

- MED 118 - Medical Law and Ethics Credit: 2
- MED 150 - Laboratory Procedures I Credit: 5
- MED 183 - Electronic Medical Records I Credit: 5
- MED 240 - Exam Room Procedures II Credit: 5
- MED 272 - Drug Therapy Credit: 3
- Humanities/Fine Arts Elective

Spring - 5th Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
- MED 260 - MED Clinical Externship Credit: 5
- MED 262 - Clinical Perspectives Credit: 1
- MED 264 - Medical Assisting Overview Credit: 2
- MED 270 - Symptomatology Credit: 3

Elective Courses

Humanities/Fine Arts Elective

- ART 111 - Art Appreciation Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3

Total Semester Hours Credit 76
Nursing, A.A.S. - RN Full Program (A45110FP)

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.

Coursework 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 to ADN Program

Prerequisites

Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:
- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P2

Admission Requirements

ATI/TEAS

Scores must be within five years of application date.
- A 62% or greater on the Test of Essential Academic Skills (ATI/TEAS) for the ADN program.
- If testing occurred at a site other than ECC, test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.
- Students must take all four sections of the ATI/TEAS.
- No more than two ATI/TEAS scores per fiscal year (July 1-June 30), at least 28 days apart, will be eligible.
- ATI/TEAS Test Review Guide

GPA

Admission GPA

- A minimum GPA of 2.5 on Nursing curriculum general education courses that the student completes through the Fall semester.
- The college uses the highest grade attained in general education courses in the GPA calculation for admission.
- An overall 2.0 GPA on all attempted courses at ECC is required.
Ranking GPA

The college will use the grades in all attempted Nursing curriculum general education coursework in the GPA calculation for ranking, including courses with grades below a "C" from any college. Only transfer credits from regionally or nationally accredited institutions will be accepted.

Ranking Point Score

- Applicants to the ADN program who receive an overall ATI/TEAS score of 62% or higher are ranked based on a point score from their ATI/TEAS score, their BIO GPA, and quality points on all attempted general education coursework in the curriculum.
  - The Biology GPA carries greater weight in the point score than other general education courses.

Admission Steps for ADN

Repeat steps for each year of application.

Step I: Application process (Due March 1)

- Complete a Nursing Information Session between September 1, and February 28.
- Submit all by March 1:
  - An online ECC application for admission
  - Official high school transcripts or equivalency
  - A partial transcript if currently enrolled in high school. Students must submit a final transcript at the time of graduation.
  - Official transcripts from all colleges attended
  - An ADN Program application after attending the Nursing Information Session (attendance required every year of application)
  - ATI/TEAS score (s) to Student Services. If testing occurred at a site other than ECC test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.

Step II: Ranking (March 31)

- The college ranks eligible applicants according to their point score. The highest-ranked applicants who have a 2.5 Admission GPA or greater will move to Step III.
  - The college bases the number of ADN applicants who move to Step III on the available seats in the program, which varies from 30 - 50 each year.
- Applicants who have a 2.5 Admissions GPA but do not have a point score high enough to move to Step III initially will remain at Step II and receive notification that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance letters go out to the top-ranked applicants). Many applicants will give up their seat for a variety of reasons, which opens up places for the applicants still on the waiting list.
- All applicants who remain at Step II at the end of Spring semester will have their Point Score recalculated with Spring grades and will be re-ranked. Ranked applicants with a 2.5 Admission GPA will move to Step III as seats become available over the summer.
- Admission application cycle ends July 31.

Step III: Conditional Acceptance (April - July)

- The highest-ranked applicants will receive a letter of conditional acceptance and a medical form.
- Accept or reject the seat in writing to the Nursing Admissions Counselor by the due date.
Attend the mandatory Health Sciences Orientation.
Complete the medical form, background check, and drug screen by the due dates.
Applicants must maintain a 2.5 admissions GPA or higher through spring and summer terms.

Step IV: Final Acceptance

The college will notify applicants who meet the clinical agencies' employee health standards, background, and drug screen requirements of final acceptance. The cost of meeting these requirements can be significant and final acceptance is dependent on the applicant meeting the due dates listed in the conditional acceptance letter.

Fall - 1st Semester

- ENG 111 - Writing & Inquiry Credit: 3
- NUR 111 - Intro to Health Concepts Credit: 8
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective

Spring - 2nd Semester

- ACA 122 - College Transfer Success Credit: 1
- BIO 169 - Anatomy & Physiology II Credit: 4
- NUR 112 - Health - Illness Concepts Credit: 5
- NUR 113 - Family Health Concepts Credit: 5

Summer - 3rd Semester

- BIO 275 - Microbiology Credit: 4
- NUR 114 - Holistic Health Concepts Credit: 5
- PSY 241 - Developmental Psychology Credit: 3

Fall - 4th Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3

- NUR 211 - Healthcare Concepts Credit: 5
- NUR 212 - Health System Concepts Credit: 5

Spring - 5th Semester

- NUR 213 - Complex Health Concepts Credit: 10

Elective Courses

Humanities/Fine Arts Elective
Select 3 SHC from the following list of courses.

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

Total Semester Hours Credit 71

**Geospatial Technology - Unmanned Aircraft Systems Certificate (C40220BA)**

The Engineering and Technology Pathway 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.

Geospatial Technology is 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.

**Fall - 1st Semester**

- GIS 110 - Survey of GIS/GPS Credit: 1
- UAS 110 - Intro to UAS Operations Credit: 3
- UAS 111 - Unmanned Aircraft Systems Credit: 3
- UAS 115 - Small UAS Certification Credit: 2

**Spring - 2nd Semester**

- GIS 121 - Georeferencing & Mapping Credit: 3
- GIS 230 - GIS Data Creation Credit: 3
- UAS 230 - UAS Aerial Photo Surveys Credit: 3

Total Semester Hours Credit 18

**Geospatial Technology - Internet Mapping Services Certificate (C40220AA)**

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.

Geospatial Technology is 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.

**Fall - 1st Semester**

- CIS 110 - Introduction to Computers Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- GIS 111 - Intro to Geographic Info Sys Credit: 3

**Spring - 2nd Semester**

- GEO 111 - World Regional Geography Credit: 3
  or
- GEO 112 - Cultural Geography Credit: 3
- GIS 121 - Georeferencing & Mapping Credit: 3
- GIS 222 - Internet Mapping Credit: 3

**Total Semester Hours Credit 18**

**Geospatial Tech - Geographic Information Science Certificate (C40220AB)**

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.

Geospatial Technology is 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.

**Fall - 1st Semester**

- CIS 110 - Introduction to Computers Credit: 3
- GIS 111 - Intro to Geographic Info Sys Credit: 3
• GIS 120 - Introduction to Geodesy Credit: 3

Spring - 2nd Semester

• GEO 111 - World Regional Geography Credit: 3
  or
• GEO 112 - Cultural Geography Credit: 3

• GIS 112 - Introduction to GPS Credit: 3
• GIS 121 - Georeferencing & Mapping Credit: 3

Total Semester Hours Credit 18

Associate in Arts Degree, A.A. (A10100)

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

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

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

General Education Hours

45 Credits

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

English Composition

Select 6 SHC from the following list of courses.

• ENG 111 - Writing & Inquiry Credit: 3
• ENG 112 - Writing/Research in the Disciplines Credit: 3

Humanities/Fine Arts/Communications

Select 9 SHC from the following list of courses.

Minimum 2 subjects.

• ART 111 - Art Appreciation Credit: 3
• COM 231 - Public Speaking Credit: 3
• ENG 231 - American Literature I Credit: 3
• ENG 232 - American Literature II Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Social/Behavioral Sciences

Select 9 SHC from the following list of courses.

Minimum 2 subjects.

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

Mathematics

Select 3 SHC from the following list of courses.

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

Natural Sciences

Select 4 SHC from 1 of the following 3 groups of courses.

Group 1

• AST 111 - Descriptive Astronomy Credit: 3
• AST 111A - Descriptive Astronomy Lab Credit: 1

Group 2

• AST 151 - General Astronomy I Credit: 3
• AST 151A - General Astronomy I Lab Credit: 1

Group 3

• BIO 110 - Principles of Biology Credit: 4
Group 4

- BIO 111 - General Biology I Credit: 4

Group 5

- CHM 151 - General Chemistry I Credit: 4

Group 6

- GEL 111 - Introductory Geology Credit: 4

Group 7

- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1

Additional General Education Courses

An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused CAA general education courses in the program of study from which to make their selections.

- BIO 112 - General Biology II Credit: 4
- BIO 140 - Environmental Biology Credit: 3
- BIO 140A - Environmental Biology Lab Credit: 1
- CHM 131 - Introduction to Chemistry Credit: 3
- CHM 131A - Introduction to Chemistry Lab Credit: 1
- CHM 132 - Organic & Biochemistry Credit: 4
- CHM 152 - General Chemistry II Credit: 4
- CIS 110 - Introduction to Computers Credit: 3
- CIS 115 - Intro to Prog & Logic Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- DRA 112 - Literature of the Theatre Credit: 3
- DRA 126 - Storytelling Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- GEO 112 - Cultural Geography Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- HUM 120 - Cultural Studies Credit: 3
- HUM 211 - Humanities I Credit: 3
- MAT 172 - Precalculus Trigonometry Credit: 4
- MAT 271 - Calculus I Credit: 4
- MAT 272 - Calculus II Credit: 4
- MAT 273 - Calculus III Credit: 4
- PHY 251 - General Physics I Credit: 4
- PHY 252 - General Physics II Credit: 4
- PSY 241 - Developmental Psychology Credit: 3
- PSY 281 - Abnormal Psychology Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3
- SOC 213 - Sociology of the Family Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3
- SPA 111 - Elementary Spanish I Credit: 3
- SPA 112 - Elementary Spanish II Credit: 3

Other Required Hours

15 Credits

Academic Transition

- ACA 122 - College Transfer Success Credit: 1

Electives

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused courses in the program of study from which to make their selections.

- ACC 120 - Principles of Financial Accounting Credit: 4
- ACC 121 - Prin of Managerial Acct Credit: 4
- BIO 155 - Nutrition Credit: 3
- BIO 163 - Basic Anatomy & Physiology Credit: 5
- BIO 168 - Anatomy & Physiology I Credit: 4
- BIO 169 - Anatomy & Physiology II Credit: 4
- BIO 175 - General Microbiology Credit: 3
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- BUS 137 - Principles of Management Credit: 3
- CJC 111 - Intro to Criminal Justice Credit: 3
- CJC 141 - Corrections Credit: 3
- CSC 134 - C++ Programming Credit: 3
- CSC 139 - Visual BASIC Programming Credit: 3
- CSC 151 - JAVA Programming Credit: 3
- DRA 142 - Costuming Credit: 3
- DRA 145 - Stage Make-up Credit: 2
- DRA 170 - Play Production I Credit: 3
- EGR 150 - Intro to Engineering Credit: 2
- GIS 111 - Intro to Geographic Info Sys Credit: 3
• HEA 110 - Personal Health/Wellness Credit: 3
• HEA 112 - First Aid & CPR Credit: 2
• HIS 141 - Genealogy & Local History Credit: 3
• HIS 236 - North Carolina History Credit: 3
• PED 110 - Fit and Well for Life Credit: 2
• PED 117 - Weight Training I Credit: 1
• POL 130 - State & Local Government Credit: 3
• PSY 263 - Educational Psychology Credit: 3

Total Semester Hours Credit 60-61

One semester hour of credit (SHC) may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

Associate in General Education Degree, A.G.E. (A10300)

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

Coursework 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.

General Education Hours

15 Credits

The Associate in General Education curriculum program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the Combined Course Library, including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in natural sciences or mathematics. Courses must be at the 110-199 or 210-299 level.

English/Communications

Select 6 SHC from the following list of courses.

• COM 120 - Intro to Interpersonal Comm Credit: 3
• COM 140 - Intro to Intercultural Comm Credit: 3
• COM 231 - Public Speaking Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• ENG 112 - Writing/Research in the Disciplines Credit: 3
• ENG 114 - Prof Research & Reporting Credit: 3
Humanities/Fine Arts

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- DRA 112 - Literature of the Theatre Credit: 3
- DRA 126 - Storytelling Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- HUM 120 - Cultural Studies Credit: 3
- HUM 211 - Humanities I Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3
- SPA 111 - Elementary Spanish I Credit: 3
- SPA 112 - Elementary Spanish II Credit: 3

Social/Behavioral Sciences

Select 3 SHC from the following list of courses.

- ECO 251 - Principles of Microeconomics Credit: 3
- ECO 252 - Principles of Macroeconomics Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- GEO 112 - Cultural Geography Credit: 3
- HIS 111 - World Civilizations I Credit: 3
- HIS 112 - World Civilizations II Credit: 3
- HIS 131 - American History I Credit: 3
- HIS 132 - American History II Credit: 3
- POL 120 - American Government Credit: 3
- PSY 150 - General Psychology Credit: 3
- PSY 241 - Developmental Psychology Credit: 3
- PSY 281 - Abnormal Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 213 - Sociology of the Family Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3

Natural Sciences/Mathematics

Select 3 SHC from the following list of courses.

- AST 111 - Descriptive Astronomy Credit: 3
• AST 111A - Descriptive Astronomy Lab Credit: 1
• AST 151 - General Astronomy I Credit: 3
• AST 151A - General Astronomy I Lab Credit: 1
• BIO 110 - Principles of Biology Credit: 4
• BIO 111 - General Biology I Credit: 4
• BIO 112 - General Biology II Credit: 4
• BIO 140 - Environmental Biology Credit: 3
• BIO 140A - Environmental Biology Lab Credit: 1
• CHM 131 - Introduction to Chemistry Credit: 3
• CHM 131A - Introduction to Chemistry Lab Credit: 1
• CHM 132 - Organic & Biochemistry Credit: 4
• CHM 151 - General Chemistry I Credit: 4
• CHM 152 - General Chemistry II Credit: 4
• GEL 111 - Introductory Geology Credit: 4
• MAT 143 - Quantitative Literacy Credit: 3
• MAT 152 - Statistical Methods I Credit: 4
• MAT 171 - Precalculus Algebra Credit: 4
• MAT 172 - Precalculus Trigonometry Credit: 4
• MAT 271 - Calculus I Credit: 4
• MAT 272 - Calculus II Credit: 4
• MAT 273 - Calculus III Credit: 4
• PHY 110 - Conceptual Physics Credit: 3
• PHY 110A - Conceptual Physics Lab Credit: 1
• PHY 251 - General Physics I Credit: 4
• PHY 252 - General Physics II Credit: 4

Other Major Hours

50 Credits

Other major hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit.

Academic Transition

Select 1 SHC from the following list of courses.

• ACA 111 - College Student Success Credit: 1
• ACA 122 - College Transfer Success Credit: 1

Electives

Take 49 SHC from the following list or from any previously unused courses in the program of study.

• ACC 120 - Principles of Financial Accounting Credit: 4
• ACC 121 - Prin of Managerial Acct Credit: 4
• ACC 140 - Payroll Accounting Credit: 2
• ACC 150 - Acct Software Applications Credit: 2
• BIO 155 - Nutrition Credit: 3
• BIO 163 - Basic Anatomy & Physiology Credit: 5
• BIO 168 - Anatomy & Physiology I Credit: 4
• BIO 169 - Anatomy & Physiology II Credit: 4
• BIO 275 - Microbiology Credit: 4
• BTC 181 - Basic Lab Techniques Credit: 4
• BTC 250 - Principles of Genetics Credit: 3
• BUS 110 - Introduction to Business Credit: 3
• BUS 115 - Business Law I Credit: 3
• BUS 116 - Business Law II Credit: 3
• BUS 125 - Personal Finance Credit: 3
• BUS 137 - Principles of Management Credit: 3
• BUS 151 - People Skills Credit: 3
• BUS 153 - Human Resource Mgmt Credit: 3
• BUS 230 - Small Business Mgmt Credit: 3
• BUS 240 - Business Ethics Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• CIS 111 - Basic PC Literacy Credit: 2
• CIS 113 - Computer Basics Credit: 1
• CIS 115 - Intro to Prog & Logic Credit: 3
• CJC 111 - Intro to Criminal Justice Credit: 3
• CJC 121 - Law Enforcement Ops Credit: 3
• CJC 141 - Corrections Credit: 3
• CSC 134 - C++ Programming Credit: 3
• CSC 139 - Visual BASIC Programming Credit: 3
• CSC 151 - JAVA Programming Credit: 3
• CTS 130 - Spreadsheet Credit: 3
• DBA 120 - Database Programming I Credit: 3
• DRA 140 - Stagecraft I Credit: 3
• DRA 142 - Costuming Credit: 3
• DRA 145 - Stage Make-up Credit: 2
• EDU 144 - Child Development I Credit: 3
• EDU 145 - Child Development II Credit: 3
• EDU 216 - Foundations of Education Credit: 4
• EDU 221 - Children with Exceptionalities Credit: 3
• EGR 150 - Intro to Engineering Credit: 2
• ETR 220 - Innovation and Creativity Credit: 3
• GIS 111 - Intro to Geographic Info Sys Credit: 3
• HEA 110 - Personal Health/Wellness Credit: 3
• HEA 112 - First Aid & CPR Credit: 2
• HEA 130 - Health-Adult Sexuality Credit: 3
• HIS 141 - Genealogy & Local History Credit: 3
• HIS 236 - North Carolina History Credit: 3
• HIT 110 - Fundamentals of HIM Credit: 3
• HIT 114 - Health Data Sys/Standards Credit: 3
• HUM 140 - History of Architecture Credit: 3
• MAT 110 - Math Measurement & Literacy Credit: 3
Total Semester Hours Credit 65

Associate in General Education - Nursing BSN Transfer (A1030NG)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Fall - 1st Semester

- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- Humanities/Fine Arts Elective

Spring - 2nd Semester

- ACA 122 - College Transfer Success Credit: 1
- CHM 131 - Introduction to Chemistry Credit: 3
  and
- CHM 131A - Introduction to Chemistry Lab Credit: 1
  or
- CHM 151 - General Chemistry I Credit: 4
- ECO 251 - Principles of Microeconomics Credit: 3
  or
- ECO 252 - Principles of Macroeconomics Credit: 3
• ENG 231 - American Literature I Credit: 3
  or
• ENG 232 - American Literature II Credit: 3

• PSY 241 - Developmental Psychology Credit: 3

**Summer - 3rd Semester**

• BIO 168 - Anatomy & Physiology I Credit: 4

• HIS 111 - World Civilizations I Credit: 3
  or
• HIS 112 - World Civilizations II Credit: 3
  or
• HIS 131 - American History I Credit: 3
  or
• HIS 132 - American History II Credit: 3

• MAT 152 - Statistical Methods I Credit: 4
• POL 120 - American Government Credit: 3

**Fall - 4th Semester**

• BIO 169 - Anatomy & Physiology II Credit: 4
• BIO 275 - Microbiology Credit: 4

• ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3

• Humanities/Fine Arts Elective
• Behavioral/Social Sciences Elective

**Elective Courses**

**Humanities/Fine Arts**

Select 6 SHC from the following list of courses.

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

**Behavioral/Social Sciences**

Select 3 SHC from the following list of courses.
• SOC 213 - Sociology of the Family Credit: 3
• SOC 220 - Social Problems Credit: 3
• SOC 225 - Social Diversity Credit: 3
• SOC 240 - Social Psychology Credit: 3

Total Semester Hours Credit 60

Associate in Science Degree, A.S. (A10400)

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

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

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

General Education Hours

45 Credits

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

English Composition

Select 6 SHC from the following list of courses.

- ENG 111 - Writing & Inquiry Credit: 3
- ENG 112 - Writing/Research in the Disciplines Credit: 3

Communications/Humanities/Fine Arts

Select 6 SHC from the following list of courses.

Minimum 2 subjects.

- ART 111 - Art Appreciation Credit: 3
- COM 231 - Public Speaking Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

Minimum 2 subjects
Behavioral/Social Sciences

Select 6 SHC from the following list of courses.

Minimum 2 subjects.

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

Minimum 2 subjects

Mathematics

Select 8 SHC from the following list of courses.

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

Natural Sciences

Select 8 SHC from 1 of the following 10 groups of courses.

Group 1

- AST 151 - General Astronomy I Credit: 3
- AST 151A - General Astronomy I Lab Credit: 1
- BIO 110 - Principles of Biology Credit: 4

Group 2

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

Group 3

- AST 151 - General Astronomy I Credit: 3
- AST 151A - General Astronomy I Lab Credit: 1
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1
Group 4

- BIO 110 - Principles of Biology Credit: 4
- GEL 111 - Introductory Geology Credit: 4

Group 5

- BIO 110 - Principles of Biology Credit: 4
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1

Group 6

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

Group 7

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

Group 8

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

Group 9

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

Group 10

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

Additional General Education Courses

An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused CAA general education courses in the program of study from which to make their selections.

- AST 111 - Descriptive Astronomy Credit: 3
- AST 111A - Descriptive Astronomy Lab Credit: 1
• AST 152 - General Astronomy II Credit: 3
• AST 152A - General Astronomy II Lab Credit: 1
• BIO 140 - Environmental Biology Credit: 3
• BIO 140A - Environmental Biology Lab Credit: 1
• CHM 131 - Introduction to Chemistry Credit: 3
• CHM 131A - Introduction to Chemistry Lab Credit: 1
• CHM 132 - Organic & Biochemistry Credit: 4
• CIS 110 - Introduction to Computers Credit: 3
• CIS 115 - Intro to Prog & Logic Credit: 3
• COM 140 - Intro to Intercultural Comm Credit: 3
• GEO 111 - World Regional Geography Credit: 3
• GEO 112 - Cultural Geography Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• HUM 120 - Cultural Studies Credit: 3
• MAT 143 - Quantitative Literacy Credit: 3
• MAT 152 - Statistical Methods I Credit: 4
• MAT 273 - Calculus III Credit: 4
• PSY 241 - Developmental Psychology Credit: 3
• PSY 281 - Abnormal Psychology Credit: 3
• REL 110 - World Religions Credit: 3
• REL 212 - Intro to New Testament Credit: 3
• REL 221 - Religion in America Credit: 3
• SOC 213 - Sociology of the Family Credit: 3
• SOC 220 - Social Problems Credit: 3
• SOC 225 - Social Diversity Credit: 3
• SPA 111 - Elementary Spanish I Credit: 3
• SPA 112 - Elementary Spanish II Credit: 3

Other Required Hours

15 Credits

Academic Transition

Take 1 credit from:

• ACA 122 - College Transfer Success Credit: 1

Electives

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused courses in the program of study from which to make their selections.

• ACC 120 - Principles of Financial Accounting Credit: 4
• ACC 121 - Prin of Managerial Acct Credit: 4
• BIO 155 - Nutrition Credit: 3
• BIO 163 - Basic Anatomy & Physiology Credit: 5
• BIO 168 - Anatomy & Physiology I Credit: 4
• BIO 169 - Anatomy & Physiology II Credit: 4
• BIO 175 - General Microbiology Credit: 3
• BUS 110 - Introduction to Business Credit: 3
• CSC 134 - C++ Programming Credit: 3
• CSC 139 - Visual BASIC Programming Credit: 3
• CSC 151 - JAVA Programming Credit: 3
• EGR 150 - Intro to Engineering Credit: 2
• GIS 111 - Intro to Geographic Info Sys Credit: 3
• HEA 110 - Personal Health/Wellness Credit: 3
• HEA 112 - First Aid & CPR Credit: 2
• HIS 141 - Genealogy & Local History Credit: 3
• HIS 236 - North Carolina History Credit: 3
• PED 110 - Fit and Well for Life Credit: 2
• PED 117 - Weight Training I Credit: 1
• POL 130 - State & Local Government Credit: 3
• PSY 263 - Educational Psychology Credit: 3

Total Semester Hours Credit 60-61

One semester hour of credit (SHC) may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.

Accounting and Finance, A.A.S. (A25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 110 - Introduction to Business Credit: 3
• BUS 115 - Business Law I Credit: 3
• BUS 121 - Business Math Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
- BUS 116 - Business Law II Credit: 3

- ECO 251 - Principles of Microeconomics Credit: 3
  or
- ECO 252 - Principles of Macroeconomics Credit: 3

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

Summer - 3rd Semester

- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 140 - Payroll Accounting Credit: 2
- Accounting Elective
- Major Elective

Fall - 4th Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- BUS 240 - Business Ethics Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- Humanities/Fine Arts Elective

Spring - 5th Semester

- ACC 131 - Federal Income Taxes Credit: 3
- ACC 220 - Intermediate Accounting I Credit: 4
- BUS 125 - Personal Finance Credit: 3
- Major Elective

Elective Courses

Accounting Elective

Select 2 SHC from the following list of courses.

- ACC 150 - Acct Software Applications Credit: 2
- ACC 151 - Acct Spreadsheet Applications Credit: 2
- ACC 152 - Adv Software Applications Credit: 2
Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Major Elective(s)

Select 6 SHC from the following list of courses.

- ACC 180 - Practices in Bookkeeping Credit: 3
- ACC 210 - Enterprise Risk Management Credit: 3
- ACC 240 - Govt & Not-for-Profit Acct Credit: 3
- BAF 143 - Financial Planning Credit: 3
- BUS 137 - Principles of Management Credit: 3
- BUS 225 - Business Finance Credit: 3
- BUS 230 - Small Business Mgmt Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 112 - Work Based Learning I Credit: 2
- WBL 115 - Work Experience Seminar I Credit: 1
- WBL 121 - Work Based Learning II Credit: 1
- WBL 122 - Work Based Learning II Credit: 2
- WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 67

Accounting & Finance Diploma (D25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- ACC 131 - Federal Income Taxes Credit: 3
- ACC 140 - Payroll Accounting Credit: 2
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
- BUS 125 - Personal Finance Credit: 3

Summer - 3rd Semester

- Humanities/Fine Arts Elective Credit: 3
- Major Elective Credit: 1-3
- Major Elective Credit: 1-3
- Major Elective Credit: 1-3

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Major Electives

Select 8 SHC from the following list of courses.

- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 150 - Acct Software Applications Credit: 2
- ACC 151 - Acct Spreadsheet Applications Credit: 2
• ACC 152 - Adv Software Applications Credit: 2
• ACC 180 - Practices in Bookkeeping Credit: 3
• BUS 116 - Business Law II Credit: 3
• BUS 137 - Principles of Management Credit: 3
• BUS 240 - Business Ethics Credit: 3
• WBL 111 - Work Based Learning I Credit: 1
• WBL 112 - Work Based Learning I Credit: 2
• WBL 115 - Work Experience Seminar I Credit: 1
• WBL 121 - Work Based Learning II Credit: 1
• WBL 122 - Work Based Learning II Credit: 2
• WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 42

Accounting & Finance - Financial Services Certificate (C25800B)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Fall - 1st Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• BUS 125 - Personal Finance Credit: 3

Spring - 2nd Semester

• ACC 149 - Intro to Acct Spreadsheets Credit: 2
• BAF 143 - Financial Planning Credit: 3

Summer - 3rd Semester

• ACC 210 - Enterprise Risk Management Credit: 3
• BUS 225 - Business Finance Credit: 3

Total Semester Hours Credit 18
Accounting & Finance - Excel Certificate (C25800C)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Fall - 1st Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 115 - Business Law I Credit: 3

Spring - 2nd Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
- ACC 151 - Acct Spreadsheet Applications Credit: 2

Total Semester Hours Credit 18

Accounting & Finance - Quickbooks Certificate (C25800D)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Fall - 1st Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 115 - Business Law I Credit: 3

Spring - 2nd Semester

- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
CURRICULUMS IN THE MOBILE EQUIPMENT MAINTENANCE AND REPAIR PATHWAY PREPARE INDIVIDUALS FOR EMPLOYMENT AS ENTRY-LEVEL TRANSPORTATION SERVICE TECHNICIANS. THE PROGRAM PROVIDES AN INTRODUCTION TO TRANSPORTATION INDUSTRY CAREERS AND INCREASES STUDENT AWARENESS OF THE DIVERSE TECHNOLOGIES ASSOCIATED WITH THIS DYNAMIC AND CHALLENGING FIELD.

COURSEWORK MAY INCLUDE TRANSPORTATION SYSTEMS THEORY, BRAKING SYSTEMS, CLIMATE CONTROL, DESIGN PARAMETERS, DRIVE TRAINS, ELECTRICAL/ELECTRONIC SYSTEMS, ENGINE REPAIR, ENGINE PERFORMANCE, ENVIRONMENTAL REGULATIONS, MATERIALS, PRODUCT FINISH, SAFETY, STEERING/SUSPENSION, TRANSMISSION/TRANSAXLES, AND SUSTAINABLE TRANSPORTATION, DEPENDING ON THE PROGRAM MAJOR AREA CHOSEN.

GRADUATES OF THIS PATHWAY SHOULD BE PREPARED TO TAKE PROFESSIONAL LICENSURE EXAMS, WHICH CORRESPOND TO CERTAIN PROGRAMS OF STUDY, AND TO ENTER CAREERS AS ENTRY-LEVEL TECHNICIANS IN THE TRANSPORTATION INDUSTRY.

THE AUTOMOTIVE SYSTEMS TECHNOLOGY PROGRAM PREPARES INDIVIDUALS TO APPLY TECHNICAL KNOWLEDGE AND SKILLS TO REPAIR, SERVICE, AND MAINTAIN ALL TYPES OF AUTOMOBILES. INCLUDES INSTRUCTION IN BRAKE SYSTEMS, ELECTRICAL SYSTEMS, ENGINE PERFORMANCE, ENGINE REPAIR, SUSPENSION AND STEERING, AUTOMATIC AND MANUAL TRANSMISSIONS AND DRIVE TRAINS, AND HEATING AND AIR CONDITION SYSTEMS.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- AUT 113 - Automotive Servicing 1 Credit: 2
- AUT 116 - Engine Repair Credit: 3
- AUT 116A - Engine Repair Lab Credit: 1
- AUT 123 - Powertrain Diag & Service Credit: 2
- AUT 181 - Engine Performance 1 Credit: 3
- ENG 102 - Applied Communications II Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2
- Physics/Welding Elective(s)

**Spring - 2nd Semester**

- AUT 141 - Suspension & Steering Sys Credit: 3
- AUT 151 - Brake Systems Credit: 3
- AUT 183 - Engine Performance 2 Credit: 4
- TRN 120 - Basic Transport Electricity Credit: 5
- TRN 130 - Intro to Sustainable Transport Credit: 3
- Physics/Welding Elective(s)

**Electives**

WLD offered in Fall Semester
PHY offered in Spring Semester

Take either

- PHY 110 - Conceptual Physics Credit: 3 Spring Semester
  and
- PHY 110A - Conceptual Physics Lab Credit: 1 Spring Semester
  or
- WLD 112 - Basic Welding Processes Credit: 2 Fall Semester

Total Semester Hours Credit 40-42

Automotive Systems Technology - Basic Auto Servicing Certificate (C60160A)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Fall - 1st Semester

- AUT 116 - Engine Repair Credit: 3
- AUT 181 - Engine Performance 1 Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2

Spring - 2nd Semester

- AUT 151 - Brake Systems Credit: 3
- TRN 120 - Basic Transport Electricity Credit: 5

Total Semester Hours Credit 16
Baking & Pastry Arts, A.A.S. (A55130)

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies, and professionalism. Course work includes specialty/artisanal bread, desserts/pastries, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef, and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Fall - 1st Semester

- CUL 110 - Sanitation and Safety Credit: 2
- CUL 110A - Sanitation and Safety Lab Credit: 1
- CUL 140 - Culinary Skills I Credit: 5
- CUL 160 - Baking I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- BPA 150 - Artisan & Specialty Bread Credit: 4
- BPA 210 - Cake Design and Decorating Credit: 3
- CUL 150 - Food Science Credit: 2
- CUL 260 - Baking II Credit: 3
- HUM 115 - Critical Thinking Credit: 3

Summer - 3rd Semester

- CUL 112 - Nutrition for Foodservice Credit: 3
- HRM 245 - Human Resource Mgmt - Hospitality Credit: 3
- PSY 118 - Interpersonal Psychology Credit: 3

Fall - 4th Semester

- BPA 120 - Petit Fours & Pastries Credit: 3
- BPA 130 - European Cakes and Tortes Credit: 3
- BPA 220 - Confection Artistry Credit: 4
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- WBL 112 - Work Based Learning I Credit: 2

Spring - 5th Semester

- BPA 230 - Chocolate Artistry Credit: 3
- BPA 230A - Chocolate Artistry Lab Credit: 1
BPA 240 - Plated Desserts Credit: 3
BPA 250 - Dessert/Bread Production Credit: 5
BPA 260 - Pastry & Bread Marketing Credit: 3

Total Semester Hours Credit 72

Baking & Pastry Arts Certificate (C55130)

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies, and professionalism. Course work includes specialty/artisanal bread, desserts/pastry, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef, and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Fall - 1st Semester

- CUL 110 - Sanitation and Safety Credit: 2
- CUL 110A - Sanitation and Safety Lab Credit: 1
- CUL 160 - Baking I Credit: 3

Spring - 2nd Semester

- BPA 150 - Artisan & Specialty Bread Credit: 4
- BPA 240 - Plated Desserts Credit: 3

Summer - 3rd Semester

- BPA 130 - European Cakes and Tortes Credit: 3

Total Semester Hours Credit 16
Barbering Diploma (D55110)

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.

Fall - 1st Semester

- BAR 111 - Barbering Concepts I Credit: 4
- BAR 112 - Barbering Clinic I Credit: 8
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- BAR 113 - Barbering Concepts II Credit: 4
- BAR 114 - Barbering Clinic II Credit: 8
- ENG 102 - Applied Communications II Credit: 3

Summer - 3rd Semester

- BAR 115 - Barbering Concepts III Credit: 4
- BAR 116 - Barbering Clinic III Credit: 4

Fall - 4th Semester

- BAR 117 - Barbering Concepts IV Credit: 2
- BAR 118 - Barbering Clinic IV Credit: 7

Total Semester Hours Credit 48

Biotechnology, A.A.S. (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.
Biotechnology is a program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

### Required Courses

- ACA 111 - College Student Success Credit: 1 *
  or
- ACA 122 - College Transfer Success Credit: 1 *
- BIO 111 - General Biology I Credit: 4 *
- BIO 112 - General Biology II Credit: 4 *
- BIO 275 - Microbiology Credit: 4 *
- BTC 181 - Basic Lab Techniques Credit: 4 *
- BTC 250 - Principles of Genetics Credit: 3 *
- CHM 132 - Organic & Biochemistry Credit: 4 *
- CIS 110 - Introduction to Computers Credit: 3 *
- ENG 111 - Writing & Inquiry Credit: 3 *
- PHY 110 - Conceptual Physics Credit: 3 *
  or
- PHY 110A - Conceptual Physics Lab Credit: 1 *
- PHY 151 - College Physics I Credit: 4 *
- BIO 280 - Biotechnology Credit: 3
- BTC 270 - Recombinant DNA Technology Credit: 4
- BTC 275 - Industrial Microbiology Credit: 4
- BTC 281 - Bioprocess Techniques Credit: 4
- BTC 285 - Cell Culture Credit: 3
- BTC 286 - Immunological Techniques Credit: 4

### Elective Courses

**Mathematics Elective**

- MAT 110 - Math Measurement & Literacy Credit: 3 *
  or
- MAT 171 - Precalculus Algebra Credit: 4 *
  or
- MAT 172 - Precalculus Trigonometry Credit: 4 *

**Humanities/Fine Arts Elective**

- HUM 110 - Technology & Society Credit: 3 *
  or
- HUM 115 - Critical Thinking Credit: 3 *

**Experience Elective**
• BTC 288 - Biotech Lab Experience Credit: 2
or
• WBL 112 - Work Based Learning I Credit: 2

Communications Elective

• ENG 112 - Writing/Research in the Disciplines Credit: 3
or
• ENG 114 - Prof Research & Reporting Credit: 3 *

Chemistry Elective

• CHM 131 - Introduction to Chemistry Credit: 3 *
and
• CHM 131A - Introduction to Chemistry Lab Credit: 1 *
or
• CHM 151 - General Chemistry I Credit: 4 *
and
• CHM 152 - General Chemistry II Credit: 4 *

Behavioral/Social Science Elective

• POL 120 - American Government Credit: 3 *
or
• PSY 150 - General Psychology Credit: 3 *
or
• SOC 210 - Introduction to Sociology Credit: 3 *
or
• SOC 220 - Social Problems Credit: 3 *

Total Semester Hours Credit 66-67

* 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, A.A.S. (A25120)

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.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- BUS 121 - Business Math Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 116 - Business Law II Credit: 3
- ECO 251 - Principles of Microeconomics Credit: 3
  or
- ECO 252 - Principles of Macroeconomics Credit: 3
- BIO 140 - Environmental Biology Credit: 3
  and
- BIO 140A - Environmental Biology Lab Credit: 1
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4

Summer - 3rd Semester

- ACC 140 - Payroll Accounting Credit: 2
  Or
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
  Or
- ACC 150 - Acct Software Applications Credit: 2
- BUS 135 - Principles of Supervision Credit: 3
  Or
- BUS 151 - People Skills Credit: 3
  Or
- BUS 153 - Human Resource Mgmt Credit: 3
  Or
- BUS 255 - Org Behavior in Bus Credit: 3
- BUS 137 - Principles of Management Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester
• ACC 121 - Prin of Managerial Acct Credit: 4
• ENG 114 - Prof Research & Reporting Credit: 3
• MKT 120 - Principles of Marketing Credit: 3
• Major Elective

Spring - 5th Semester

• ACC 131 - Federal Income Taxes Credit: 3
• BUS 125 - Personal Finance Credit: 3
• BUS 230 - Small Business Mgmt Credit: 3
• BUS 239 - Bus Applications Seminar Credit: 2
• BUS 240 - Business Ethics Credit: 3

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

• Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.
• Recommended Electives: ART 111*, DRA 111, DRA 126, HUM 110, HUM 115, HUM 120, REL 110, MUS 110*, or PHI 240* *UGETC courses

Major Electives

3 credit hours

• Select 3 SHC from the following courses:
• ACC 122 - Prin of Financial Acct II Credit: 3
• ACC 180 - Practices in Bookkeeping Credit: 3
• INT 110 - International Business Credit: 3
• INT 210 - International Trade Credit: 3
• LOG 110 - Introduction to Logistics Credit: 3
• LOG 120 - Global Logistics Credit: 3
• LOG 210 - Fleet Management Credit: 3
• LOG 220 - Logistics Management Credit: 3
• MKT 123 - Fundamentals of Selling Credit: 3
• MKT 125 - Buying & Merchandising Credit: 3
• MKT 220 - Advertising and Selling Credit: 3
• MKT 224 - International Marketing Credit: 3
• WBL 111 - Work Based Learning I Credit: 1
• WBL 112 - Work Based Learning I Credit: 2
• WBL 115 - Work Experience Seminar I Credit: 1
• WBL 121 - Work Based Learning II Credit: 1
• WBL 122 - Work Based Learning II Credit: 2
• WBL 125 - Work Experience Seminar II Credit: 1
Business Administration Diploma (D25120)

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.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 116 - Business Law II Credit: 3
- BUS 121 - Business Math Credit: 3
- BUS 125 - Personal Finance Credit: 3
- ECO 251 - Principles of Microeconomics Credit: 3

Summer - 3rd Semester

- BUS 137 - Principles of Management Credit: 3
- BUS 240 - Business Ethics Credit: 3
- ECO 252 - Principles of Macroeconomics Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

Total Semester Hours Credit 38-41
**Business Administration - Business Leadership Certificate (C25120C)**

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

**Fall - 1st Semester**

- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

**Spring - 2nd Semester**

- BUS 240 - Business Ethics Credit: 3
- BUS 137 - Principles of Management Credit: 3
- CIS 110 - Introduction to Computers Credit: 3

Total Semester Hours Credit 18

**Business Administration - Global Logistics & Distribution Mgmt Certificate (C25120D)**

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

**Fall - 1st Semester**

- BUS 115 - Business Law I Credit: 3
- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3
Spring - 2nd Semester

- BUS 137 - Principles of Management Credit: 3
- LOG 120 - Global Logistics Credit: 3
- LOG 220 - Logistics Management Credit: 3

Total Semester Hours Credit 18

Business Administration - International Business Certificate (C25120E)

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Fall - 1st Semester

- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- INT 110 - International Business Credit: 3

Spring - 2nd Semester

- GEO 111 - World Regional Geography Credit: 3
- INT 210 - International Trade Credit: 3
- MKT 224 - International Marketing Credit: 3

Total Semester Hours Credit 18

Business Administration - Marketing Certificate (C25120F)

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.
Collision Repair & Refinishing Technology, A.A.S. (A60130)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.
- AUB 141 - Mech & Elec Components I Credit: 3
- AUB 150 - Automotive Detailing Credit: 2
- SOC 210 - Introduction to Sociology Credit: 3
- Humanities/Fine Arts Elective
- Major Elective(s)

**Fall - 4th Semester**

- AUB 131 - Structural Damage I Credit: 4
- ENG 114 - Prof Research & Reporting Credit: 3
- TRN 180 - Basic Welding for Trans Credit: 3
- WLD 110 - Cutting Processes Credit: 2

**Spring - 5th Semester**

- AUT 151 - Brake Systems Credit: 3
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1
- TRN 120 - Basic Transport Electricity Credit: 5
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1

**Elective Courses**

**Humanities/Fine Arts Elective**

Select 3 SHC from the following list of courses.

- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

**Major Electives**

Select 2-4 SHC from the following list of courses.

- AUB 114 - Special Finishes Credit: 2
- AUB 132 - Structural Damage II Credit: 4
- AUB 136 - Plastics & Adhesives Credit: 3
- BUS 110 - Introduction to Business Credit: 3
- TRN 170 - PC Skills for Transportation Credit: 2

**Total Semester Hours Credit 66-68**
Collision Repair & Refinishing Technology Diploma (D60130)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- AUB 111 - Painting & Refinishing I Credit: 4
- AUB 121 - Non-Structural Damage I Credit: 3
- AUB 131 - Structural Damage I Credit: 4
- TRN 110 - Intro to Transport Technology Credit: 2
- TRN 180 - Basic Welding for Trans Credit: 3

Spring - 2nd Semester

- AUB 112 - Painting & Refinishing II Credit: 4
- AUB 122 - Non-Structural Damage II Credit: 4
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1
- TRN 120 - Basic Transport Electricity Credit: 5

Summer - 3rd Semester

- AUB 150 - Automotive Detailing Credit: 2
- ENG 111 - Writing & Inquiry Credit: 3
- Major Elective
- Major Elective

Elective Courses

Major Electives

2-4 credit hours

- Select 2-4 SHC from the following courses:
Collision Repair & Refinishing - Non-Structural Damage Certificate (C60130A)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester

- AUB 121 - Non-Structural Damage I Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2
- TRN 180 - Basic Welding for Trans Credit: 3

Spring - 2nd Semester

- AUB 122 - Non-Structural Damage II Credit: 4
- TRN 120 - Basic Transport Electricity Credit: 5

Total Semester Hours Credit 17
Collision Repair & Refinishing - Painting & Refinishing Certificate (C60130B)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester

- AUB 111 - Painting & Refinishing I Credit: 4
- AUB 121 - Non-Structural Damage I Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2

Spring - 2nd Semester

- AUB 112 - Painting & Refinishing II Credit: 4

Summer - 3rd Semester

- AUB 114 - Special Finishes Credit: 2
- AUB 150 - Automotive Detailing Credit: 2

Total Semester Hours Credit 17

Collision Repair & Refinishing - Structural Damage Certificate (C60130C)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-
structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester

- AUB 131 - Structural Damage I Credit: 4
- TRN 180 - Basic Welding for Trans Credit: 3

Spring - 2nd Semester

- AUB 132 - Structural Damage II Credit: 4
- TRN 120 - Basic Transport Electricity Credit: 5

Total Semester Hours Credit 16
Computed Tomography Certificate (C45200A)

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).

Coursework 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 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 drug screening requirements of the agency at the student’s expense before 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 an 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 before completion of the CT program.

Step II Acceptance

Applicants will be ranked based on the categories listed on the applicant point's explanation sheet. To receive points in a category, applicants must send supporting documentation required by the deadlines in Step I. 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 to register for classes. 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, a complete criminal background check, and drug screening should be done.

**Fall - 1st Semester**

- CAT 210 - CT Physics & Equipment Credit: 3
- CAT 211 - CT Procedures Credit: 4
- CAT 231 - CT Clinical Practicum Credit: 11

**Total Semester Hours Credit 18**
Cosmetology Diploma (D55140)

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Fall - 1st Semester

- COS 111 - Cosmetology Concepts I Credit: 4
- COS 112 - Salon I Credit: 8
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- COS 113 - Cosmetology Concepts II Credit: 4
- COS 114 - Salon II Credit: 8
- ENG 102 - Applied Communications II Credit: 3

Summer - 3rd Semester

- COS 115 - Cosmetology Concepts III Credit: 4
- COS 116 - Salon III Credit: 4

Fall - 4th Semester

- COS 117 - Cosmetology Concepts IV Credit: 2
- COS 118 - Salon IV Credit: 7

Total Semester Hours Credit 48

Cosmetology Instructor Certificate (C55160)

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.

Fall - 1st Semester
• COS 271 - Instructor Concepts I Credit: 5
• COS 272 - Instructor Practicum I Credit: 7

Spring - 2nd Semester

• COS 273 - Instructor Concepts II Credit: 5
• COS 274 - Instructor Practicum II Credit: 7

Total Semester Hours Credits 24
Criminal Justice Technology, A.A.S. (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CJC 111 - Intro to Criminal Justice Credit: 3
- CJC 113 - Juvenile Justice Credit: 3
- CJC 131 - Criminal Law Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CIS 110 - Introduction to Computers Credit: 3
- CJC 112 - Criminology Credit: 3
- CJC 120 - Interview/Interrogations Credit: 2
- CJC 121 - Law Enforcement Ops Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- Major Elective

Summer - 3rd Semester

- POL 130 - State & Local Government Credit: 3
- PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

- CJC 141 - Corrections Credit: 3
- CJC 221 - Investigative Principles Credit: 4
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- Humanities/Fine Arts Elective

Spring - 5th Semester

- CJC 215 - Org & Administration Credit: 3
- CJC 231 - Constitutional Law Credit: 3
- CJC 212 - Ethics & Comm Relations Credit: 3
- PSY 281 - Abnormal Psychology Credit: 3
- SOC 225 - Social Diversity Credit: 3
- Major Elective

**Elective Courses**

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Major Electives**

6 credit hours

- Select 6 SHC from the following courses:
  - CCT 110 - Intro to Cyber Crime Credit: 3
  - CJC 132 - Court Procedure & Evidence Credit: 3
  - CJC 151 - Intro to Loss Prevention Credit: 3
  - CJC 161 - Intro to Homeland Security Credit: 3
  - CJC 162 - Intel Analysis & Security Mgmt Credit: 3
  - CJC 211 - Counseling Credit: 3
  - CJC 232 - Civil Liability Credit: 3
  - CJC 233 - Correctional Law Credit: 3
  - CJC 241 - Comm-Based Corrections Credit: 3
  - CJC 260 - Threat Assessment Credit: 2
  - SOC 220 - Social Problems Credit: 3
  - WBL 111 - Work Based Learning I Credit: 1
  - WBL 112 - Work Based Learning I Credit: 2
  - WBL 115 - Work Experience Seminar I Credit: 1
  - WBL 121 - Work Based Learning II Credit: 1
  - WBL 122 - Work Based Learning II Credit: 2
  - WBL 125 - Work Experience Seminar II Credit: 1

**Total Semester Hours Credit 73**
Criminal Justice Technology Certificate (C55180A)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Fall - 1st Semester

- CJC 111 - Intro to Criminal Justice Credit: 3
- CJC 131 - Criminal Law Credit: 3
- CJC 141 - Corrections Credit: 3
- CJC 221 - Investigative Principles Credit: 4

Spring - 2nd Semester

- CJC 112 - Criminology Credit: 3

Total Semester Hours Credit 16

Criminal Justice Technology Crime Assessment Certificate (C55180B)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Fall - 1st Semester

- CJC 221 - Investigative Principles Credit: 4
- CJC 111 - Intro to Criminal Justice Credit: 3

Spring - 2nd Semester

- CCT 110 - Intro to Cyber Crime Credit: 3
CJC 121 - Law Enforcement Ops Credit: 3
CJC 131 - Criminal Law Credit: 3

Total Semester Hours Credit 16

**Dental Assisting Diploma (D45240)**

*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 chairside and related office and laboratory procedures.

Coursework 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.

**Required Courses**

- ACA 111 - College Student Success Credit: 1 *
  or
- ACA 115 - Success and Study Skills Credit: 1

- BIO 106 - Intro to Anat/Phys/Micro Credit: 3 *

- CIS 110 - Introduction to Computers Credit: 3 *
  or
- CIS 111 - Basic PC Literacy Credit: 2 *

- DEN 100 - Orofacial Anatomy Credit: 3
- DEN 101 - Pre-clinical Procedures Credit: 7
- DEN 102 - Dental Materials Credit: 5
- DEN 103 - Dental Sciences Credit: 2
- DEN 104 - Dental Health Education Credit: 3
- DEN 105 - Practice Management Credit: 2
- DEN 106 - Clinical Practice I Credit: 5
- DEN 107 - Clinical Practice II Credit: 5
- DEN 111 - Infection/Hazard Control Credit: 2
- DEN 112 - Dental Radiography Credit: 3
- ENG 102 - Applied Communications II Credit: 3 *
  or
• ENG 111 - Writing & Inquiry Credit: 3 *
  or
• ENG 114 - Prof Research & Reporting Credit: 3 *
• PSY 118 - Interpersonal Psychology Credit: 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, A.A.S. (A45260)

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.

Required Courses

Courses that may be taken at Edgecombe Community College

- BIO 169 - Anatomy & Physiology II Credit: 4
- BIO 275 - Microbiology Credit: 4
- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- SOC 240 - Social Psychology Credit: 3
- Humanities/Fine Arts Elective

Courses that must be taken at Halifax Community College

- CHM 130 - General, Organic, & Biochemistry Credit: 3
- DEN 110 - Orofacial Anatomy Credit: 3
- DEN 111 - Infection/Hazard Control Credit: 2
- DEN 112 - Dental Radiography Credit: 3
- DEN 120 - Dental Hygiene Pre-clinic Lecture Credit: 2
- DEN 121 - Dental Hygiene Pre-clinic Lab Credit: 2
- DEN 123 - Nutrition/Dental Health Credit: 2
- DEN 124 - Peridontology Credit: 2
- DEN 125 - Dental Office Emergencies Credit: 1
- DEN 130 - Dental Hygiene Theory I Credit: 2
- DEN 131 - Dental Hygiene Clinic I Credit: 3
- DEN 140 - Dental Hygiene Theory II Credit: 1
- DEN 141 - Dental Hygiene Clinic II Credit: 2
- DEN 220 - Dental Hygiene Theory III Credit 2
- DEN 221 - Dental Hygiene Clinic III Credit: 4
• DEN 222 - Dental and Oral Pathology Credit: 2
• DEN 223 - Dental Pharmacology Credit: 2
• DEN 224 - Materials and Procedures Credit: 2
• DEN 230 - Dental Hygiene Theory IV Credit: 1
• DEN 231 - Dental Hygiene Clinic IV Credit: 4
• DEN 232 - Community Dental Health Credit: 3
• DEN 233 - Professional Development Credit: 2

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following courses.

• ART 111 - Art Appreciation Credit: 3
• DRA 111 - Theatre Appreciation Credit: 3
• ENG 231 - American Literature I Credit: 3
• ENG 232 - American Literature II Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3
• REL 110 - World Religions Credit: 3
• REL 212 - Intro to New Testament Credit: 3
• REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 74

Upon successful completion of the course requirements, an Associate in Applied Science degree in Dental Hygiene will be awarded by Halifax Community College.
Early Childhood Education Birth-K Licensure, A.A.S. (A55220BK)

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

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

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

- ACA 122 - College Transfer Success Credit: 1
- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 144 - Child Development I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3

Spring - 2nd Semester

- BIO 110 - Principles of Biology Credit: 4
  or
- BIO 111 - General Biology I Credit: 4
- COM 231 - Public Speaking Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3

Summer - 3rd Semester

- EDU 234 - Infants, Toddlers, & Twos Credit: 3
- PSY 150 - General Psychology Credit: 3
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester
• EDU 280 - Language & Literacy Exp Credit: 3
• EDU 221 - Children with Exceptionalities Credit: 3
• EDU 146 - Child Guidance Credit: 3
• EDU 151 - Creative Activities Credit: 3

• ENG 112 - Writing/Research in the Disciplines Credit: 3 or
• ENG 114 - Prof Research & Reporting Credit: 3

Spring - 5th Semester

• EDU 216 - Foundations of Education Credit: 4
• EDU 250 - Teacher Licensure Preparation Credit: 3
• EDU 284 - Early Child Capstone Prac Credit: 4
• Natural Sciences Elective

Elective Courses

Behavioral/Social Sciences

Select 3 SHC from the following list of courses.

• ECO 251 - Principles of Microeconomics Credit: 3
• ECO 252 - Principles of Macroeconomics Credit: 3
• HIS 111 - World Civilizations I Credit: 3
• HIS 112 - World Civilizations II Credit: 3
• HIS 131 - American History I Credit: 3
• HIS 132 - American History II Credit: 3
• POL 120 - American Government Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3

Humanities/Fine Arts

Select 3 SHC from the following list of courses.

• ART 111 - Art Appreciation Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Natural Sciences

Select 4 SHC from the following list of courses.

• AST 111 - Descriptive Astronomy Credit: 3 or
• AST 111A - Descriptive Astronomy Lab Credit: 1

• AST 151 - General Astronomy I Credit: 3
or

- AST 151A - General Astronomy I Lab Credit: 1
- CHM 151 - General Chemistry I Credit: 4
- GEL 111 - Introductory Geology Credit: 4
- PHY 110 - Conceptual Physics Credit: 3
  or
  - PHY 110A - Conceptual Physics Lab Credit: 1

Total Semester Hours Credit 71
Early Childhood Education Non-Licensure, A.A.S. (A55220NL)

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

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

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

- ACA 122 - College Transfer Success Credit: 1
- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 144 - Child Development I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3

Spring - 2nd Semester

- BIO 110 - Principles of Biology Credit: 4
  or
- BIO 111 - General Biology I Credit: 4
- COM 231 - Public Speaking Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3

Summer - 3rd Semester

- EDU 234 - Infants, Toddlers, & Twos Credit: 3
- PSY 150 - General Psychology Credit: 3
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester
• EDU 146 - Child Guidance Credit: 3
• EDU 151 - Creative Activities Credit: 3
• EDU 221 - Children with Exceptionalities Credit: 3
• EDU 280 - Language & Literacy Exp Credit: 3

• ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3

Spring - 5th Semester

• EDU 261 - Early Childhood Admin I Credit: 3
• EDU 262 - Early Childhood Admin II Credit: 3
• EDU 284 - Early Child Capstone Prac Credit: 4
• Natural Sciences Elective

Elective Courses

Behavioral/Social Sciences

Select 3 SHC from the following list of courses.

• ECO 251 - Principles of Microeconomics Credit: 3
• ECO 252 - Principles of Macroeconomics Credit: 3
• HIS 111 - World Civilizations I Credit: 3
• HIS 112 - World Civilizations II Credit: 3
• HIS 131 - American History I Credit: 3
• HIS 132 - American History II Credit: 3
• POL 120 - American Government Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3

Humanities/Fine Arts

Select 3 SHC from the following list of courses.

• ART 111 - Art Appreciation Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Natural Sciences

Select 4 SHC from the following list of courses.

• AST 111 - Descriptive Astronomy Credit: 3
  and
• AST 111A - Descriptive Astronomy Lab Credit: 1

• AST 151 - General Astronomy I Credit: 3
Total Semester Hours Credit 71

**Early Childhood Education Traditional Non-Transfer, A.A.S. (A55220TR)**

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

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

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- BIO 110 - Principles of Biology Credit: 4
- MAT 110 - Math Measurement & Literacy Credit: 3
- CIS 113 - Computer Basics Credit: 1
- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 144 - Child Development I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

**Spring - 2nd Semester**
• COM 231 - Public Speaking Credit: 3
• EDU 131 - Child, Family, & Community Credit: 3
• EDU 145 - Child Development II Credit: 3
• EDU 153 - Health, Safety, & Nutrition Credit: 3
• EDU 153A - Health, Safety, & Nutrition Lab Credit: 1

Summer - 3rd Semester

• EDU 184 - Early Childhood Intro Practicum Credit: 2
• EDU 234 - Infants, Toddlers, & Twos Credit: 3
• EDU 251 - Exploration Activities Credit: 3
• EDU 251A - Exploration Activities Lab Credit: 1
• PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

• EDU 146 - Child Guidance Credit: 3
• EDU 151 - Creative Activities Credit: 3
• EDU 151A - Creative Activities Lab Credit: 1
• EDU 221 - Children with Exceptionalities Credit: 3
• EDU 280 - Language & Literacy Exp Credit: 3

Spring - 5th Semester

• EDU 259 - Curriculum Planning Credit: 3
• EDU 271 - Educational Technology Credit: 3
• EDU 284 - Early Child Capstone Prac Credit: 4
• Humanities/Fine Arts Elective

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

• ART 111 - Art Appreciation Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 66-67

Early Childhood Education Certificate (C55220C)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.
Coursework includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 151 - Creative Activities Credit: 3
- EDU 151A - Creative Activities Lab Credit: 1

Spring - 2nd Semester

- EDU 184 - Early Childhood Intro Practicum Credit: 2
- EDU 259 - Curriculum Planning Credit: 3

Total Semester Hours Credit 13
Electrical Systems Technology Diploma (D35130)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National 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.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 111 - Basic PC Literacy Credit: 2
  Or
- CIS 113 - Computer Basics Credit: 1
- ELC 112 - DC/AC Electricity Credit: 5
- ELC 113 - Basic Wiring I Credit: 4
- ELC 233 - Energy Management Credit: 3
- ISC 112 - Industrial Safety Credit: 2
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- ELC 114 - Basic Wiring II Credit: 4
- ELC 117 - Motors & Controls Credit: 4
- ELC 126 - Electrical Computations Credit: 3
- ELC 233 - Energy Management Credit: 3
- ELN 229 - Industrial Electronics Credit: 4
- ISC 112 - Industrial Safety Credit: 2
- MEC 151 - Mechanical Mfg Sys Credit: 2
- ENG 102 - Applied Communications II Credit: 3

Summer - 3rd Semester

- ELC 128 - Introduction to PLC Credit: 3
  Or
- ELN 260 - Prog Logic Controllers Credit: 4
- ELN 231 - Industrial Controls Credit: 3

Total Semester Hours Credit 45-48
Electrical Systems - Electrical Wiring Certificate (C35130A)

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.

Fall - 1st Semester

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 113 - Basic Wiring I Credit: 4
- ISC 112 - Industrial Safety Credit: 2

Spring - 2nd Semester

- ELC 114 - Basic Wiring II Credit: 4
- ELC 126 - Electrical Computations Credit: 3

Total Semester Hours Credit 18

Electrical Systems - Motors & Controls Certificate (C35130B)

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.

Fall - 1st Semester

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 128 - Introduction to PLC Credit: 3
  or
- ELN 260 - Prog Logic Controllers Credit: 4

Spring - 2nd Semester

- ELC 114 - Basic Wiring II Credit: 4
- ELC 117 - Motors & Controls Credit: 4
Total Semester Hours Credit 16-17

**Electrical Systems - Industrial Electronics Certificate (C35130C)**

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.

**Fall - 1st Semester**

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 128 - Introduction to PLC Credit: 3
  
or
- ELC 260 - Prog Logic Controllers Credit: 4

**Spring - 2nd Semester**

- ELC 126 - Electrical Computations Credit: 3
- ELC 229 - Industrial Electronics Credit: 4
- MEC 151 - Mechanical Mfg Sys Credit: 2

Total Semester Hours Credit 17-18

**Electrical Systems - Energy Management Systems Technology Certificate (C35130D)**

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.

**Fall - 1st Semester**

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 233 - Energy Management Credit: 3

**Spring - 2nd Semester**
• ELC 128 - Introduction to PLC Credit: 3
• ELN 229 - Industrial Electronics Credit: 4

Summer - 3rd Semester

• ATR 111 - Automated Systems Credit: 3
  or
• ELN 231 - Industrial Controls Credit: 3

Total Semester Hours Credit 18
Entrepreneurship, A.A.S. (A25490)

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

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Graduates are prepared to be self-employed and open their own businesses.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- BUS 121 - Business Math Credit: 3
- BUS 139 - Entrepreneurship I Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 116 - Business Law II Credit: 3

- BUS 245 - Entrepreneurship II Credit: 3
  Or
- BUS 280 - REAL Small Business Credit: 4

- ETR 220 - Innovation and Creativity Credit: 3

Summer - 3rd Semester

- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- HUM 110 - Technology & Society Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3

Fall - 4th Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- BUS 137 - Principles of Management Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

Spring - 5th Semester

- ECO 251 - Principles of Microeconomics Credit: 3
Entrepreneurship Diploma (D25490)

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

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Graduates are prepared to be self-employed and open their own businesses.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 110 - Introduction to Business Credit: 3
- BUS 121 - Business Math Credit: 3
- BUS 139 - Entrepreneurship I Credit: 3

Spring - 2nd Semester

- BUS 245 - Entrepreneurship II Credit: 3
  Or
- BUS 280 - REAL Small Business Credit: 4
- ETR 220 - Innovation and Creativity Credit: 3
- ETR 230 - Entrepreneur Marketing Credit: 3
- ETR 240 - Funding for Entrepreneurs Credit: 3

Summer - 3rd Semester

- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- ETR 270 - Entrepreneurship Issues Credit: 3
- HUM 110 - Technology & Society Credit: 3

Total Semester Hours Credit 66-67

Total Semester Hours Credit 39
Entrepreneurship Certificate (C25490)

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

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Graduates are prepared to be self-employed and open their own businesses.

Fall - 1st Semester

- BUS 110 - Introduction to Business Credit: 3
- BUS 139 - Entrepreneurship I Credit: 3
- BUS 245 - Entrepreneurship II Credit: 3

Spring - 2nd Semester

- ETR 220 - Innovation and Creativity Credit: 3
- ETR 230 - Entrepreneur Marketing Credit: 3
- ETR 240 - Funding for Entrepreneurs Credit: 3

Total Semester Hours Credit 18
Esthetics Technology Certificate (C55230)

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Fall - 1st Semester

- COS 119 - Esthetics Concepts I Credit: 2
- COS 120 - Esthetics Salon I Credit: 6

Spring - 2nd Semester

- COS 125 - Esthetics Concepts II Credit: 2
- COS 126 - Esthetics Salon II Credit: 6

Total Semester Hours Credit 16
Facility Maintenance Worker - Diploma (D50170)

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.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- AHR 110 - Intro to Refrigeration Credit: 5
- FMW 102 - Practical Wiring I Credit: 4
- MAS 140 - Introduction to Masonry Credit: 2
- MAT 110 - Math Measurement & Literacy Credit: 3
- PLU 130 - Plumbing Systems Credit: 6

Spring - 2nd Semester

- BPR 130 - Print Reading/Construction Credit: 3
- ENG 102 - Applied Communications II Credit: 3
- FMW 105 - Basic Heating Credit: 3
- FMW 107 - Introduction to Carpentry Credit: 3
- ISC 115 - Construction Safety Credit: 2
- Major Elective(s)

Summer - 3rd Semester

- FMW 100 - Intro to Natl Electrical Code Credit: 1
- FMW 108 - Electrical Blueprints Credit: 2
- Major Elective(s)

Elective Courses

Major Elective(s)

Select 2 courses from the following list.

- AHR 111 - HVACR Electricity Credit: 3
- ELC 233 - Energy Management Credit: 3
- FMW 101 - Basic Natl Elec Code Problems Credit: 2
- FMW 106 - Domestic Air Conditioning Credit: 3
- AHR 160 - Refrigerant Certification Credit: 1
Total Semester Hours Credit 41-44

Facility Maintenance Worker - AC, Heating, & Refrigeration Certificate (C50170A)

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 the 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.

Fall - 1st Semester

- AHR 110 - Intro to Refrigeration Credit: 5
- AHR 160 - Refrigerant Certification Credit: 1
- FMW 102 - Practical Wiring I Credit: 4

Spring - 2nd Semester

- AHR 111 - HVACR Electricity Credit: 3
- FMW 105 - Basic Heating Credit: 3

Total Semester Hours Credit 16

Facility Maintenance Worker - Construction Building Certificate (C50170B)

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 the 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.

Fall - 1st Semester

- FMW 102 - Practical Wiring I Credit: 4
- ISC 115 - Construction Safety Credit: 2
- MAS 140 - Introduction to Masonry Credit: 2

Spring - 2nd Semester
• BPR 130 - Print Reading/Construction Credit: 3
• FMW 107 - Introduction to Carpentry Credit: 3

Total Semester Hours Credit 18

Facility Maintenance Worker - Green Energy Systems Certificate (C50170D)

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 the 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.

Fall - 1st Semester

• AHR 111 - HVACR Electricity Credit: 3
• ELC 233 - Energy Management Credit: 3
• FMW 102 - Practical Wiring I Credit: 4

Spring - 2nd Semester

• FMW 105 - Basic Heating Credit: 3
• FMW 106 - Domestic Air Conditioning Credit: 3

Total Semester Hours Credit 16
General Occupational Technology, A.A.S. (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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 - Writing & Inquiry Credit: 3 *
- ENG 114 - Prof Research & Reporting Credit: 3 *
- MAT 143 - Quantitative Literacy Credit: 3

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Behavioral/Social Sciences Elective

Select one course from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

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 work-based learning, 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 Credit: 1
- CIS 110 - Introduction to Computers Credit: 3

Total Semester Hours Credit 68
General Occupational Technology - Diploma (D55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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 - Writing & Inquiry Credit: 3 *

Behavioral/Social Sciences Elective

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 work-based learning, 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 Credit: 1
- CIS 110 - Introduction to Computers Credit: 3

Total Semester Hours Credit 36

General Occupational Technology - Certificate (C55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.
The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

**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 work-based learning, 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 Credit: 1

**Total Semester Hours Credit 16**

**GOT - Global Distinction Certificate - Cultural Studies Concentration (C55280GC)**

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

**Required Courses**

- ART 111 - Art Appreciation Credit: 3
  - Or
  - MUS 110 - Music Appreciation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- HUM 120 - Cultural Studies Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- SPA 111 - Elementary Spanish I Credit: 3

**Total Semester Hours Credit 18**
GOT - Global Distinction Certificate - Social Studies Concentration (C55280GS)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Required Courses

- ENG 111 - Writing & Inquiry Credit: 3
- GEO 111 - World Regional Geography Credit: 3
  Or
- GEO 112 - Cultural Geography Credit: 3
- HIS 111 - World Civilizations I Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3

Total Semester Hours Credit 18
Healthcare Management Technology, A.A.S. (A25200)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Required Courses

- ACA 111 - College Student Success Credit: 1 *
- ACC 120 - Principles of Financial Accounting Credit: 4 *
- ACC 121 - Prin of Managerial Acct Credit: 4 *
- ACC 140 - Payroll Accounting Credit: 2 *
  or
- ACC 150 - Acct Software Applications Credit: 2 *
- BUS 110 - Introduction to Business Credit: 3 *
- BUS 151 - People Skills Credit: 3 *
- BUS 153 - Human Resource Mgmt Credit: 3 *
- CIS 110 - Introduction to Computers Credit: 3 *
- COM 120 Introduction to Interpersonal Communication
  or
- COM 231 - Public Speaking Credit: 3 *
- ECO 251 - Principles of Microeconomics Credit: 3 *
  or
- PSY 150 - General Psychology Credit: 3 *
  or
- SOC 210 - Introduction to Sociology Credit: 3 *
  or
- SOC 213 - Sociology of the Family Credit: 3 *
- ENG 111 - Writing & Inquiry Credit: 3 *
- HMT 110 Introduction to Healthcare Management
- HMT 210 Medical Insurance
- HMT 212 Management of Healthcare Organization
- HMT 215 Legal Aspects of Healthcare Administration
- HMT 220 Healthcare Financial Management
- HMT 225 Practice Management Simulation
- HUM 115 - Critical Thinking Credit: 3 *
  or
- MUS 110 - Music Appreciation Credit: 3 *
• MAT 143 - Quantitative Literacy Credit: 3 *
or
• MAT 152 - Statistical Methods I Credit: 4 *
or
• MAT 171 - Precalculus Algebra Credit: 4 *

• MED 121 - Medical Terminology I Credit: 3 *
• MED 122 - Medical Terminology II Credit: 3 *
• WBL 110 World of Works
• WBL 112 - Work Based Learning I Credit: 2

Total Semester Hours Credit 66-67

*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.
Health Information Technology, A.A.S. (A45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research, and design system controls to monitor patient information 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 Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) - [.http://www.cahiim.com](http://www.cahiim.com) accredits the Associate in Applied Science degree in Health Information Technology program.

Due to limited Professional Practice Experience slots at healthcare agencies/clinical sites, the program is limited to 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 the fall semester and October 1st for the 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. Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P1
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 before 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, HIT-110, and MED-121
   - HIT Coding Diploma Applicants: BIO-168, HIT-114, and MED-121
• Equivalent courses may be substituted as determined by the Program Chair.
7. Certificate applicants who, at any point, decide to pursue a degree or diploma in HIT must complete another HIT application and meet admission requirements to the program.

STEP II Ranking and Conditional Acceptance

1. The college will rank eligible applicants who complete Step I 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. Only transfer credits from regionally or nationally accredited institutions will be accepted.
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 a seat in the HIT program, the student must meet the following requirements 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 supplemental courses were required upon admission to the college, the supplemental prerequisites for ECC HIT curriculum general education courses must be completed before 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." Only transfer credits from regionally or nationally accredited institutions will be accepted.
4. Submit a criminal background check by the required deadline.
5. Failure to meet deadlines will result in the 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 regain the required 2.0 GPA.
2. Students who do not achieve a satisfactory grade and 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. They will 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 so that the appropriate resources can be identified to assist the student in being 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 for readmission which may include challenge exams and 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 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 coursework at a specific school. Therefore, to maintain program outcome accountability, all HIT and OST coursework must be taken at ECC once students are accepted into the HIT program.

It is recommended that the HIT degree program is 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 before taking HIT prefixed courses. (HIT-110 and HIT-114, the exception). Completion of these courses will provide a greater opportunity for students to maintain the body of knowledge needed for success on the national "RHIT" exam and the "CCS" and "CCS-P" exam.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- CIS 110 - Introduction to Computers Credit: 3
- HIT 110 - Fundamentals of HIM Credit: 3
- HIT 114 - Health Data Sys/Standards Credit: 3
- HIT 124 - Professional Practice Experience II Credit: 1
- MED 121 - Medical Terminology I Credit: 3

**Spring - 2nd Semester**

- BIO 169 - Anatomy & Physiology II Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- HIT 112 - Health Law & Ethics Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- PSY 150 - General Psychology Credit: 3

**Summer - 3rd Semester**

- HIT 211 - ICD Coding Credit: 4
- HIT 220 - Health Informatics & EHRs Credit: 2
- HIT 226 - Principles of Disease Credit: 3
- HUM 115 - Critical Thinking Credit: 3

**Fall - 4th Semester**

- DBA 120 - Database Programming I Credit: 3
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- HIT 210 - Healthcare Statistics Credit: 3
- HIT 214 - CPT/Other Coding Systems Credit: 2
- HIT 215 - Reimbursement Methodology Credit: 2
- HIT 222 - Prof Practice Experience III Credit: 2
- OST 248 - Diagnostic Coding Credit: 3

**Spring - 5th Semester**

- HIT 216 - Quality Management Credit: 2
- HIT 218 - Mgmt Principles in HIT Credit: 3
- HIT 224 - Prof Practice Experience IV Credit: 2
- HIT 280 - Professional Issues Credit: 2

**Total Semester Hours Credit 75**
Health Information Technology - Coding Diploma (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 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.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- HIT 114 - Health Data Sys/Standards Credit: 3
- HIT 124 - Professional Practice Experience II Credit: 1
- MED 121 - Medical Terminology I Credit: 3

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- HIT 112 - Health Law & Ethics Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- OST 248 - Diagnostic Coding Credit: 3

Summer - 3rd Semester

- HIT 211 - ICD Coding Credit: 4
- HIT 226 - Principles of Disease Credit: 3
- PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

- HIT 214 - CPT/Other Coding Systems Credit: 2
- HIT 215 - Reimbursement Methodology Credit: 2
- HIT 222 - Prof Practice Experience III Credit: 2

Total Semester Hours Credit 43
Historic Preservation Technology, A.A.S. (A35110)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3

- HIS 131 - American History I Credit: 3
  or
- HIS 236 - North Carolina History Credit: 3

- HPT 116 - Historical Drafting Credit: 2
- HPT 131AB - Fundamentals of Carpentry & Construction - Part 1 Credit: 4
- HUM 140 - History of Architecture Credit: 3

Spring - 2nd Semester

- HPT 110 - Hist & Cultural Landscape Credit: 3
- HPT 130 - Historic Painting & Finishing Credit: 2
- HPT 131BB - Fundamentals of Carpentry & Construction - Part 2 Credit: 4
- HPT 235 - Building Codes & Regulations Credit: 3
- HPT 252 - Recording Hist Properties Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3

Summer - 3rd Semester

- CST 238 - Weatherization Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3

- HIS 141 - Genealogy & Local History Credit: 3
  or
- SST 120 - Energy Use Analysis Credit: 3

Fall - 4th Semester

- HPT 111 - Prin of Historic Preservation Credit: 3
- HPT 233 - Historic Const Methods Credit: 4
• HPT 237 - HAZMAT & OSHA Regs Credit: 3
• HPT 241 - Historic Masonry Credit: 4
• HPT 270 - 18th & 19th Cen American Arch Credit: 3

Spring - 5th Semester

• CST 244 - Sustainable Building Design Credit: 3
• HPT 133 - Historic Building Analysis Credit: 3
• HPT 230 - Historic Roof Structures Credit: 4
• HPT 234 - Advanced Historic Construction Credit: 4
• WBL 111 - Work Based Learning I Credit: 1
• WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 76

Historic Preservation Technology - Diploma (D35110)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Fall - 1st Semester

• ENG 111 - Writing & Inquiry Credit: 3
• HIS 131 - American History I Credit: 3
  or
• HIS 236 - North Carolina History Credit: 3
• HPT 111 - Prin of Historic Preservation Credit: 3
• HPT 116 - Historical Drafting Credit: 2
• HPT 233 - Historic Const Methods Credit: 4
• HUM 140 - History of Architecture Credit: 3

Spring - 2nd Semester

• CST 244 - Sustainable Building Design Credit: 3
• HPT 110 - Hist & Cultural Landscape Credit: 3
• HPT 130 - Historic Painting & Finishing Credit: 2
• HPT 133 - Historic Building Analysis Credit: 3
• HPT 235 - Building Codes & Regulations Credit: 3
Historic Preservation - Sustainability Certificate (C35110A)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Spring - 1st Semester

- CST 244 - Sustainable Building Design Credit: 3
- HPT 133 - Historic Building Analysis Credit: 3
- HPT 233 - Historic Const Methods Credit: 4

Summer - 2nd Semester

- CST 238 - Weatherization Credit: 3
- SST 120 - Energy Use Analysis Credit: 3

Total Semester Hours Credit 16

Historic Preservation - Research Certificate (C35110B)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Fall - 1st Semester
- HPT 111 - Prin of Historic Preservation Credit: 3
- HIS 236 - North Carolina History Credit: 3
- HPT 270 - 18th & 19th Cen American Arch Credit: 3

Spring - 2nd Semester

- HIS 141 - Genealogy & Local History Credit: 3
- HPT 110 - Hist & Cultural Landscape Credit: 3
- HPT 252 - Recording Hist Properties Credit: 3

Total Semester Hours Credit 18

Historic Preservation - Historic Construction Certificate (C35110C)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Fall - 1st Semester

- HPT 233 - Historic Const Methods Credit: 4
- HPT 241 - Historic Masonry Credit: 4

Spring - 2nd Semester

- HPT 133 - Historic Building Analysis Credit: 3
- HPT 230 - Historic Roof Structures Credit: 4
- HPT 235 - Building Codes & Regulations Credit: 3

Total Semester Hours Credit 18

Human Services Technology, A.A.S. (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.
Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- HSE 110 - Intro to Human Services Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3

**Spring - 2nd Semester**

- ENG 114 - Prof Research & Reporting Credit: 3
- HSE 123 - Interviewing Techniques Credit: 3
- PSY 241 - Developmental Psychology Credit: 3
- SOC 220 - Social Problems Credit: 3
- SWK 113 - Working with Diversity Credit: 3
- Humanities/Fine Arts Elective

**Summer - 3rd Semester**

- HSE 225 - Crisis Intervention Credit: 3
- Major Elective

**Fall - 4th Semester**

- COM 231 - Public Speaking Credit: 3
- BIO 110 - Principles of Biology Credit: 4
- HSE 125 - Counseling Credit: 3
- HSE 220 - Case Management Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1
- Major Elective

**Spring - 5th Semester**

- HSE 112 - Group Process I Credit: 2
- HSE 210 - Human Services Issues Credit: 2
- PSY 281 - Abnormal Psychology Credit: 3
- SAB 110 - Substance Abuse Overview Credit: 3
- SOC 213 - Sociology of the Family Credit: 3
- Major Elective

**Elective Courses**
Humanities/Fine Arts Elective

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL

Major Electives

9 credit hours

- Select 9 SHC from the following courses:
  - DDT 110 - Developmental Disabilities Credit: 3
  - GRO 120 - Gerontology Credit: 3
  - HEA 130 - Health-Adult Sexuality Credit: 3
  - POL 120 - American Government Credit: 3
  - PSY 118 - Interpersonal Psychology Credit: 3
  - PSY 141 - Death & Dying Credit: 3
  - SAB 130 - Addictive Behavior Credit: 3
  - SAB 210 - Substance Abuse Counseling Credit: 3
  - SOC 225 - Social Diversity Credit: 3
  - SWK 110 - Introduction to Social Work Credit: 3

Total Semester Hours Credit 74

Human Services - Substance Abuse Certificate (C45380A)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. The emphasis in core courses is placed on the development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Fall - 1st Semester

- HSE 220 - Case Management Credit: 3
- SAB 110 - Substance Abuse Overview Credit: 3
- SAB 130 - Addictive Behavior Credit: 3

Spring - 2nd Semester

- HEA 130 - Health-Adult Sexuality Credit: 3
- HSE 123 - Interviewing Techniques Credit: 3
• SAB 210 - Substance Abuse Counseling Credit: 3

Total Semester Hours Credit 18

Hunting & Shooting Sports Management, A.A.S. (A25600)

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, 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 hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 110 - Introduction to Business Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• MKT 120 - Principles of Marketing Credit: 3
• SSM 110 - Intro to Shooting Sports Credit: 4

Spring - 2nd Semester

• BIO 140 - Environmental Biology Credit: 3
• BIO 140A - Environmental Biology Lab Credit: 1
• BUS 137 - Principles of Management Credit: 3
• BUS 240 - Business Ethics Credit: 3
• SSM 111 - Gun Shop Management Credit: 3

Summer - 3rd Semester

• CIS 110 - Introduction to Computers Credit: 3
• MKT 125 - Buying & Merchandising Credit: 3
• MKT 220 - Advertising and Selling Credit: 3

Fall - 4th Semester

• BUS 115 - Business Law I Credit: 3
• BUS 121 - Business Math Credit: 3
• ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3
• Humanities/Fine Arts Elective
• SSM 112 - Sports Hunting Credit: 3

Spring - 5th Semester
• ACC 120 - Principles of Financial Accounting Credit: 4
• Behavioral/Social Sciences Elective
• ECO 251 - Principles of Microeconomics Credit: 3
  or
• ECO 252 - Principles of Macroeconomics Credit: 3
• SSM 114 - Shooting Sports Mgmt Credit: 5

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

• Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Behavioral/Social Sciences Elective

3 credit hours

• Select 3 SHC from the following prefixes: ECO, GEO, HIS, POL, PSY, or SOC.

Total Semester Hours Credit 66

Hunting & Shooting Sports Management - Diploma (D25600)

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, 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 hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 115 - Business Law I Credit: 3
• MKT 120 - Principles of Marketing Credit: 3
• SSM 110 - Intro to Shooting Sports Credit: 4
• SSM 112 - Sports Hunting Credit: 3

Spring - 2nd Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• BIO 140 - Environmental Biology Credit: 3
• BIO 140A - Environmental Biology Lab Credit: 1
• SSM 111 - Gun Shop Management Credit: 3
Summer - 3rd Semester

- SSM 114 - Shooting Sports Mgmt Credit: 5
- BUS 137 - Principles of Management Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Total Semester Hours Credit 39

**Hunting & Shooting Sports Management - Certificate (C25600A)**

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses. Course work includes concepts such as accounting, basic gunsmithing, business management, 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 hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Fall - 1st Semester

- MKT 120 - Principles of Marketing Credit: 3
- SSM 110 - Intro to Shooting Sports Credit: 4
- SSM 112 - Sports Hunting Credit: 3

Spring - 2nd Semester

- SSM 111 - Gun Shop Management Credit: 3
- SSM 114 - Shooting Sports Mgmt Credit: 5

Total Semester Hours Credit 18

**Industrial Systems Technology Diploma (D50240)**

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced coursework may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Fall - 1st Semester
Spring - 2nd Semester

Summer - 3rd Semester

Total Semester Hours Credit 40

**Industrial Systems Technology - Certificate (C50240A)**

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

**Fall - 1st Semester**

- AHR 110 - Intro to Refrigeration Credit: 5
- ELC 111 - Intro to Electricity Credit: 3
- WLD 112 - Basic Welding Processes Credit: 2

**Spring - 2nd Semester**

- HYD 110 - Hydraulics/Pneumatics I Credit: 3
- MEC 111 - Machine Processes I Credit: 3
- MEC 151 - Mechanical Mfg Sys Credit: 2

Total Semester Hours Credit 18

**Information Technology - Support Services, A.A.S. (A25990A)**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.
Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  Or
- ACA 122 - College Transfer Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- NET 110 - Networking Concepts Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 121 - Algebra/Trigonometry I Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester

- CTI 150 - Mobile Computing Devices Credit: 3
- CTS 155 - Tech Support Functions Credit: 3
- DBA 120 - Database Programming I Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

Spring - 5th Semester
• CTS 120 - Hardware/Software Support Credit: 3
• CTS 210 - Computer Ethics Credit: 3
• CTS 250 - User Support & Software Evaluation Credit: 3
• SEC 110 - Security Concepts Credit: 3

Elective Pick Lists

Behavioral/Social Sciences

• ECO 251 - Principles of Microeconomics Credit: 3
• POL 120 - American Government Credit: 3
• PSY 150 - General Psychology Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3
• SOC 225 - Social Diversity Credit: 3

Humanities/Fine Arts

• ART 111 - Art Appreciation Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 64

Information Technology - Network Management, A.A.S. (A25590B)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
  or
• ACA 122 - College Transfer Success Credit: 1
• CIS 110 - Introduction to Computers Credit: 3
• CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- CTS 120 - Hardware/Software Support Credit: 3
- NET 125 - Networking Basics Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 121 - Algebra/Trigonometry I Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester

- CTI 150 - Mobile Computing Devices Credit: 3
- CTS 155 - Tech Support Functions Credit: 3
- NET 126 - Routing Basics Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

Spring - 5th Semester

- NET 225 - Routing and Switching I Credit: 3
- NET 226 - Routing and Switching II Credit: 3
- SEC 110 - Security Concepts Credit: 3
- SEC 160 - Security Administration I Credit: 3

Elective Courses

Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses.
ECO 251 - Principles of Microeconomics Credit: 3
POL 120 - American Government Credit: 3
PSY 150 - General Psychology Credit: 3
SOC 210 - Introduction to Sociology Credit: 3
SOC 225 - Social Diversity Credit: 3

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 64

Information Technology - Software & Web Development, A.A.S. (A25590C)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- NET 110 - Networking Concepts Credit: 3
- NOS 230 - Windows Administration I Credit: 3

**Summer - 3rd Semester**

- ENG 112 - Writing/Research in the Disciplines Credit: 3  
  or
- ENG 114 - Prof Research & Reporting Credit: 3

- MAT 121 - Algebra/Trigonometry I Credit: 3  
  or
- MAT 143 - Quantitative Literacy Credit: 3  
  or
- MAT 152 - Statistical Methods I Credit: 4  
  or
- MAT 171 - Precalculus Algebra Credit: 4

- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

**Fall - 4th Semester**

- CSC 134 - C++ Programming Credit: 3
- CTI 150 - Mobile Computing Devices Credit: 3
- DBA 120 - Database Programming I Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

**Spring - 5th Semester**

- CSC 151 - JAVA Programming Credit: 3
- SEC 110 - Security Concepts Credit: 3
- WEB 115 - Web Markup and Scripting Credit: 3
- WEB 141 - Mobile Interface Design Credit: 3

**Elective Courses**

**Behavioral/Social Sciences**

- ECO 251 - Principles of Microeconomics Credit: 3
- POL 120 - American Government Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 225 - Social Diversity Credit: 3

**Humanities/Fine Arts**

- ART 111 - Art Appreciation Credit: 3
Information Technology - Support Services Diploma (D25590A)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- CTS 120 - Hardware/Software Support Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- MAT 121 - Algebra/Trigonometry I Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
Information Technology - Network Management Diploma (D25590B)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ACA 122 - College Transfer Success Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Fall - 2nd Semester

- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- NET 125 - Networking Basics Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- MAT 121 - Algebra/Trigonometry I Credit: 3
or

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

Fall - 4th Semester

- CTS 155 - Tech Support Functions Credit: 3
- NET 126 - Routing Basics Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

Total Semester Hours Credit 37

Information Technology - Software and Web Development Diploma (D25590C)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
Summer - 3rd Semester

- MAT 121 - Algebra/Trigonometry I Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4

Fall - 4th Semester

- CSC 134 - C++ Programming Credit: 3
- CTI 150 - Mobile Computing Devices Credit: 3

Spring - 5th Semester

- WEB 115 - Web Markup and Scripting Credit: 3
- WEB 141 - Mobile Interface Design Credit: 3

Total Semester Hours Credit 37

Information Technology - Core Functions Certificate (C25590AD)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
• CTS 115 - Info Sys Bus Concepts Credit: 3
• NOS 230 - Windows Administration I Credit: 3

Total Semester Hours Credit 18

**Information Technology - Support Functions Certificate (C25590AE)**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

**Fall - 1st Semester**

• CTI 115 - Computer System Foundations Credit: 3
• CTI 120 - Network & Sec Foundation Credit: 3
• CTS 155 - Tech Support Functions Credit: 3

**Spring - 2nd Semester**

• CTS 120 - Hardware/Software Support Credit: 3
• CTS 250 - User Support & Software Evaluation Credit: 3
• NOS 230 - Windows Administration I Credit: 3

Total Semester Hours Credit 18

**Information Technology - Certification Prep Certificate (C25590AF)**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.
Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- CTS 120 - Hardware/Software Support Credit: 3
- NET 110 - Networking Concepts Credit: 3
- NOS 230 - Windows Administration I Credit: 3
- SEC 110 - Security Concepts Credit: 3

Total Semester Hours Credit 18

Information Technology - Network Management Certificate (C25590BC)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- NET 125 - Networking Basics Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- CTS 155 - Tech Support Functions Credit: 3
NET 126 - Routing Basics Credit: 3

Total Semester Hours Credit 18

Information Technology - CCNA Prep Certificate (C25590BD)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- NET 125 - Networking Basics Credit: 3

Fall - 3rd Semester

- NET 126 - Routing Basics Credit: 3

Spring - 4th Semester

- NET 225 - Routing and Switching I Credit: 3
- NET 226 - Routing and Switching II Credit: 3

Total Semester Hours Credit 18

Information Technology - Web, Mobile, and Software Development Certificate (C25590CC)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services,
security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Spring - 1st Semester

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3

Fall - 2nd Semester

- CSC 134 - C++ Programming Credit: 3
- CTI 150 - Mobile Computing Devices Credit: 3

Summer - 3rd Semester

- WEB 115 - Web Markup and Scripting Credit: 3
- WEB 141 - Mobile Interface Design Credit: 3

Total Semester Hours Credit 18

Lateral Entry Teaching - Certificate (C55430)

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.

Coursework 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.

Fall - 1st Semester

- EDU 243 - Learning Theory Credit: 3
- EDU 245 - Policies & Procedures Credit: 3
Spring - 2nd Semester

- EDU 163 - Classroom Mgmt & Instr Credit: 3
- PSY 241 - Developmental Psychology Credit: 3

Summer - 3rd Semester

- EDU 131 - Child, Family, & Community Credit: 3
- EDU 271 - Educational Technology Credit: 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 - Diploma (D45800)

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).

Coursework 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 an 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 coursework. 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/NBCTB/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 classes. 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.

Summer - 1st Semester

- ENG 111 - Writing & Inquiry Credit: 3
- MRI 213 - MR Patient Care & Safety Credit: 2
- MRI 216 - MRI Instrumentation Credit: 2
- MRI 250 - MRI Clinical Education I Credit: 4

Fall - 2nd Semester

- Behavioral/Social Sciences Elective
- MRI 214 - MRI Procedures I Credit: 2
- MRI 217 - MRI Physics I Credit: 2
- MRI 241 - MRI Anatomy & Pathology I Credit: 2
- MRI 260 - MRI Clinical Education II Credit: 7

Spring - 3rd Semester

- MRI 242 - MRI Anatomy & Pathology II Credit: 2
- MRI 270 - MRI Clinical Education III Credit: 8
- MRI 271 - MRI Capstone Credit: 1
- MRI 215 - MRI Procedures II Credit: 2
- MRI 218 - MRI Physics II Credit: 2

Elective Courses

Behavioral/Social Sciences Electives

- Select 3 SHC from the following list of courses:
  - ECO 251 - Principles of Microeconomics Credit: 3
  - ECO 252 - Principles of Macroeconomics Credit: 3
  - HIS 111 - World Civilizations I Credit: 3
  - HIS 112 - World Civilizations II Credit: 3
  - HIS 131 - American History I Credit: 3
  - HIS 132 - American History II Credit: 3
  - POL 120 - American Government Credit: 3
  - PSY 150 - General Psychology Credit: 3
  - SOC 210 - Introduction to Sociology Credit: 3

Total Semester Hours Credit 42

Manufacturing Technology, A.A.S. (A50320)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
  or
- CIS 113 - Computer Basics Credit: 1
- ELC 131 - DC/AC Circuit Analysis Credit: 4
• ISC 132 - Mfg Quality Control Credit: 3
• MAT 121 - Algebra/Trigonometry I Credit: 3
• MEC 145 - Manufacturing Materials I Credit: 3 or
• MEC 180 - Engineering Materials Credit: 3

Spring - 2nd Semester

• ATR 212 - Industrial Robots Credit: 3
• DFT 119 - Basic CAD Credit: 2 or
• DFT 151 - CAD I Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• MEC 111 - Machine Processes I Credit: 3
• MEC 181 - Introduction to CIM Credit: 2

Summer - 3rd Semester

• ISC 112 - Industrial Safety Credit: 2
• ISC 135 - Principles of Industrial Management Credit: 4
• Major Elective

Fall - 4th Semester

• ELN 237 - Local Area Networks Credit: 3
• ELN 260 - Prog Logic Controllers Credit: 4
• ENG 114 - Prof Research & Reporting Credit: 3
• MEC 151 - Mechanical Mfg Sys Credit: 2

Spring - 5th Semester

• ATR 218 - Work Cell Integration Credit: 3
• ATR 281 - Automated Manufacturing Credit: 4
• HUM 110 - Technology & Society Credit: 3 or
• HUM 115 - Critical Thinking Credit: 3
• HYD 110 - Hydraulics/Pneumatics I Credit: 3
• MEC 231 - Computer-Aided Mfg I Credit: 3
• PHY 110 - Conceptual Physics Credit: 3
• PHY 110A - Conceptual Physics Lab Credit: 1
• PSY 150 - General Psychology Credit: 3
Elective Courses

These courses offered and scheduled only during summer sessions.

Major Elective

Select 2-3 SHC from the following list of courses.

- ELC 233 - Energy Management Credit: 3
- ISC 212 - Intro to Metrology Credit: 2
- ISC 220 - Lean Manufacturing Credit: 3
- ISC 243 - Production & Ops Mgmt I Credit: 3
- MEC 155 - Environmentally Benign Manufacturing Credit: 3

Total Semester Hours Credit 71-75

Manufacturing - Energy Management Systems Certificate (C50320A)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ELC 131 - DC/AC Circuit Analysis Credit: 4
- ELN 260 - Prog Logic Controllers Credit: 4

Spring - 2nd Semester

- ATR 111 - Automated Systems Credit: 3
- ELC 233 - Energy Management Credit: 3
- MEC 181 - Introduction to CIM Credit: 2

Total Semester Hours Credit 17
Manufacturing - Management and Operations Certificate (C50320B)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ISC 112 - Industrial Safety Credit: 2
- ISC 132 - Mfg Quality Control Credit: 3
- ISC 220 - Lean Manufacturing Credit: 3

Spring - 2nd Semester

- ISC 243 - Production & Ops Mgmt I Credit: 3
- MEC 181 - Introduction to CIM Credit: 2
- MEC 273 - Manufacturing Regs Credit: 2

Total Semester Hours Credit 15

Manufacturing - Sustainable Mfg Technology Certificate (C50320C)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates
should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ELC 233 - Energy Management Credit: 3
- ISC 120 - Industrial Ecology Credit: 3
- ISC 220 - Lean Manufacturing Credit: 3

Spring - 2nd Semester

- MEC 181 - Introduction to CIM Credit: 2
- MEC 273 - Manufacturing Regs Credit: 2

Summer - 3rd Semester

- ISC 243 - Production & Ops Mgmt I Credit: 3

Total Semester Hours Credit 16

Manufacturing - Automation Technology Certificate (C50320D)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ELC 131 - DC/AC Circuit Analysis Credit: 4
- ELN 260 - Prog Logic Controllers Credit: 4

Spring - 2nd Semester

- ATR 111 - Automated Systems Credit: 3
- ATR 212 - Industrial Robots Credit: 3
• ATR 218 - Work Cell Integration Credit: 3

Total Semester Hours Credit 18

Manufacturing - Industrial Networks Certificate (C50320E)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

• CIS 110 - Introduction to Computers Credit: 3
  or
• CIS 113 - Computer Basics Credit: 1
• ELC 131 - DC/AC Circuit Analysis Credit: 4

Spring - 2nd Semester

• ATR 111 - Automated Systems Credit: 3
• ELN 237 - Local Area Networks Credit: 3

Fall - 3rd Semester

• ELN 260 - Prog Logic Controllers Credit: 4

Total Semester Hours Credit 16-18

Manufacturing - Computer Integrated Machining Certificate (C50320F)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.
Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

**Fall - 1st Semester**

- CIS 110 - Introduction to Computers Credit: 3
  - or
- CIS 113 - Computer Basics Credit: 1
- MEC 145 - Manufacturing Materials I Credit: 3

**Spring - 2nd Semester**

- DFT 119 - Basic CAD Credit: 2
- MEC 111 - Machine Processes I Credit: 3

**Fall - 3rd Semester**

- MEC 181 - Introduction to CIM Credit: 2
- MEC 231 - Computer-Aided Mfg I Credit: 3

**Total Semester Hours Credit 14-16**

**Manufacturing - Robotic Welding Certificate (C50320G)**

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates...
should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
  or
- CIS 113 - Computer Basics Credit: 1
- MEC 111 - Machine Processes I Credit: 3
- MEC 145 - Manufacturing Materials I Credit: 3

Spring - 2nd Semester

- ATR 212 - Industrial Robots Credit: 3
- DFT 119 - Basic CAD Credit: 2
- MEC 181 - Introduction to CIM Credit: 2

Total Semester Hours Credit 14-16

Medical Assisting - Electronic Health Record Certificate (C45400A)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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 Edgecombe Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756 727-210-2350
www.caahep.org

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 an 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.

Fall - 1st Semester

- MED 110 - Orientation to Medical Asst Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- MED 130 - Admin Office Procedures I Credit: 2
- OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester
MED 122 - Medical Terminology II Credit: 3  
MED 131 - Admin Office Procedures II Credit: 2

Fall - 4th Semester

- MED 183 - Electronic Medical Records I Credit: 5

Total Semester Hours Credit 18

Medical Assisting - Clinical Certificate (C45400B)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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 Edgecombe Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756 727-210-2350  
www.caahep.org

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 an 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.

Fall - 1st Semester

- MED 110 - Orientation to Medical Asst Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- MED 130 - Admin Office Procedures I Credit: 2
- OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester

- MED 122 - Medical Terminology II Credit: 3

Summer - 3rd Semester

- MED 114 - Professional Interactions in Health Care Credit: 1

Fall - 4th Semester
Medical Office Administration, A.A.S. (A25310)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of the medical office, medical billing and coding, dental office, patient services, and medical documents.

Coursework includes medical terminology, computer applications, medical office management, medical coding, medical insurance, and billing, medical-legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MED 121 - Medical Terminology I Credit: 3
- OST 131 - Keyboarding Credit: 2
- OST 286 - Professional Development Credit: 3

Spring - 2nd Semester

- BIO 163 - Basic Anatomy & Physiology Credit: 5
  or
- MAT 110 - Math Measurement & Literacy Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- OST 149 - Medical Legal Issues Credit: 3
- OST 164 - Office Editing Credit: 3

Summer - 3rd Semester

- OST 248 - Diagnostic Coding Credit: 3
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester
• COM 231 - Public Speaking Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3
• OST 136 - Word Processing Credit: 3
• OST 148 - Med Coding Billing & Ins Credit: 3
• OST 181 - Intro to Office Systems Credit: 3
• OST 247 - Procedure Coding Credit: 3
• OST 284 - Emerging Technologies Credit: 2

Spring - 5th Semester

• OST 184 - Records Management Credit: 3
• OST 236 - Adv Word/Info Processing Credit: 3
• OST 243 - Medical Office Simulation Credit: 3
• OST 289 - Admin Office Management Credit: 3
• Major Elective(s)

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

• ART 111 - Art Appreciation Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3
• REL 110 - World Religions Credit: 3

Major Elective(s)

Select 3-4 SHC from the following list of courses.

• ACC 120 - Principles of Financial Accounting Credit: 4
• CTS 130 - Spreadsheet Credit: 3
• DBA 110 - Database Concepts Credit: 3
• OST 135 - Adv Text Entry & Formatting Credit: 3
• OST 249 - CPC Certification Credit: 4
• WBL 111 - Work Based Learning I Credit: 1
• WBL 112 - Work Based Learning I Credit: 2
• WBL 115 - Work Experience Seminar I Credit: 1
• WBL 121 - Work Based Learning II Credit: 1
• WBL 122 - Work Based Learning II Credit: 2
• WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 71-74
Medical Office Administration - Medical Billing Certificate (C25310A)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of the medical office, medical billing and coding, dental office, patient services, and medical documents.

Coursework includes medical terminology, computer applications, medical office management, medical coding, medical insurance, and billing, medical-legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- MED 121 - Medical Terminology I Credit: 3
- OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester

- MED 122 - Medical Terminology II Credit: 3
- OST 149 - Medical Legal Issues Credit: 3

Fall - 3rd Semester

- OST 243 - Medical Office Simulation Credit: 3

Total Semester Hours Credit 14

Medical Office Administration - Medical Office Coding Certificate (C25310B)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of the medical office, medical billing and coding, dental office, patient services, and medical documents.

Coursework includes medical terminology, computer applications, medical office management, medical coding, medical insurance, and billing, medical-legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- MED 121 - Medical Terminology I Credit: 3

Spring - 2nd Semester
• MED 122 - Medical Terminology II Credit: 3

Summer - 3rd Semester

• OST 248 - Diagnostic Coding Credit: 3

Fall - 4th Semester

• OST 148 - Med Coding Billing & Ins Credit: 3
• OST 247 - Procedure Coding Credit: 3

Spring - 5th Semester

• OST 249 - CPC Certification Credit: 4

Total Semester Hours Credit 18

Nursing - Practical Diploma (D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Coursework includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), an exam required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Admission to PN Program

Prerequisites

Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

• BIO-094 or Test out
• ENG-002 P2
• MAT-003 P2

Admission Requirements

ATI/TEAS

Scores must be within five years of application date.
• A 58% or greater on the Test of Essential Academic Skills (ATI/TEAS) for the PN program.
• If testing occurred at a site other than ECC, test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.
• All four sections of the ATI/TEAS were taken.
• No more than two ATI/TEAS scores per fiscal year (July 1-June 30), at least 28 days apart, will be eligible.
• ATI/TEAS Test Review Guide

GPA

Admission GPA

• A minimum GPA of 2.5 on Nursing curriculum general education courses taken through the Fall semester is required.
• The college uses the highest grade attained in general education courses in the GPA calculation for admission.
• An overall 2.0 GPA on all attempted courses at ECC is required.

Ranking GPA

The college uses the grades in all attempted Nursing curriculum general education coursework in the GPA calculation for ranking, including courses with grades below a "C" from any college. Only transfer credits from regionally or nationally accredited institutions will be accepted.

Ranking Point Score

• Applicants to the PN program who receive an overall ATI/TEAS score of 58% or higher are ranked based on a point score from their ATI/TEAS score, their BIO GPA, and quality points on all attempted general education coursework in the curriculum.
  o The Biology GPA carries greater weight in the point score than other general education courses.

Admission Steps for PN

Repeat steps for each year of application.

Step I: Application Process (March 1)

• Complete a Nursing Information Session between September 1, and February 28.
• Submit all by March 1:
  o An online ECC application for admission
  o Official high school transcripts or equivalency
  o A partial transcript if currently enrolled in high school. Students must submit a final transcript at the time of graduation.
  o Official transcripts from all colleges attended
  o A PN Program application after attending the Nursing Information Session (attendance required every year of application)
  o ATI/TEAS score(s) to Student Services. If testing occurred at a site other than ECC test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.

Step II: Ranking (March 31)
The college ranks eligible applicants according to their point score. The highest ranked applicants who have a 2.5 Admission GPA or greater will move to Step III.
  o The highest twenty (20) ranked PN applicants will move to Step III.

Applicants who have a 2.5 Admissions GPA but do not have a point score high enough to move to Step III initially will remain at Step II and receive notification that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance letters go out to the top-ranked applicants). Many applicants will give up their seat for a variety of reasons, which opens up places for applicants still on the waiting list.

All applicants who remain at Step II at the end of Spring semester will have their Point Score recalculated with Spring grades and will be re-ranked. Ranked applicants with a 2.5 Admission GPA will move to Step III as seats become available over the summer.

Admission application cycle ends July 31.

Step III: Conditional Acceptance (April - July)

  • The highest ranked applicants will receive a letter of conditional acceptance and a medical form.
  • Accept or reject the seat in writing to the Nursing Admissions Counselor by the due date.
    o Attend the mandatory Health Sciences Orientation.
    o Applicants must complete a medical form, background check, and drug screen by the due dates.
    o Applicants must maintain a 2.5 admissions GPA or higher through spring and summer terms.

Step IV: Final Acceptance

The college will notify applicants who meet the clinical agencies' employee health standards, background, and drug screen requirements of final acceptance. The cost of meeting these requirements can be significant and final acceptance is dependent on meeting the due dates listed in the conditional acceptance letter.

Fall - 1st Semester

  • BIO 168 - Anatomy & Physiology I Credit: 4
  • ENG 111 - Writing & Inquiry Credit: 3
  • NUR 101 - Practical Nursing I Credit: 11

Spring - 2nd Semester

  • BIO 169 - Anatomy & Physiology II Credit: 4
  • NUR 102 - Practical Nursing II Credit: 10
  • PSY 150 - General Psychology Credit: 3

Summer - 3rd Semester

  • NUR 103 - Practical Nursing III Credit: 9

Total Semester Hours Credit 44

Nurse Aide - Certificate (C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.
Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Fall - 1st Semester

- HSC 110 - Orientation to Health Careers Credit: 1
- HSC 120 - CPR Credit: 1
- NAS 101 - Nurse Aide I Credit: 6
- NAS 102 - Nurse Aide II Credit: 6

Total Semester Hours Credit 14

Office Administration, A.A.S. (A25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Coursework includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- OST 131 - Keyboarding Credit: 2
- OST 284 - Emerging Technologies Credit: 2

Spring - 2nd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- OST 134 - Text Entry & Formatting Credit: 3
- OST 136 - Word Processing Credit: 3
- OST 164 - Office Editing Credit: 3

Summer - 3rd Semester
Behavioral/Social Sciences Elective Credit: 3
Humanities/Fine Arts Elective Credit: 3

Fall - 4th Semester

• BUS 121 - Business Math Credit: 3
• OST 145 - Social Media for Office Professionals Credit: 3
• OST 181 - Intro to Office Systems Credit: 3
• OST 236 - Adv Word/Info Processing Credit: 3
• Major Elective(s)

Spring - 5th Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• OST 184 - Records Management Credit: 3
• OST 286 - Professional Development Credit: 3
• OST 289 - Admin Office Management Credit: 3
• Major Elective(s)

Elective Courses

Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses.

• PSY 118 - Interpersonal Psychology Credit: 3
• PSY 150 - General Psychology Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3

Major Elective(s)

Select 6 SHC from the following list of courses.

• ACC 149 - Intro to Acct Spreadsheets Credit: 2
• BUS 137 - Principles of Management Credit: 3
• BUS 260 - Business Communication Credit: 3
• CTS 130 - Spreadsheet Credit: 3
• DBA 110 - Database Concepts Credit: 3
• MED 121 - Medical Terminology I Credit: 3
• MED 122 - Medical Terminology II Credit: 3
• OST 233 - Office Publications Design Credit: 3
• WBL 111 - Work Based Learning I Credit: 1
• WBL 112 - Work Based Learning I Credit: 2
• WBL 115 - Work Experience Seminar I Credit: 1
• WBL 121 - Work Based Learning II Credit: 1
• WBL 122 - Work Based Learning II Credit: 2
• WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 66

Office Administration - Office Skills Certificate (C25370A)

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 nontechnical 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.

Fall - 1st Semester

• CIS 110 - Introduction to Computers Credit: 3
• OST 131 - Keyboarding Credit: 2
• OST 284 - Emerging Technologies Credit: 2

Spring - 2nd Semester

• OST 134 - Text Entry & Formatting Credit: 3
• OST 164 - Office Editing Credit: 3
• OST 184 - Records Management Credit: 3

Total Semester Hours Credit 16

Office Administration - Office Software Certificate (C25370B)

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 nontechnical 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.

Fall - 1st Semester
• CIS 110 - Introduction to Computers Credit: 3
• DBA 110 - Database Concepts Credit: 3
• OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester

• CTS 130 - Spreadsheet Credit: 3
• OST 136 - Word Processing Credit: 3

Summer - 3rd Semester

• OST 236 - Adv Word/Info Processing Credit: 3

Total Semester Hours Credit 17

Ophthalmic Medical Personnel - Diploma (D45210)

The Ophthalmic Medical Personnel Program prepares individuals to perform ophthalmic procedures under the supervision of a licensed physician specializing in Ophthalmology.

Course work includes lecture, laboratory, and clinical training in ocular measurements; ocular testing; lensometry; administering topical and oral medications; eye care; and caring for instruments.

Graduates are employed in medical institutions, clinics, or physician practices. Graduates may qualify as candidates to take the Joint Commission on Allied Health Personnel, Ophthalmology National Certification Exam. Diploma graduates may be eligible for Certified Ophthalmic Medical Assistant certification, while associate degree graduates may be eligible for Certified Ophthalmic Medical Technician certification.

Admission to Program

Prerequisites

Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

BIO-094 or Test Out

ENG-002 P2

MAT-003 P2

ATI/TEAS

• Scores must be within five years of application date.
• Applicants must score 58% or higher on the Test of Essential Academic Skills (ATI/TEAS).
• If testing occurred at a site other than ECC, test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.
• Students must take all four sections of the ATI/TEAS.
• No more than two ATI/TEAS scores per year (July 1 - June 30), at least 28 days apart, will be eligible.

GPA

Admission GPA

• Minimum GPA of 2.5 on Ophthalmic Medical Personnel curriculum general education courses that have been completed through the fall semester.
• Highest grade attained in general education courses is used in the GPA calculation for admission.
• Overall 2.0 GPA on all attempted courses at ECC is required.

Ranking GPA

The grades in all attempted Ophthalmic Medical Personnel curriculum general education coursework will be used in the GPA calculation for ranking, including courses with grades below a "C" from any college.

Ranking Point Score

• Applicants who earn an overall ATI/TEAS score of 55% or higher are ranked based on a point score from their ATI/TEAS score, their BIO and MAT GPA, and quality points on all attempted general education coursework in the curriculum.
• The Biology and Math GPA carries greater weight in the point score than other general education courses.

Admission Steps

Step I: Application process (Due March 15, 2019)

• Complete an Ophthalmic Information Session by March 1, 2019.
• Submit all by March 15:
  o Online ECC Application for Admission
  o Official high school transcripts or equivalency
  o Partial transcript if currently enrolled in high school (final transcript must be submitted at the time of graduation)
  o Official transcripts from all colleges attended
  o Ophthalmic Medical Assistant Program Application
  o ATI/TEAS score(s) (if within the last five years) to Student Services if testing occurred at a site other than ECC results must be delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.

Step II: Ranking (March 30, 2019)

• Eligible applicants are ranked according to their point score. The highest ten (10) ranked applicants who have a 2.5 Admission GPA or higher will move to Step III.
• Applicants who have a 2.5 Admissions GPA but do not have a point score high enough to move to Step III initially will remain at Step II and receive notification that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance letters go out to the top-ranked applicants). Many applicants will give up their seat for a variety of reasons, which opens up places for applicants on the waiting list.
• All applicants who remain at Step II at the end of the spring semester will have their Point Score recalculated with spring semester grades and will be re-ranked. Ranked applicants with a 2.5 Admission GPA will move to Step III as seats become available over the summer.

Step III: Conditional Acceptance (April 16 - May 16, 2019)

• The highest ranked applicants will receive a letter of conditional acceptance and a medical form.
• Accept or reject the seat in writing to the Ophthalmic Medical Personnel Admissions Counselor by the due date.
  o Attend the mandatory Health Science Orientation.
  o Students should complete the medical form, background check, and drug screen by the due dates.
  o Applicants must maintain a 2.5 admissions GPA or higher through spring and summer terms.

Step IV: Final Acceptance

Applicants who meet the clinical agencies' employee health standards, background, and drug screen requirements will be notified of final acceptance. The cost of meeting these requirements can be significant and final acceptance is dependent on meeting the due dates listed in the conditional acceptance letter.

Extended Admissions

If all available seats are not filled with Step III applicants, additional ATI/TEAS testing times will be posted on the Ophthalmic Medical Personnel website and in Student Services by June 1. Current applicants may retake the ATI/TEAS test for a higher score (if they have taken ATI/TEAS only once in the previous year). Ineligible applicants due to an ATI/TEAS below 55% or students who have received a waiting list letter should check the website Ophthalmic Medical Personnel by June 1 if interested in retesting. New applicants must meet with the Program Chair, complete an Ophthalmic Medical Personnel Program application, and meet all admission requirements to be eligible to fill any remaining seats in June.

Other Admission Information

Students who plan to apply for a scholarship, loan or a Pell grant should check with Financial Aid to determine eligibility after applying for FAFSA.

Fall - 1st Semester

• COM 231 - Public Speaking Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• MED 121 - Medical Terminology I Credit: 3
• OPH 150 - Introduction to Ophthalmic Medical Assistant Credit: 2
• OPH 151 - Ocular Anatomy & Physiology Credit: 2

Spring - 2nd Semester

• OPH 113 - Intro to Diseases of the Eye Credit: 2
• OPH 114 - Basic Ophthalmic Pharmacology Credit: 2
• OPH 115 - Ophthalmic Clinical Procedures I Credit: 2
• PSY 150 - General Psychology Credit: 3
Summer - 3rd Semester

- OPH 116 - Ophthalmic Medical Assist Practicum I Credit: 6
- OPH 117 - Ophthalmic Clinical Procedures II Credit: 2
- OPH 119 - Ophthalmic Optics & Basic Refractory Credit: 2

Fall - 4th Semester

- OPH 118 - Ophthalmic Patient Care Credit: 2
- OPH 120 - Ophthalmic Medical Assist Practicum II Credit: 6

Total Semester Hours Credit 40

Radiography, A.A.S. (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Coursework includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

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

Admission Policy for the Radiography Program

The college admits students to the radiography program following policies established by the faculty and approved by the administration. The college does not guarantee admission to all students that apply to the radiography program. The college uses a competitive, points-based ranking system to admit students to the radiography program. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the radiography program to receive credit in any radiography (RAD) course. Students may take curriculum courses other than RAD courses before admission to the program or after entry in the sequence offered.

Radiography students are assigned clinical rotations with area healthcare agencies (Nash UNC, Wilson Medical Center, A DukeLife Point Hospital, and Halifax Regional Medical). Students must meet employee health standards and the criminal background and 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 in the fall semester. Students must complete each step of the admission policy before advancing to the next.

Step I Application Process

1. Complete the online Edgecombe Community College Admission Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. Students should submit a final transcript 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 the online radiography program application before March 15th. If space becomes available before fall admission, the college will establish subsequent dates for acceptance of applications.

Step II ATI/TEAS

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.

2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months before the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing took place at a site other than at ECC OR the scores are officially delivered to ECC by the school where the student took the test.
   - The student must take all four sections of the ATI/TEAS test.
   - ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.

1. The college will use the highest of up to four ATI/TEAS scores for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score a 58% on the ATI/TEAS will be competitively ranked.

2. Points from the ATI/TEAS score and from the GPA on all ECC Radiography curriculum general education courses that the student has completed from all colleges, including classes with grades below a "C," are included in the calculation. The ranking GPA also consists of all curriculum courses that the student has 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 e-mailed or 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 to be fully accepted:

1. Attend mandatory Health Science Orientation and Radiography Pre-Orientaion session.

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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P2
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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes 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 a criminal background check and a drug screen by the required deadline.
8. Failure to meet deadlines will result in the withdrawal of acceptance status.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- RAD 110 - Radiography Introduction & Patient Care Credit: 3
- RAD 111 - Radiography Procedures I Credit: 4
- RAD 113 - RAD Lab Elective Credit: 1
- RAD 151 - Radiography Clinical Ed I Credit: 2

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- PSY 150 - General Psychology Credit: 3
- RAD 112 - Radiography Procedures II Credit: 4
- RAD 121 - Image Production I Credit: 3
- RAD 161 - Radiography Clinical Ed II Credit: 5

Summer - 3rd Semester

- RAD 122 - Image Production II Credit: 2
- RAD 141 - Radiation Safety Credit: 2
- RAD 171 - Radiography Clinical Ed III Credit: 3

Fall - 4th Semester

- COM 231 - Public Speaking Credit: 3
  or
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- RAD 211 - Radiography Procedures III Credit: 3
- RAD 231 - Image Production III Credit: 2
- RAD 251 - Radiography Clinical Ed IV Credit: 7

Spring - 5th Semester

- RAD 261 - Radiography Clinical Ed V Credit: 7
- RAD 271 - Radiography Capstone Credit: 3
Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

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

Total Semester Hours Credit 74

Respiratory Therapy, A.A.S. (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem-solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management, and education of patients with cardiopulmonary diseases.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (Co ARC). Lindsey E. deGuehery, M.D. provides local oversight. Serving as Medical Director of the Respiratory Therapy Program since 1988, Dr. deGuehery specializes in both Internal Medicine and Pulmonology.

Admission Policy for the Respiratory Therapy Program

Admittance to the Respiratory Therapy program follows policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the Respiratory Therapy program. Admission is competitive and 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 to receive credit for any respiratory therapy (RCP) course. Students may take curriculum courses other than RCP courses before or after admission to the program in the sequence offered.

Respiratory Therapy students are assigned clinical rotations with area healthcare facilities. Students must meet employee health standards and the criminal background and drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The Respiratory Therapy program applicant is required to meet steps I-IV before enrollment in the first fall semester. Students must complete each phase of the admission process before advancing. Program academic policies apply to all students and faculty regardless of the location of instruction.

Step I Application Process
1. Submit an Edgecombe Community College Admission Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. The student should submit a final transcript at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory Respiratory Therapy information session before March 1st of the anticipated admission year. The student must attend 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. If additional space becomes available in the program before the fall semester, the college will schedule subsequent application deadlines.

Step II ATI/TEAS

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 62%.
   - Testing occurred within the 24 months before the March 1st application deadline
   - The student has released the scores to ECC with ATI for testing at a site other than ECC, OR the proctoring school delivers the official scores to ECC.
   - The student completed all four sections of the ATI/TEAS test.
   - ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
3. The ranking process will use the highest of up to four ATI/TEAS scores.

Step III Ranking and Conditional Acceptance

1. Students who score a 62% on the ATI/TEAS will be competitively ranked.
2. Points from the ATI/TEAS score and the GPA earned from all ECC Respiratory Therapy curriculum general education courses completed at any college, including grades less than a "C," are included in the calculation. Curriculum courses completed more than once are factored into the ranking GPA as well.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject an offered seat in writing to the Respiratory Therapy Admissions Counselor.
5. Any remaining eligible applicants will receive a waiting list letter.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a seat in the respiratory therapy program, the student must fully meet the following requirements for official acceptance:

1. Attend a 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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.
   Prerequisite Coursework:
   - BIO-094 or Test Out
   - ENG-002 P2
   - MAT-003 P2
4. Demonstrate a 2.5 GPA on all ECC Respiratory Therapy curriculum general education classes completed up to the point of enrollment in the program. The highest grade from all completed courses at any college, including grades less than "C," will be used in this calculation.
5. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
6. Submit a criminal background check and a drug screen before the required deadline.
7. Failure to meet deadlines will result in the withdrawal of acceptance status.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- CIS 113 - Computer Basics Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- RCP 110 - Intro to Respiratory Care Credit: 4
- RCP 113 - Respiratory Pharmacology Credit: 2
- RCP 132 - Respiratory Clinical Practice I Credit: 2

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- RCP 111 - Therapeutics/Diagnostics Credit: 5
- RCP 114 - Cardio Anatomy & Physiology Credit: 3
- RCP 145 - Respiratory Clinical Practice II Credit: 5
- Humanities/Fine Arts Elective

Summer - 3rd Semester

- RCP 112 - Patient Management Credit: 4
- RCP 115 - Cardio Pathophysiology Credit: 2
- RCP 153 - Respiratory Clinical Practice III Credit: 3

Fall - 4th Semester

- COM 231 - Public Speaking Credit: 3
  or
- ENG 112 - Writing/Research in the Disciplines Credit: 3

- RCP 210 - Critical Care Concepts Credit: 4
- RCP 213 - Neonatal/Peds Concepts Credit: 4
- RCP 235 - Respiratory Clin Practice IV Credit: 5

Spring - 5th Semester

- PSY 150 - General Psychology Credit: 3
  or
- SOC 210 - Introduction to Sociology Credit: 3

- RCP 211 - Adv Monitoring/Procedures Credit: 4
- RCP 215 - Career Prep - Adv Level Credit: 1
- RCP 246 - Respiratory Clin Practice V Credit: 6
Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 76

School Age Education, A.A.S. (A55440)

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.

Coursework 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.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- EDU 118 - Prin & Prac of Instr Asst Credit: 3
  or
- EDU 216 - Foundations of Education Credit: 4
- EDU 144 - Child Development I Credit: 3
- EDU 151 - Creative Activities Credit: 3
- EDU 151A - Creative Activities Lab Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
Spring - 2nd Semester

- COM 231 - Public Speaking Credit: 3
  or
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3
- EDU 153A - Health, Safety, & Nutrition Lab Credit: 1

Summer - 3rd Semester

- CIS 110 - Introduction to Computers Credit: 3
- EDU 251 - Exploration Activities Credit: 3
- EDU 251A - Exploration Activities Lab Credit: 1
- PSY 118 - Interpersonal Psychology Credit: 3
  or
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester

- BIO 110 - Principles of Biology Credit: 4
  or
- MAT 110 - Math Measurement & Literacy Credit: 3
- EDU 163 - Classroom Mgmt & Instr Credit: 3
- EDU 221 - Children with Exceptionalities Credit: 3
- Major Elective(s)

Spring - 5th Semester

- EDU 271 - Educational Technology Credit: 3
- EDU 280 - Language & Literacy Exp Credit: 3
- EDU 285 - Internship Exp School Age Credit: 4
- EDU 289 - Adv Issues School Age Credit: 2
- Major Elective(s)

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.
• ART 111 - Art Appreciation Credit: 3
• DRA 111 - Theatre Appreciation Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3
• REL 110 - World Religions Credit: 3
• REL 211 - Intro to Old Testament Credit: 3
• REL 221 - Religion in America Credit: 3

Major Elective(s)

Select 6 SHC from the following list of courses.

• EDU 119 - Intro to Early Childhood Ed Credit: 4
• EDU 146 - Child Guidance Credit: 3
• EDU 157 - Active Play Credit: 3
• EDU 235 - School-Age Dev & Programs Credit: 3
• EDU 282 - Early Childhood Literature Credit: 3
• WBL 111 - Work Based Learning I Credit: 1
• WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 67-69

School Age Education - Diploma (D55440)

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.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BIO 110 - Principles of Biology Credit: 4
  or
• MAT 110 - Math Measurement & Literacy Credit: 3
• EDU 118 - Prin & Prac of Instr Asst Credit: 3
<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Spring - 2nd</td>
<td>EDU 131 - Child, Family, &amp; Community Credit: 3</td>
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<tr>
<td></td>
<td>EDU 145 - Child Development II Credit: 3</td>
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<tr>
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<td>EDU 153 - Health, Safety, &amp; Nutrition Credit: 3</td>
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<tr>
<td></td>
<td>EDU 153A - Health, Safety, &amp; Nutrition Lab Credit: 1</td>
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<tr>
<td>Fall - 3rd</td>
<td>EDU 151 - Creative Activities Credit: 3</td>
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<tr>
<td></td>
<td>EDU 151A - Creative Activities Lab Credit: 1</td>
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<td></td>
<td>EDU 163 - Classroom Mgmt &amp; Instr Credit: 3</td>
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<tr>
<td></td>
<td>EDU 221 - Children with Exceptionalities Credit: 3</td>
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<tr>
<td>Spring - 4th</td>
<td>EDU 271 - Educational Technology Credit: 3</td>
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<td>EDU 280 - Language &amp; Literacy Exp Credit: 3</td>
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<td>EDU 285 - Internship Exp School Age Credit: 4</td>
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<td>EDU 289 - Adv Issues School Age Credit: 2</td>
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**Total Semester Hours Credit 45-46**

**School Age Education - Certificate (C55440)**

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, 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.

<table>
<thead>
<tr>
<th>Semester</th>
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<tbody>
<tr>
<td>Fall - 1st</td>
<td>EDU 118 - Prin &amp; Prac of Instr Asst Credit: 3</td>
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<tr>
<td></td>
<td>EDU 144 - Child Development I Credit: 3</td>
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<tr>
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<td>EDU 151 - Creative Activities Credit: 3</td>
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<tr>
<td></td>
<td>EDU 151A - Creative Activities Lab Credit: 1</td>
</tr>
</tbody>
</table>
Spring - 2nd Semester

- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 18

Supply Chain Management - Distribution Management, A.A.S. (A25620A)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 121 - Business Math Credit: 3
- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- LOG 120 - Global Logistics Credit: 3
- LOG 220 - Logistics Management Credit: 3

Summer - 3rd Semester

- ENG 114 - Prof Research & Reporting Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester
• BUS 115 - Business Law I Credit: 3
• INT 110 - International Business Credit: 3
• LOG 230 - Transportation Management Credit: 3
• MKT 120 - Principles of Marketing Credit: 3

Spring - 5th Semester

• BUS 116 - Business Law II Credit: 3
• BUS 137 - Principles of Management Credit: 3
• ECO 251 - Principles of Microeconomics Credit: 3
  Or
• ECO 252 - Principles of Macroeconomics Credit: 3
• LOG 211 - Distribution Management Credit: 3

Total Semester Hours Credit 65

Supply Chain Management - Trucking Operations, A.A.S. (A25620B)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 110 - Introduction to Business Credit: 3
• BUS 121 - Business Math Credit: 3
• LOG 110 - Introduction to Logistics Credit: 3
• LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• BUS 153 - Human Resource Mgmt Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• TOM 130 - Fleet Maintenance Credit: 3
Summer - 3rd Semester

- ENG 114 - Prof Research & Reporting Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester

- BUS 115 - Business Law I Credit: 3
- INT 110 - International Business Credit: 3
- LOG 125 - Transportation Logistics Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

Spring - 5th Semester

- BUS 116 - Business Law II Credit: 3
- BUS 137 - Principles of Management Credit: 3

- ECO 251 - Principles of Microeconomics Credit: 3
- Or
- ECO 252 - Principles of Macroeconomics Credit: 3

- TOM 250 - Operations of Trucking I Credit: 3

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 211 - Intro to Old Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 65

Supply Chain Management - Distribution Management Diploma (D25620A)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.
Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3
- LOG 230 - Transportation Management Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- LOG 120 - Global Logistics Credit: 3
- LOG 211 - Distribution Management Credit: 3
- LOG 220 - Logistics Management Credit: 3

Summer - 3rd Semester

- BUS 115 - Business Law I Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- GEO 111 - World Regional Geography Credit: 3

Total Semester Hours Credit 38

Supply Chain Management - Trucking Operations Diploma (D25620B)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester
• ACA 111 - College Student Success Credit: 1
• BUS 110 - Introduction to Business Credit: 3
• LOG 110 - Introduction to Logistics Credit: 3
• LOG 125 - Transportation Logistics Credit: 3
• LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• BUS 153 - Human Resource Mgmt Credit: 3
• TOM 130 - Fleet Maintenance Credit: 3
• TOM 250 - Operations of Trucking I Credit: 3

Summer - 3rd Semester

• BUS 115 - Business Law I Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• GEO 111 - World Regional Geography Credit: 3

Total Semester Hours Credit 38

Supply Chain Management - Distribution Management Certificate (C25620AA)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

• LOG 110 - Introduction to Logistics Credit: 3
• LOG 210 - Fleet Management Credit: 3
• LOG 230 - Transportation Management Credit: 3

Spring - 2nd Semester

• LOG 120 - Global Logistics Credit: 3
• LOG 211 - Distribution Management Credit: 3
• LOG 220 - Logistics Management Credit: 3
Total Semester Hours Credit 18

Supply Chain Management - Global Logistics Certificate (C25620AB)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- BUS 115 - Business Law I Credit: 3
- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

- BUS 137 - Principles of Management Credit: 3
- LOG 120 - Global Logistics Credit: 3
- LOG 220 - Logistics Management Credit: 3

Total Semester Hours Credit 18

Supply Chain Management - Trucking Operations Certificate (C25620BA)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- LOG 110 - Introduction to Logistics Credit: 3
- LOG 125 - Transportation Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3
Spring - 2nd Semester

- BUS 153 - Human Resource Mgmt Credit: 3
- TOM 130 - Fleet Maintenance Credit: 3
- TOM 250 - Operations of Trucking I Credit: 3

Total Semester Hours Credit 18

Surgical Technology - Degree (A45740)

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; 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 Commission on Accreditation of Allied Health Education Programs accredits the Surgical Technology Program (www.cahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

Surgical Technology Student Work Policy

All Edgecombe Community College Surgical Technology student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational only in nature. Students will NOT receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist or other hired staff personnel.

Admission Policy for the Surgical Technology Program

The Surgical Technology program admits students following policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the surgical technology program. The college uses a competitive points-based ranking system for admission. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the surgical technology program to receive credit for any surgical technology (SUR) course. Students may take curriculum courses other than SUR courses before admission to the program or after acceptance 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 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 in the fall semester. Students must complete each step of the admission process before advancing to the next step.

Step I Application Process

1. Submit an Edgecombe Community College Admissions Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. Students should submit a final transcript 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. The college will establish subsequent dates for acceptance of applications if space becomes available before the fall semester.

Step II ATI/TEAS

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months before 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 took place.
   - The student must take all four sections of the ATI/TEAS test.
   - ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
3. The college will use the highest of up to four ATI/TEAS scores for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score an overall minimum score of 58% on the ATI/TEAS will be competitively ranked.
2. The college includes all points from the ATI/TEAS score and from the GPA on all ECC Surgical Technology curriculum general education courses that a student completes from any college in the calculation, including classes with less than a "C." The ranking GPA also includes all curriculum courses that a student completes more than once. Only transfer credits from regionally or nationally accredited institutions will be accepted.
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. The college will mail a waiting list letter to the 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 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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P2

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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes 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 a criminal background check and a drug screen by the required deadline.

8. Failure to meet deadlines will result in the withdrawal of acceptance status.

Surgical Technology students must sit for the certification exam to complete the requirements for the program.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1

- BIO 163 - Basic Anatomy & Physiology Credit: 5
  or
- BIO 168 - Anatomy & Physiology I Credit: 4

- ENG 111 - Writing & Inquiry Credit: 3
- SUR 110 - Intro to Surgical Technology Credit: 3
- SUR 111 - Perioperative Patient Care Credit: 7

**Spring - 2nd Semester**

- BIO 169 - Anatomy & Physiology II Credit: 4
  or
- MAT 143 - Quantitative Literacy Credit: 3

- SUR 122 - Surgical Procedures I Credit: 6
- SUR 123 - Surgical Clinical Practice I Credit: 7

**Summer - 3rd Semester**

- BIO 275 - Microbiology Credit: 4

- PSY 150 - General Psychology Credit: 3
  or
- SOC 210 - Introduction to Sociology Credit: 3

- SUR 134 - Surgical Procedures II Credit: 5
- SUR 135 - Surgical Clinical Practice II Credit: 4
Fall - 4th Semester

- BUS 137 - Principles of Management Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- COM 231 - Public Speaking Credit: 3
  or
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- SUR 137 - Professional Success Preparation Credit: 1
- SUR 210 - Adv SUR Clinical Practice Credit: 2
- SUR 211 - Adv Theoretical Concepts Credit: 2
- Humanities/Fine Arts Elective

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 67

Surgical Technology - Diploma (D45740)

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; 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 Commission on Accreditation of Allied Health Education Programs accredits the Surgical Technology Program (www.cahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.cahep.org

**Surgical Technology Student Work Policy**

All Edgecombe Community College Surgical Technology student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational only in nature. Students will NOT receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist or other hired staff personnel.

**Admission Policy for the Surgical Technology Program**

The Surgical Technology program admits students following policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the surgical technology program. The college uses a competitive points-based ranking system for admission. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the surgical technology program to receive credit for any surgical technology (SUR) course. Students may take curriculum courses other than SUR courses before admission to the program or after acceptance 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 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 in the fall semester. Students must complete each step of the admission process before advancing to the next step.

**Step I Application Process**

1. Submit an Edgecombe Community College Admissions Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. Students should submit a final transcript 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. The college will establish subsequent dates for acceptance of applications if space becomes available before the fall semester.

**Step II ATI/TEAS**

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months before 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 took place.
• The student must take all four sections of the ATI/TEAS test.
• ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.

3. The college will use the highest of up to four ATI/TEAS scores for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score an overall minimum score of 58% on the ATI/TEAS will be competitively ranked.
2. The college includes all points from the ATI/TEAS score and from the GPA on all ECC Surgical Technology curriculum general education courses that a student completes from any college in the calculation, including classes with less than a "C." The ranking GPA also includes all curriculum courses that a student completes more than once. Only transfer credits from regionally or nationally accredited institutions will be accepted.
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. The college will mail a waiting list letter to the 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 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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.
   Prerequisite Coursework:
   • BIO-094 or Test Out
   • ENG-002 P2
   • MAT-003 P2
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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes 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 a criminal background check and a drug screen by the required deadline.
8. Failure to meet deadlines will result in the withdrawal of acceptance status.

Surgical Technology students must sit for the certification exam to complete the requirements for the program.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BIO 163 - Basic Anatomy & Physiology Credit: 5
• ENG 111 - Writing & Inquiry Credit: 3
• SUR 110 - Intro to Surgical Technology Credit: 3
• SUR 111 - Perioperative Patient Care Credit: 7
Spring - 2nd Semester

- BIO 175 - General Microbiology Credit: 3
- SUR 122 - Surgical Procedures I Credit: 6
- SUR 123 - Surgical Clinical Practice I Credit: 7

Summer - 3rd Semester

- PSY 150 - General Psychology Credit: 3
  or
- SOC 210 - Introduction to Sociology Credit: 3
- SUR 134 - Surgical Procedures II Credit: 5
- SUR 135 - Surgical Clinical Practice II Credit: 4
- SUR 137 - Professional Success Preparation Credit: 1

Total Semester Hours Credit 48

Therapeutic & Diagnostic Services: Nurse Aide Diploma (D45970)

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry-level position in healthcare. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the program major such as Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT), Medical Assistant, Nurse Aide, Pharmacy Technician, Phlebotomist, or Massage Therapist dependent upon the selected program major.

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- HSC 120 - CPR Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- NAS 101 - Nurse Aide I Credit: 6

Spring - 2nd Semester

- BIO 163 - Basic Anatomy & Physiology Credit: 5
  or
BIO 168 - Anatomy & Physiology I Credit: 4
HSC 110 - Orientation to Health Careers Credit: 1
MED 122 - Medical Terminology II Credit: 3
NAS 102 - Nurse Aide II Credit: 6
PSY 150 - General Psychology Credit: 3

Summer - 3rd Semester

BIO 169 - Anatomy & Physiology II Credit: 4
PSY 241 - Developmental Psychology Credit: 3

Elective Courses

Humanities/Fine Arts Elective
Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 211 - Intro to Old Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 37-40

Welding Technology, A.A.S. (A50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Fall - 1st Semester

ACA 111 - College Student Success Credit: 1
CIS 110 - Introduction to Computers Credit: 3
ENG 111 - Writing & Inquiry Credit: 3
ISC 112 - Industrial Safety Credit: 2  
WLD 110 - Cutting Processes Credit: 2  
WLD 112 - Basic Welding Processes Credit: 2

Spring - 2nd Semester

- DFT 119 - Basic CAD Credit: 2  
- MAT 121 - Algebra/Trigonometry I Credit: 3  
- WLD 115 - SMAW (Stick) Plate Credit: 5  
- WLD 121 - GMAW (MIG) FCAW/Plate Credit: 4

Summer - 3rd Semester

- BUS 230 - Small Business Mgmt Credit: 3  
- HUM 115 - Critical Thinking Credit: 3  
- PSY 150 - General Psychology Credit: 3  
- WLD 141 - Symbols & Specifications Credit: 3

Fall - 4th Semester

- ENG 114 - Prof Research & Reporting Credit: 3  
- WLD 116 - SMAW (stick) Plate/Pipe Credit: 4  
- WLD 131 - GTAW (TIG) Plate Credit: 4  
- WLD 151 - Fabrication I Credit: 4

Spring - 5th Semester

- WLD 132 - GTAW (TIG) Plate/Pipe Credit: 3  
- WLD 215 - SMAW (stick) Pipe Credit: 4  
- WLD 251 - Fabrication II Credit: 3  
- WLD 261 - Certification Practices Credit: 2  
- WLD 262 - Inspection & Testing Credit: 3

Total Semester Hours Credit 69

Welding - Diploma (D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- WLD 110 - Cutting Processes Credit: 2
- WLD 112 - Basic Welding Processes Credit: 2
- WLD 115 - SMAW (Stick) Plate Credit: 5
- WLD 121 - GMAW (MIG) FCAW/Plate Credit: 4
- WLD 131 - GTAW (TIG) Plate Credit: 4

Spring - 2nd Semester

- MAT 121 - Algebra/Trigonometry I Credit: 3
- WLD 116 - SMAW (stick) Plate/Pipe Credit: 4
- WLD 132 - GTAW (TIG) Plate/Pipe Credit: 3
- WLD 141 - Symbols & Specifications Credit: 3
- WLD 215 - SMAW (stick) Pipe Credit: 4
- WLD 261 - Certification Practices Credit: 2
- WLD 262 - Inspection & Testing Credit: 3

Total Semester Hours Credit 46

Welding - Certificate (C50420A)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Fall - 1st Semester

- ISC 112 - Industrial Safety Credit: 2
- WLD 110 - Cutting Processes Credit: 2
- WLD 112 - Basic Welding Processes Credit: 2

Spring - 2nd Semester

- WLD 115 - SMAW (Stick) Plate Credit: 5
- WLD 121 - GMAW (MIG) FCAW/Plate Credit: 4
Total Semester Hours Credit 15

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 four degree programs: the Associate in Applied Science (A.A.S.), the Associate in Arts degree (A.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.

**Curriculum Programs: Degrees, Diplomas, and Certificates**

**Programs**

**Associate in Arts**

**Associate in Arts Degree, A.A. (A10100)**

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

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

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

**General Education Hours**

45 Credits

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

**English Composition**

Select 6 SHC from the following list of courses.
ENG 111 - Writing & Inquiry Credit: 3
ENG 112 - Writing/Research in the Disciplines Credit: 3

Humanities/Fine Arts/Communications

Select 9 SHC from the following list of courses.
Minimum 2 subjects.

- ART 111 - Art Appreciation Credit: 3
- COM 231 - Public Speaking Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

Social/Behavioral Sciences

Select 9 SHC from the following list of courses.
Minimum 2 subjects.

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

Mathematics

Select 3 SHC from the following list of courses.

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

Natural Sciences

Select 4 SHC from 1 of the following 7 groups of courses.

Group 1

- AST 111 - Descriptive Astronomy Credit: 3
- AST 111A - Descriptive Astronomy Lab Credit: 1
Group 2

- AST 151 - General Astronomy I Credit: 3
- AST 151A - General Astronomy I Lab Credit: 1

Group 3

- BIO 110 - Principles of Biology Credit: 4

Group 4

- BIO 111 - General Biology I Credit: 4

Group 5

- CHM 151 - General Chemistry I Credit: 4

Group 6

- GEL 111 - Introductory Geology Credit: 4

Group 7

- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1

Additional General Education Courses

An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused CAA general education courses in the program of study from which to make their selections.

- BIO 112 - General Biology II Credit: 4
- BIO 140 - Environmental Biology Credit: 3
- BIO 140A - Environmental Biology Lab Credit: 1
- CHM 131 - Introduction to Chemistry Credit: 3
- CHM 131A - Introduction to Chemistry Lab Credit: 1
- CHM 132 - Organic & Biochemistry Credit: 4
- CHM 152 - General Chemistry II Credit: 4
- CIS 110 - Introduction to Computers Credit: 3
- CIS 115 - Intro to Prog & Logic Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- DRA 112 - Literature of the Theatre Credit: 3
- DRA 126 - Storytelling Credit: 3
- GEO 111 - World Regional Geography Credit: 3
• GEO 112 - Cultural Geography Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• HUM 120 - Cultural Studies Credit: 3
• HUM 211 - Humanities I Credit: 3
• MAT 172 - Precalculus Trigonometry Credit: 4
• MAT 271 - Calculus I Credit: 4
• MAT 272 - Calculus II Credit: 4
• MAT 273 - Calculus III Credit: 4
• PHY 251 - General Physics I Credit: 4
• PHY 252 - General Physics II Credit: 4
• PSY 241 - Developmental Psychology Credit: 3
• PSY 281 - Abnormal Psychology Credit: 3
• REL 110 - World Religions Credit: 3
• REL 212 - Intro to New Testament Credit: 3
• REL 221 - Religion in America Credit: 3
• SOC 213 - Sociology of the Family Credit: 3
• SOC 220 - Social Problems Credit: 3
• SOC 225 - Social Diversity Credit: 3
• SPA 111 - Elementary Spanish I Credit: 3
• SPA 112 - Elementary Spanish II Credit: 3

Other Required Hours

15 Credits

Academic Transition

• ACA 122 - College Transfer Success Credit: 1

Electives

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused courses in the program of study from which to make their selections.

• ACC 120 - Principles of Financial Accounting Credit: 4
• ACC 121 - Prin of Managerial Acct Credit: 4
• BIO 155 - Nutrition Credit: 3
• BIO 163 - Basic Anatomy & Physiology Credit: 5
• BIO 168 - Anatomy & Physiology I Credit: 4
• BIO 169 - Anatomy & Physiology II Credit: 4
• BIO 175 - General Microbiology Credit: 3
• BUS 110 - Introduction to Business Credit: 3
• BUS 115 - Business Law I Credit: 3
• BUS 137 - Principles of Management Credit: 3
• CJC 111 - Intro to Criminal Justice Credit: 3
• CJC 141 - Corrections Credit: 3
• CSC 134 - C++ Programming Credit: 3
• CSC 139 - Visual BASIC Programming Credit: 3
• CSC 151 - JAVA Programming Credit: 3
• DRA 142 - Costuming Credit: 3
• DRA 145 - Stage Make-up Credit: 2
• DRA 170 - Play Production I Credit: 3
• EGR 150 - Intro to Engineering Credit: 2
• GIS 111 - Intro to Geographic Info Sys Credit: 3
• HEA 110 - Personal Health/Wellness Credit: 3
• HEA 112 - First Aid & CPR Credit: 2
• HIS 141 - Genealogy & Local History Credit: 3
• HIS 236 - North Carolina History Credit: 3
• PED 110 - Fit and Well for Life Credit: 2
• PED 117 - Weight Training I Credit: 1
• POL 130 - State & Local Government Credit: 3
• PSY 263 - Educational Psychology Credit: 3

Total Semester Hours Credit 60-61

One semester hour of credit (SHC) may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

Associate in General Education

Associate in General Education - Nursing BSN Transfer (A1030NG)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Fall - 1st Semester

• ENG 111 - Writing & Inquiry Credit: 3
• MAT 143 - Quantitative Literacy Credit: 3
• PSY 150 - General Psychology Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3
• Humanities/Fine Arts Elective
Spring - 2nd Semester

- ACA 122 - College Transfer Success Credit: 1
- CHM 131 - Introduction to Chemistry Credit: 3 and
- CHM 131A - Introduction to Chemistry Lab Credit: 1 or
- CHM 151 - General Chemistry I Credit: 4
- ECO 251 - Principles of Microeconomics Credit: 3 or
- ECO 252 - Principles of Macroeconomics Credit: 3
- ENG 231 - American Literature I Credit: 3 or
- ENG 232 - American Literature II Credit: 3
- PSY 241 - Developmental Psychology Credit: 3

Summer - 3rd Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- HIS 111 - World Civilizations I Credit: 3 or
- HIS 112 - World Civilizations II Credit: 3 or
- HIS 131 - American History I Credit: 3 or
- HIS 132 - American History II Credit: 3
- MAT 152 - Statistical Methods I Credit: 4
- POL 120 - American Government Credit: 3

Fall - 4th Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- BIO 275 - Microbiology Credit: 4
- ENG 112 - Writing/Research in the Disciplines Credit: 3 or
- ENG 114 - Prof Research & Reporting Credit: 3
- Humanities/Fine Arts Elective
- Behavioral/Social Sciences Elective

Elective Courses
Humanities/Fine Arts

Select 6 SHC from the following list of courses.

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

Behavioral/Social Sciences

Select 3 SHC from the following list of courses.

- SOC 213 - Sociology of the Family Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3
- SOC 240 - Social Psychology Credit: 3

Total Semester Hours Credit 60

Associate in General Education Degree, A.G.E. (A10300)

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

Coursework 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.

General Education Hours

15 Credits

The Associate in General Education curriculum program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the Combined Course Library, including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in natural sciences or mathematics. Courses must be at the 110-199 or 210-299 level.

English/Communications

Select 6 SHC from the following list of courses.

- COM 120 - Intro to Interpersonal Comm Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- COM 231 - Public Speaking Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3

**Humanities/Fine Arts**

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- DRA 112 - Literature of the Theatre Credit: 3
- DRA 126 - Storytelling Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- HUM 120 - Cultural Studies Credit: 3
- HUM 211 - Humanities I Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3
- SPA 111 - Elementary Spanish I Credit: 3
- SPA 112 - Elementary Spanish II Credit: 3

**Social/Behavioral Sciences**

Select 3 SHC from the following list of courses.

- ECO 251 - Principles of Microeconomics Credit: 3
- ECO 252 - Principles of Macroeconomics Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- GEO 112 - Cultural Geography Credit: 3
- HIS 111 - World Civilizations I Credit: 3
- HIS 112 - World Civilizations II Credit: 3
- HIS 131 - American History I Credit: 3
- HIS 132 - American History II Credit: 3
- POL 120 - American Government Credit: 3
- PSY 150 - General Psychology Credit: 3
- PSY 241 - Developmental Psychology Credit: 3
- PSY 281 - Abnormal Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 213 - Sociology of the Family Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3

**Natural Sciences/Mathematics**
Select 3 SHC from the following list of courses.

- AST 111 - Descriptive Astronomy Credit: 3
- AST 111A - Descriptive Astronomy Lab Credit: 1
- AST 151 - General Astronomy I Credit: 3
- AST 151A - General Astronomy I Lab Credit: 1
- BIO 110 - Principles of Biology Credit: 4
- BIO 111 - General Biology I Credit: 4
- BIO 112 - General Biology II Credit: 4
- BIO 140 - Environmental Biology Credit: 3
- BIO 140A - Environmental Biology Lab Credit: 1
- CHM 131 - Introduction to Chemistry Credit: 3
- CHM 131A - Introduction to Chemistry Lab Credit: 1
- CHM 132 - Organic & Biochemistry Credit: 4
- CHM 151 - General Chemistry I Credit: 4
- CHM 152 - General Chemistry II Credit: 4
- GEL 111 - Introductory Geology Credit: 4
- MAT 143 - Quantitative Literacy Credit: 3
- MAT 152 - Statistical Methods I Credit: 4
- MAT 171 - Precalculus Algebra Credit: 4
- MAT 172 - Precalculus Trigonometry Credit: 4
- MAT 271 - Calculus I Credit: 4
- MAT 272 - Calculus II Credit: 4
- MAT 273 - Calculus III Credit: 4
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1
- PHY 251 - General Physics I Credit: 4
- PHY 252 - General Physics II Credit: 4

Other Major Hours

50 Credits

Other major hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit.

Academic Transition

Select 1 SHC from the following list of courses.

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

Electives

Take 49 SHC from the following list or from any previously unused courses in the program of study.

- ACC 120 - Principles of Financial Accounting Credit: 4
• ACC 121 - Prin of Managerial Acct Credit: 4
• ACC 140 - Payroll Accounting Credit: 2
• ACC 150 - Acct Software Applications Credit: 2
• BIO 155 - Nutrition Credit: 3
• BIO 163 - Basic Anatomy & Physiology Credit: 5
• BIO 168 - Anatomy & Physiology I Credit: 4
• BIO 169 - Anatomy & Physiology II Credit: 4
• BIO 275 - Microbiology Credit: 4
• BTC 181 - Basic Lab Techniques Credit: 4
• BTC 250 - Principles of Genetics Credit: 3
• BUS 110 - Introduction to Business Credit: 3
• BUS 115 - Business Law I Credit: 3
• BUS 116 - Business Law II Credit: 3
• BUS 125 - Personal Finance Credit: 3
• BUS 137 - Principles of Management Credit: 3
• BUS 151 - People Skills Credit: 3
• BUS 153 - Human Resource Mgmt Credit: 3
• BUS 230 - Small Business Mgmt Credit: 3
• BUS 240 - Business Ethics Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• CIS 111 - Basic PC Literacy Credit: 2
• CIS 113 - Computer Basics Credit: 1
• CIS 115 - Intro to Prog & Logic Credit: 3
• CJC 111 - Intro to Criminal Justice Credit: 3
• CJC 121 - Law Enforcement Ops Credit: 3
• CJC 141 - Corrections Credit: 3
• CSC 134 - C++ Programming Credit: 3
• CSC 139 - Visual BASIC Programming Credit: 3
• CSC 151 - JAVA Programming Credit: 3
• CTS 130 - Spreadsheet Credit: 3
• DBA 120 - Database Programming I Credit: 3
• DRA 140 - Stagecraft I Credit: 3
• DRA 142 - Costuming Credit: 3
• DRA 145 - Stage Make-up Credit: 2
• EDU 144 - Child Development I Credit: 3
• EDU 145 - Child Development II Credit: 3
• EDU 216 - Foundations of Education Credit: 4
• EDU 221 - Children with Exceptionalities Credit: 3
• EGR 150 - Intro to Engineering Credit: 2
• ETR 220 - Innovation and Creativity Credit: 3
• GIS 111 - Intro to Geographic Info Sys Credit: 3
• HEA 110 - Personal Health/Wellness Credit: 3
• HEA 112 - First Aid & CPR Credit: 2
• HEA 130 - Health-Adult Sexuality Credit: 3
• HIS 141 - Genealogy & Local History Credit: 3
• HIS 236 - North Carolina History Credit: 3
• HIT 110 - Fundamentals of HIM Credit: 3
• HIT 114 - Health Data Sys/Standards Credit: 3
• HUM 140 - History of Architecture Credit: 3
• MAT 110 - Math Measurement & Literacy Credit: 3
• MED 121 - Medical Terminology I Credit: 3
• MED 122 - Medical Terminology II Credit: 3
• MKT 120 - Principles of Marketing Credit: 3
• PED 110 - Fit and Well for Life Credit: 2
• PED 117 - Weight Training I Credit: 1
• POL 130 - State & Local Government Credit: 3
• PSY 118 - Interpersonal Psychology Credit: 3
• PSY 141 - Death & Dying Credit: 3
• PSY 263 - Educational Psychology Credit: 3

Total Semester Hours Credit 65

Associate in Science

Associate in Science Degree, A.S. (A10400)

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

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

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

General Education Hours

45 Credits

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

English Composition

Select 6 SHC from the following list of courses.

• ENG 111 - Writing & Inquiry Credit: 3
• ENG 112 - Writing/Research in the Disciplines Credit: 3

Communications/Humanities/Fine Arts

Select 6 SHC from the following list of courses.
Minimum 2 subjects.

- ART 111 - Art Appreciation Credit: 3
- COM 231 - Public Speaking Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

Behavioral/Social Sciences

Select 6 SHC from the following list of courses.

Minimum 2 subjects.

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

Mathematics

Select 8 SHC from the following list of courses.

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

Natural Sciences

Select 8 SHC from 1 of the following 10 groups of courses.

Group 1

- AST 151 - General Astronomy I Credit: 3
- AST 151A - General Astronomy I Lab Credit: 1
- BIO 110 - Principles of Biology Credit: 4

Group 2

- AST 151 - General Astronomy I Credit: 3
• AST 151A - General Astronomy I Lab Credit: 1
• GEL 111 - Introductory Geology Credit: 4

Group 3

• AST 151 - General Astronomy I Credit: 3
• AST 151A - General Astronomy I Lab Credit: 1
• PHY 110 - Conceptual Physics Credit: 3
• PHY 110A - Conceptual Physics Lab Credit: 1

Group 4

• BIO 110 - Principles of Biology Credit: 4
• GEL 111 - Introductory Geology Credit: 4

Group 5

• BIO 110 - Principles of Biology Credit: 4
• PHY 110 - Conceptual Physics Credit: 3
• PHY 110A - Conceptual Physics Lab Credit: 1

Group 6

• BIO 111 - General Biology I Credit: 4
• BIO 112 - General Biology II Credit: 4

Group 7

• CHM 151 - General Chemistry I Credit: 4
• CHM 152 - General Chemistry II Credit: 4

Group 8

• GEL 111 - Introductory Geology Credit: 4
• PHY 110 - Conceptual Physics Credit: 3
• PHY 110A - Conceptual Physics Lab Credit: 1

Group 9

• PHY 151 - College Physics I Credit: 4
• PHY 152 - College Physics II Credit: 4

Group 10

• PHY 251 - General Physics I Credit: 4
• PHY 252 - General Physics II Credit: 4
Additional General Education Courses

An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused CAA general education courses in the program of study from which to make their selections.

- AST 111 - Descriptive Astronomy Credit: 3
- AST 111A - Descriptive Astronomy Lab Credit: 1
- AST 152 - General Astronomy II Credit: 3
- AST 152A - General Astronomy II Lab Credit: 1
- BIO 140 - Environmental Biology Credit: 3
- BIO 140A - Environmental Biology Lab Credit: 1
- CHM 131 - Introduction to Chemistry Credit: 3
- CHM 131A - Introduction to Chemistry Lab Credit: 1
- CHM 132 - Organic & Biochemistry Credit: 4
- CIS 110 - Introduction to Computers Credit: 3
- CIS 115 - Intro to Prog & Logic Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- GEO 112 - Cultural Geography Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- HUM 120 - Cultural Studies Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- MAT 152 - Statistical Methods I Credit: 4
- MAT 273 - Calculus III Credit: 4
- PSY 241 - Developmental Psychology Credit: 3
- PSY 281 - Abnormal Psychology Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3
- SOC 213 - Sociology of the Family Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3
- SPA 111 - Elementary Spanish I Credit: 3
- SPA 112 - Elementary Spanish II Credit: 3

Other Required Hours

15 Credits

Academic Transition

Take 1 credit from:

- ACA 122 - College Transfer Success Credit: 1
Electives

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students may use the following list or any previously unused courses in the program of study from which to make their selections.

- ACC 120 - Principles of Financial Accounting Credit: 4
- ACC 121 - Prin of Managerial Acct Credit: 4
- BIO 155 - Nutrition Credit: 3
- BIO 163 - Basic Anatomy & Physiology Credit: 5
- BIO 168 - Anatomy & Physiology I Credit: 4
- BIO 169 - Anatomy & Physiology II Credit: 4
- BIO 175 - General Microbiology Credit: 3
- BUS 110 - Introduction to Business Credit: 3
- CSC 134 - C++ Programming Credit: 3
- CSC 139 - Visual BASIC Programming Credit: 3
- CSC 151 - JAVA Programming Credit: 3
- EGR 150 - Intro to Engineering Credit: 2
- GIS 111 - Intro to Geographic Info Sys Credit: 3
- HEA 110 - Personal Health/Wellness Credit: 3
- HEA 112 - First Aid & CPR Credit: 2
- HIS 141 - Genealogy & Local History Credit: 3
- HIS 236 - North Carolina History Credit: 3
- PED 110 - Fit and Well for Life Credit: 2
- PED 117 - Weight Training I Credit: 1
- POL 130 - State & Local Government Credit: 3
- PSY 263 - Educational Psychology Credit: 3

Total Semester Hours Credit 60-61

One semester hour of credit (SHC) may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.

Associate in Applied Science

Accounting and Finance, A.A.S. (A25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- BUS 121 - Business Math Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
- BUS 116 - Business Law II Credit: 3
- ECO 251 - Principles of Microeconomics Credit: 3
  or
- ECO 252 - Principles of Macroeconomics Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4

Summer - 3rd Semester

- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 140 - Payroll Accounting Credit: 2
- Accounting Elective
- Major Elective

Fall - 4th Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- BUS 240 - Business Ethics Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- Humanities/Fine Arts Elective

Spring - 5th Semester

- ACC 131 - Federal Income Taxes Credit: 3
- ACC 220 - Intermediate Accounting I Credit: 4
- BUS 125 - Personal Finance Credit: 3
- Major Elective

Elective Courses
Accounting Elective

Select 2 SHC from the following list of courses.

- ACC 150 - Acct Software Applications Credit: 2
- ACC 151 - Acct Spreadsheet Applications Credit: 2
- ACC 152 - Adv Software Applications Credit: 2

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Major Elective(s)

Select 6 SHC from the following list of courses.

- ACC 180 - Practices in Bookkeeping Credit: 3
- ACC 210 - Enterprise Risk Management Credit: 3
- ACC 240 - Govt & Not-for-Profit Acct Credit: 3
- BAF 143 - Financial Planning Credit: 3
- BUS 137 - Principles of Management Credit: 3
- BUS 225 - Business Finance Credit: 3
- BUS 230 - Small Business Mgmt Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 112 - Work Based Learning I Credit: 2
- WBL 115 - Work Experience Seminar I Credit: 1
- WBL 121 - Work Based Learning II Credit: 1
- WBL 122 - Work Based Learning II Credit: 2
- WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 67

Baking & Pastry Arts, A.A.S. (A55130)
This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies, and professionalism. Course work includes specialty/artisanal bread, desserts/pastries, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef, and assistant pastry chef. American Culinary Federation certification may be available to graduates.

**Fall - 1st Semester**

- CUL 110 - Sanitation and Safety Credit: 2
- CUL 110A - Sanitation and Safety Lab Credit: 1
- CUL 140 - Culinary Skills I Credit: 5
- CUL 160 - Baking I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3

**Spring - 2nd Semester**

- BPA 150 - Artisan & Specialty Bread Credit: 4
- BPA 210 - Cake Design and Decorating Credit: 3
- CUL 150 - Food Science Credit: 2
- CUL 260 - Baking II Credit: 3
- HUM 115 - Critical Thinking Credit: 3

**Summer - 3rd Semester**

- CUL 112 - Nutrition for Foodservice Credit: 3
- HRM 245 - Human Resource Mgmt - Hospitality Credit: 3
- PSY 118 - Interpersonal Psychology Credit: 3

**Fall - 4th Semester**

- BPA 120 - Petit Fours & Pastries Credit: 3
- BPA 130 - European Cakes and Tortes Credit: 3
- BPA 220 - Confection Artistry Credit: 4
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- WBL 112 - Work Based Learning I Credit: 2

**Spring - 5th Semester**

- BPA 230 - Chocolate Artistry Credit: 3
- BPA 230A - Chocolate Artistry Lab Credit: 1
- BPA 240 - Plated Desserts Credit: 3
- BPA 250 - Dessert/Bread Production Credit: 5
The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Biotechnology is a program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

Required Courses

- ACA 111 - College Student Success Credit: 1 *
  or
- ACA 122 - College Transfer Success Credit: 1 *

- BIO 111 - General Biology I Credit: 4 *
- BIO 112 - General Biology II Credit: 4 *
- BIO 275 - Microbiology Credit: 4 *
- BTC 181 - Basic Lab Techniques Credit: 4 *
- BTC 250 - Principles of Genetics Credit: 3 *
- CHM 132 - Organic & Biochemistry Credit: 4 *
- CIS 110 - Introduction to Computers Credit: 3 *
- ENG 111 - Writing & Inquiry Credit: 3 *
- PHY 110 - Conceptual Physics Credit: 3 *
- PHY 110A - Conceptual Physics Lab Credit: 1 *
- PHY 151 - College Physics I Credit: 4 *
- BIO 280 - Biotechnology Credit: 3
- BTC 270 - Recombinant DNA Technology Credit: 4
- BTC 275 - Industrial Microbiology Credit: 4
- BTC 281 - Bioprocess Techniques Credit: 4
- BTC 285 - Cell Culture Credit: 3
- BTC 286 - Immunological Techniques Credit: 4

Elective Courses

Mathematics Elective
MAT 110 - Math Measurement & Literacy Credit: 3 *
or
MAT 171 - Precalculus Algebra Credit: 4 *
or
MAT 172 - Precalculus Trigonometry Credit: 4 *

Humanities/Fine Arts Elective

- HUM 110 - Technology & Society Credit: 3 *
or
- HUM 115 - Critical Thinking Credit: 3 *

Experience Elective

- BTC 288 - Biotech Lab Experience Credit: 2
or
- WBL 112 - Work Based Learning I Credit: 2

Communications Elective

- ENG 112 - Writing/Research in the Disciplines Credit: 3
or
- ENG 114 - Prof Research & Reporting Credit: 3 *

Chemistry Elective

- CHM 131 - Introduction to Chemistry Credit: 3 *
and
- CHM 131A - Introduction to Chemistry Lab Credit: 1 *
or
- CHM 151 - General Chemistry I Credit: 4 *
and
- CHM 152 - General Chemistry II Credit: 4 *

Behavioral/Social Science Elective

- POL 120 - American Government Credit: 3 *
or
- PSY 150 - General Psychology Credit: 3 *
or
- SOC 210 - Introduction to Sociology Credit: 3 *
or
- SOC 220 - Social Problems Credit: 3 *

Total Semester Hours Credit 66-67
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, A.A.S. (A25120)**

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.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- BUS 121 - Business Math Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

**Spring - 2nd Semester**

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 116 - Business Law II Credit: 3
- ECO 251 - Principles of Microeconomics Credit: 3
  or
- ECO 252 - Principles of Macroeconomics Credit: 3
- BIO 140 - Environmental Biology Credit: 3
  and
- BIO 140A - Environmental Biology Lab Credit: 1
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4

**Summer - 3rd Semester**

- ACC 140 - Payroll Accounting Credit: 2
Or

- ACC 149 - Intro to Acct Spreadsheets Credit: 2
- ACC 150 - Acct Software Applications Credit: 2

- BUS 135 - Principles of Supervision Credit: 3
- BUS 151 - People Skills Credit: 3
- BUS 153 - Human Resource Mgmt Credit: 3
- BUS 255 - Org Behavior in Bus Credit: 3

- BUS 137 - Principles of Management Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- ENG 114 - Prof Research & Reporting Credit: 3
- MKT 120 - Principles of Marketing Credit: 3
- Major Elective

Spring - 5th Semester

- ACC 131 - Federal Income Taxes Credit: 3
- BUS 125 - Personal Finance Credit: 3
- BUS 230 - Small Business Mgmt Credit: 3
- BUS 239 - Bus Applications Seminar Credit: 2
- BUS 240 - Business Ethics Credit: 3

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.
- Recommended Electives: ART 111*, DRA 111*, DRA 126*, HUM 110, HUM 115, HUM 120, REL 110, MUS 110*, or PHI 240* *UGETC courses

Major Electives

3 credit hours

- Select 3 SHC from the following courses:
- ACC 122 - Prin of Financial Acct II Credit: 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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<tr>
<td>ACC 180</td>
<td>Practices in Bookkeeping</td>
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<td>INT 110</td>
<td>International Business</td>
<td>3</td>
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<td>INT 210</td>
<td>International Trade</td>
<td>3</td>
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<tr>
<td>LOG 110</td>
<td>Introduction to Logistics</td>
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<td>LOG 120</td>
<td>Global Logistics</td>
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<td>LOG 210</td>
<td>Fleet Management</td>
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<td>LOG 220</td>
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<td>MKT 123</td>
<td>Fundamentals of Selling</td>
<td>3</td>
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<td>MKT 125</td>
<td>Buying &amp; Merchandising</td>
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<td>MKT 220</td>
<td>Advertising and Selling</td>
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<td>MKT 224</td>
<td>International Marketing</td>
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<tr>
<td>WBL 125</td>
<td>Work Experience Seminar II</td>
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</tr>
</tbody>
</table>

**Total Semester Hours Credit 67**

**Collision Repair & Refinishing Technology, A.A.S. (A60130)**

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- AUB 111 - Painting & Refinishing I Credit: 4
- AUB 121 - Non-Structural Damage I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2

**Spring - 2nd Semester**

- AUB 112 - Painting & Refinishing II Credit: 4
- AUB 122 - Non-Structural Damage II Credit: 4
- MAT 110 - Math Measurement & Literacy Credit: 3
- TRN 130 - Intro to Sustainable Transport Credit: 3

Summer - 3rd Semester

- AUB 141 - Mech & Elec Components I Credit: 3
- AUB 150 - Automotive Detailing Credit: 2
- SOC 210 - Introduction to Sociology Credit: 3
- Humanities/Fine Arts Elective
- Major Elective(s)

Fall - 4th Semester

- AUB 131 - Structural Damage I Credit: 4
- ENG 114 - Prof Research & Reporting Credit: 3
- TRN 180 - Basic Welding for Trans Credit: 3
- WLD 110 - Cutting Processes Credit: 2

Spring - 5th Semester

- AUT 151 - Brake Systems Credit: 3
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1
- TRN 120 - Basic Transport Electricity Credit: 5
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

Major Electives

Select 2-4 SHC from the following list of courses.

- AUB 114 - Special Finishes Credit: 2
- AUB 132 - Structural Damage II Credit: 4
- AUB 136 - Plastics & Adhesives Credit: 3
- BUS 110 - Introduction to Business Credit: 3
- TRN 170 - PC Skills for Transportation Credit: 2
Total Semester Hours Credit 66-68

Criminal Justice Technology, A.A.S. (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CJC 111 - Intro to Criminal Justice Credit: 3
- CJC 113 - Juvenile Justice Credit: 3
- CJC 131 - Criminal Law Credit: 3
- COM 140 - Intro to Intercultural Comm Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CIS 110 - Introduction to Computers Credit: 3
- CJC 112 - Criminology Credit: 3
- CJC 120 - Interview/Interrogations Credit: 2
- CJC 121 - Law Enforcement Ops Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- Major Elective

Summer - 3rd Semester

- POL 130 - State & Local Government Credit: 3
- PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

- CJC 141 - Corrections Credit: 3
- CJC 221 - Investigative Principles Credit: 4
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- Humanities/Fine Arts Elective

Spring - 5th Semester
• CJC 215 - Org & Administration Credit: 3
• CJC 231 - Constitutional Law Credit: 3
• CJC 212 - Ethics & Comm Relations Credit: 3
• PSY 281 - Abnormal Psychology Credit: 3
• SOC 225 - Social Diversity Credit: 3
• Major Elective

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

• Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Major Electives

6 credit hours

• Select 6 SHC from the following courses:
  • CCT 110 - Intro to Cyber Crime Credit: 3
  • CJC 132 - Court Procedure & Evidence Credit: 3
  • CJC 151 - Intro to Loss Prevention Credit: 3
  • CJC 161 - Intro to Homeland Security Credit: 3
  • CJC 162 - Intel Analysis & Security Mgmt Credit: 3
  • CJC 211 - Counseling Credit: 3
  • CJC 232 - Civil Liability Credit: 3
  • CJC 233 - Correctional Law Credit: 3
  • CJC 241 - Comm-Based Corrections Credit: 3
  • CJC 260 - Threat Assessment Credit: 2
  • SOC 220 - Social Problems Credit: 3
  • WBL 111 - Work Based Learning I Credit: 1
  • WBL 112 - Work Based Learning I Credit: 2
  • WBL 115 - Work Experience Seminar I Credit: 1
  • WBL 121 - Work Based Learning II Credit: 1
  • WBL 122 - Work Based Learning II Credit: 2
  • WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 73

Dental Hygiene, A.A.S. (A45260)

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.

Required Courses

Courses that may be taken at Edgecombe Community College

- BIO 169 - Anatomy & Physiology II Credit: 4
- BIO 275 - Microbiology Credit: 4
- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- SOC 240 - Social Psychology Credit: 3
- Humanities/Fine Arts Elective

Courses that must be taken at Halifax Community College

- CHM 130 - General, Organic, & Biochemistry Credit: 3
- DEN 110 - Orofacial Anatomy Credit: 3
- DEN 111 - Infection/Hazard Control Credit: 2
- DEN 112 - Dental Radiography Credit: 3
- DEN 120 - Dental Hygiene Pre-clinic Lecture Credit: 2
- DEN 121 - Dental Hygiene Pre-clinic Lab Credit: 2
- DEN 123 - Nutrition/Dental Health Credit: 2
- DEN 124 - Peridontology Credit: 2
- DEN 125 - Dental Office Emergencies Credit: 1
- DEN 130 - Dental Hygiene Theory I Credit: 2
- DEN 131 - Dental Hygiene Clinic I Credit: 3
- DEN 140 - Dental Hygiene Theory II Credit: 1
- DEN 141 - Dental Hygiene Clinic II Credit: 2
- DEN 220 - Dental Hygiene Theory III Credit 2
- DEN 221 - Dental Hygiene Clinic III Credit: 4
- DEN 222 - Dental and Oral Pathology Credit: 2
- DEN 223 - Dental Pharmacology Credit: 2
- DEN 224 - Materials and Procedures Credit: 2
- DEN 230 - Dental Hygiene Theory IV Credit: 1
- DEN 231 - Dental Hygiene Clinic IV Credit: 4
- DEN 232 - Community Dental Health Credit: 3
- DEN 233 - Professional Development Credit: 2
Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 74

Upon successful completion of the course requirements, an Associate in Applied Science degree in Dental Hygiene will be awarded by Halifax Community College.

Early Childhood Education Birth-K Licensure, A.A.S. (A55220BK)

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

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

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

- ACA 122 - College Transfer Success Credit: 1
- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 144 - Child Development I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3

Spring - 2nd Semester

- BIO 110 - Principles of Biology Credit: 4
  or
- BIO 111 - General Biology I Credit: 4
- COM 231 - Public Speaking Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3

Summer - 3rd Semester

- EDU 234 - Infants, Toddlers, & Twos Credit: 3
- PSY 150 - General Psychology Credit: 3
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester

- EDU 280 - Language & Literacy Exp Credit: 3
- EDU 221 - Children with Exceptionalities Credit: 3
- EDU 146 - Child Guidance Credit: 3
- EDU 151 - Creative Activities Credit: 3

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3

Spring - 5th Semester

- EDU 216 - Foundations of Education Credit: 4
- EDU 250 - Teacher Licensure Preparation Credit: 3
- EDU 284 - Early Child Capstone Prac Credit: 4
  Natural Sciences Elective

Elective Courses

Behavioral/Social Sciences

Select 3 SHC from the following list of courses.

- ECO 251 - Principles of Microeconomics Credit: 3
- ECO 252 - Principles of Macroeconomics Credit: 3
- HIS 111 - World Civilizations I Credit: 3
- HIS 112 - World Civilizations II Credit: 3
- HIS 131 - American History I Credit: 3
- HIS 132 - American History II Credit: 3
- POL 120 - American Government Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3

**Humanities/Fine Arts**

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

**Natural Sciences**

Select 4 SHC from the following list of courses.

- AST 111 - Descriptive Astronomy Credit: 3
  or
- AST 111A - Descriptive Astronomy Lab Credit: 1
- AST 151 - General Astronomy I Credit: 3
  or
- AST 151A - General Astronomy I Lab Credit: 1
- CHM 151 - General Chemistry I Credit: 4
- GEL 111 - Introductory Geology Credit: 4
- PHY 110 - Conceptual Physics Credit: 3
  or
- PHY 110A - Conceptual Physics Lab Credit: 1

**Total Semester Hours Credit 71**

**Early Childhood Education Non-Licensure, A.A.S. (A55220NL)**

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.
A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

**Fall - 1st Semester**

- ACA 122 - College Transfer Success Credit: 1
- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 144 - Child Development I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3

**Spring - 2nd Semester**

- BIO 110 - Principles of Biology Credit: 4
  or
- BIO 111 - General Biology I Credit: 4
- COM 231 - Public Speaking Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3

**Summer - 3rd Semester**

- EDU 234 - Infants, Toddlers, & Twos Credit: 3
- PSY 150 - General Psychology Credit: 3
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

**Fall - 4th Semester**

- EDU 146 - Child Guidance Credit: 3
- EDU 151 - Creative Activities Credit: 3
- EDU 221 - Children with Exceptionalities Credit: 3
- EDU 280 - Language & Literacy Exp Credit: 3
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3

**Spring - 5th Semester**

- EDU 261 - Early Childhood Admin I Credit: 3
- EDU 262 - Early Childhood Admin II Credit: 3
• EDU 284 - Early Child Capstone Prac Credit: 4
• Natural Sciences Elective

Elective Courses

Behavioral/Social Sciences

Select 3 SHC from the following list of courses.

• ECO 251 - Principles of Microeconomics Credit: 3
• ECO 252 - Principles of Macroeconomics Credit: 3
• HIS 111 - World Civilizations I Credit: 3
• HIS 112 - World Civilizations II Credit: 3
• HIS 131 - American History I Credit: 3
• HIS 132 - American History II Credit: 3
• POL 120 - American Government Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3

Humanities/Fine Arts

Select 3 SHC from the following list of courses.

• ART 111 - Art Appreciation Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Natural Sciences

Select 4 SHC from the following list of courses.

• AST 111 - Descriptive Astronomy Credit: 3
  and
• AST 111A - Descriptive Astronomy Lab Credit: 1

• AST 151 - General Astronomy I Credit: 3
  and
• AST 151A - General Astronomy I Lab Credit: 1

• CHM 151 - General Chemistry I Credit: 4

• GEL 111 - Introductory Geology Credit: 4

• PHY 110 - Conceptual Physics Credit: 3
  and
• PHY 110A - Conceptual Physics Lab Credit: 1

Total Semester Hours Credit 71
Early Childhood Education Traditional Non-Transfer, A.A.S. (A55220TR)

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

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

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BIO 110 - Principles of Biology Credit: 4
- or
- MAT 110 - Math Measurement & Literacy Credit: 3
- CIS 113 - Computer Basics Credit: 1
- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 144 - Child Development I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- COM 231 - Public Speaking Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3
- EDU 153A - Health, Safety, & Nutrition Lab Credit: 1

Summer - 3rd Semester

- EDU 184 - Early Childhood Intro Practicum Credit: 2
- EDU 234 - Infants, Toddlers, & Twos Credit: 3
- EDU 251 - Exploration Activities Credit: 3
- EDU 251A - Exploration Activities Lab Credit: 1
• PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

• EDU 146 - Child Guidance Credit: 3
• EDU 151 - Creative Activities Credit: 3
• EDU 151A - Creative Activities Lab Credit: 1
• EDU 221 - Children with Exceptionalities Credit: 3
• EDU 280 - Language & Literacy Exp Credit: 3

Spring - 5th Semester

• EDU 259 - Curriculum Planning Credit: 3
• EDU 271 - Educational Technology Credit: 3
• EDU 284 - Early Child Capstone Prac Credit: 4
• Humanities/Fine Arts Elective

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

• ART 111 - Art Appreciation Credit: 3
• MUS 110 - Music Appreciation Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 66-67

Entrepreneurship, A.A.S. (A25490)

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

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Graduates are prepared to be self-employed and open their own businesses.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 110 - Introduction to Business Credit: 3
• BUS 115 - Business Law I Credit: 3
• BUS 121 - Business Math Credit: 3
• BUS 139 - Entrepreneurship I Credit: 3
Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 116 - Business Law II Credit: 3

- BUS 245 - Entrepreneurship II Credit: 3
  Or
- BUS 280 - REAL Small Business Credit: 4

- ETR 220 - Innovation and Creativity Credit: 3

Summer - 3rd Semester

- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- HUM 110 - Technology & Society Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3

Fall - 4th Semester

- ACC 121 - Prin of Managerial Acct Credit: 4
- BUS 137 - Principles of Management Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

Spring - 5th Semester

- ECO 251 - Principles of Microeconomics Credit: 3
- ETR 230 - Entrepreneur Marketing Credit: 3
- ETR 240 - Funding for Entrepreneurs Credit: 3
- ETR 270 - Entrepreneurship Issues Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3

Total Semester Hours Credit 66-67

General Occupational Technology, A.A.S. (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

General Education Courses
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 - Writing & Inquiry Credit: 3 *
- ENG 114 - Prof Research & Reporting Credit: 3 *
- MAT 143 - Quantitative Literacy Credit: 3

**Elective Courses**

**Humanities/Fine Arts Elective**

Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Behavioral/Social Sciences Elective**

Select one course from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

**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 work-based learning, 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 Credit: 1
- CIS 110 - Introduction to Computers Credit: 3

**Total Semester Hours Credit 68**

**Geospatial Technology, A.A.S. (A40220A)**

The Engineering and Technology Pathway 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.

Geospatial Technology is 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.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- GIS 111 - Intro to Geographic Info Sys Credit: 3
- GIS 120 - Introduction to Geodesy Credit: 3

Spring - 2nd Semester

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- GIS 112 - Introduction to GPS Credit: 3
- GIS 121 - Georeferencing & Mapping Credit: 3
- Behavioral/Social Sciences Elective

Summer - 3rd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
- Humanities/Fine Arts Elective

Fall - 4th Semester

- GIS 215 - GIS Data Models Credit: 3
- GIS 230 - GIS Data Creation Credit: 3
- GIS 235 - Raster GIS Credit: 3
- GIS 245 - Intro to Spatial Analysis Credit: 3

Spring - 5th Semester
• GIS 222 - Internet Mapping Credit: 3
• GIS 249 - Remote Sensing Credit: 3
• GIS 255 - Advanced Spatial Analysis Credit: 3
• GIS 261 - Programming in GIS Credit: 3

Elective Courses

Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses:

• GEO 111 - World Regional Geography Credit: 3
• GEO 112 - Cultural Geography Credit: 3
• GEO 130 - General Physical Geography Credit: 3

Humanities/Fine Arts Elective

Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Total Semester Hours Credit 67

Health Information Technology, A.A.S. (A45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research, and design system controls to monitor patient information 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 Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) - <http://www.cahiim.com> accredits the Associate in Applied Science degree in Health Information Technology program.

Due to limited Professional Practice Experience slots at healthcare agencies/ clinical sites, the program is limited to 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 the fall semester and October 1st for the 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. Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P1
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 before 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, HIT-110, and MED-121
   - HIT Coding Diploma Applicants: BIO-168, HIT-114, and MED-121
   - Equivalent courses may be substituted as determined by the Program Chair.
7. Certificate applicants who, at any point, decide to pursue a degree or diploma in HIT must complete another HIT application and meet admission requirements to the program.

STEP II Ranking and Conditional Acceptance

1. The college will rank eligible applicants who complete Step I 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. Only transfer credits from regionally or nationally accredited institutions will be accepted.
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 a seat in the HIT program, the student must meet the following requirements 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 supplemental courses were required upon admission to the college, the supplemental prerequisites for ECC HIT curriculum general education courses must be completed before 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." Only transfer credits from regionally or nationally accredited institutions will be accepted.
4. Submit a criminal background check by the required deadline.
5. Failure to meet deadlines will result in the 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 regain the required 2.0 GPA.
2. Students who do not achieve a satisfactory grade and 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. They will 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 so that the appropriate resources can be identified to assist the student in being 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 for readmission which may include challenge exams and 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 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 coursework at a specific school. Therefore, to maintain program outcome accountability, all HIT and OST coursework must be taken at ECC once students are accepted into the HIT program.

It is recommended that the HIT degree program is 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 before taking HIT prefixed courses. (HIT-110 and HIT-114, the exception). Completion of these courses will provide a greater opportunity for students to maintain the body of knowledge needed for success on the national "RHIT" exam and the "CCS" and "CCS-P" exam.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- CIS 110 - Introduction to Computers Credit: 3
- HIT 110 - Fundamentals of HIM Credit: 3
- HIT 114 - Health Data Sys/Standards Credit: 3
- HIT 124 - Professional Practice Experience II Credit: 1
- MED 121 - Medical Terminology I Credit: 3

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- HIT 112 - Health Law & Ethics Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- PSY 150 - General Psychology Credit: 3

Summer - 3rd Semester

- HIT 211 - ICD Coding Credit: 4
- HIT 220 - Health Informatics & EHRs Credit: 2
- HIT 226 - Principles of Disease Credit: 3
- HUM 115 - Critical Thinking Credit: 3

Fall - 4th Semester
- DBA 120 - Database Programming I Credit: 3
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- HIT 210 - Healthcare Statistics Credit: 3
- HIT 214 - CPT/Other Coding Systems Credit: 2
- HIT 215 - Reimbursement Methodology Credit: 2
- HIT 222 - Prof Practice Experience III Credit: 2
- OST 248 - Diagnostic Coding Credit: 3

Spring - 5th Semester

- HIT 216 - Quality Management Credit: 2
- HIT 218 - Mgmt Principles in HIT Credit: 3
- HIT 224 - Prof Practice Experience IV Credit: 2
- HIT 280 - Professional Issues Credit: 2

Total Semester Hours Credit 75

Healthcare Management Technology, A.A.S. (A25200)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Required Courses

- ACA 111 - College Student Success Credit: 1 *
- ACC 120 - Principles of Financial Accounting Credit: 4 *
- ACC 121 - Prin of Managerial Acct Credit: 4 *
- ACC 140 - Payroll Accounting Credit: 2 *
  or
- ACC 150 - Acct Software Applications Credit: 2 *
- BUS 110 - Introduction to Business Credit: 3 *
- BUS 151 - People Skills Credit: 3 *
- BUS 153 - Human Resource Mgmt Credit: 3 *
- CIS 110 - Introduction to Computers Credit: 3 *
- COM 120 Introduction to Interpersonal Communication
or

- COM 231 - Public Speaking Credit: 3 *

- ECO 251 - Principles of Microeconomics Credit: 3 *

or

- PSY 150 - General Psychology Credit: 3 *

or

- SOC 210 - Introduction to Sociology Credit: 3 *

or

- SOC 213 - Sociology of the Family Credit: 3 *

- ENG 111 - Writing & Inquiry Credit: 3 *

- HMT 110 Introduction to Healthcare Management

- HMT 210 Medical Insurance

- HMT 212 Management of Healthcare Organization

- HMT 215 Legal Aspects of Healthcare Administration

- HMT 220 Healthcare Financial Management

- HMT 225 Practice Management Simulation

- HUM 115 - Critical Thinking Credit: 3 *

or

- MUS 110 - Music Appreciation Credit: 3 *

- MAT 143 - Quantitative Literacy Credit: 3 *

or

- MAT 152 - Statistical Methods I Credit: 4 *

or

- MAT 171 - Precalculus Algebra Credit: 4 *

- MED 121 - Medical Terminology I Credit: 3 *

- MED 122 - Medical Terminology II Credit: 3 *

- WBL 110 World of Works

- WBL 112 - Work Based Learning I Credit: 2

**Total Semester Hours Credit 66-67**

*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, A.A.S. (A35110)**

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.
Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- HIS 131 - American History I Credit: 3
- HIS 236 - North Carolina History Credit: 3
- HPT 116 - Historical Drafting Credit: 2
- HPT 131AB - Fundamentals of Carpentry & Construction - Part 1 Credit: 4
- HUM 140 - History of Architecture Credit: 3

**Spring - 2nd Semester**

- HPT 110 - Hist & Cultural Landscape Credit: 3
- HPT 130 - Historic Painting & Finishing Credit: 2
- HPT 131BB - Fundamentals of Carpentry & Construction - Part 2 Credit: 4
- HPT 235 - Building Codes & Regulations Credit: 3
- HPT 252 - Recording Hist Properties Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3

**Summer - 3rd Semester**

- CST 238 - Weatherization Credit: 3
- ENG 114 - Prof Research & Reporting Credit: 3
- HIS 141 - Genealogy & Local History Credit: 3
- SST 120 - Energy Use Analysis Credit: 3

**Fall - 4th Semester**

- HPT 111 - Prin of Historic Preservation Credit: 3
- HPT 233 - Historic Const Methods Credit: 4
- HPT 237 - HAZMAT & OSHA Regs Credit: 3
- HPT 241 - Historic Masonry Credit: 4
- HPT 270 - 18th & 19th Cen American Arch Credit: 3

**Spring - 5th Semester**

- CST 244 - Sustainable Building Design Credit: 3
- HPT 133 - Historic Building Analysis Credit: 3
- HPT 230 - Historic Roof Structures Credit: 4
Human Services Technology, A.A.S. (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- HSE 110 - Intro to Human Services Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3

Spring - 2nd Semester

- ENG 114 - Prof Research & Reporting Credit: 3
- HSE 123 - Interviewing Techniques Credit: 3
- PSY 241 - Developmental Psychology Credit: 3
- SOC 220 - Social Problems Credit: 3
- SWK 113 - Working with Diversity Credit: 3
- Humanities/Fine Arts Elective

Summer - 3rd Semester

- HSE 225 - Crisis Intervention Credit: 3
- Major Elective

Fall - 4th Semester

- COM 231 - Public Speaking Credit: 3
- BIO 110 - Principles of Biology Credit: 4
- HSE 125 - Counseling Credit: 3
• HSE 220 - Case Management Credit: 3
• WBL 111 - Work Based Learning I Credit: 1
• WBL 115 - Work Experience Seminar I Credit: 1
• Major Elective

Spring - 5th Semester

• HSE 112 - Group Process I Credit: 2
• HSE 210 - Human Services Issues Credit: 2
• PSY 281 - Abnormal Psychology Credit: 3
• SAB 110 - Substance Abuse Overview Credit: 3
• SOC 213 - Sociology of the Family Credit: 3
• Major Elective

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

• Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL

Major Electives

9 credit hours

• Select 9 SHC from the following courses:
  • DDT 110 - Developmental Disabilities Credit: 3
  • GRO 120 - Gerontology Credit: 3
  • HEA 130 - Health-Adult Sexuality Credit: 3
  • POL 120 - American Government Credit: 3
  • PSY 118 - Interpersonal Psychology Credit: 3
  • PSY 141 - Death & Dying Credit: 3
  • SAB 130 - Addictive Behavior Credit: 3
  • SAB 210 - Substance Abuse Counseling Credit: 3
  • SOC 225 - Social Diversity Credit: 3
  • SWK 110 - Introduction to Social Work Credit: 3

Total Semester Hours Credit 74

Hunting & Shooting Sports Management, A.A.S. (A25600)

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, 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 hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MKT 120 - Principles of Marketing Credit: 3
- SSM 110 - Intro to Shooting Sports Credit: 4

Spring - 2nd Semester

- BIO 140 - Environmental Biology Credit: 3
- BIO 140A - Environmental Biology Lab Credit: 1
- BUS 137 - Principles of Management Credit: 3
- BUS 240 - Business Ethics Credit: 3
- SSM 111 - Gun Shop Management Credit: 3

Summer - 3rd Semester

- CIS 110 - Introduction to Computers Credit: 3
- MKT 125 - Buying & Merchandising Credit: 3
- MKT 220 - Advertising and Selling Credit: 3

Fall - 4th Semester

- BUS 115 - Business Law I Credit: 3
- BUS 121 - Business Math Credit: 3
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- Humanities/Fine Arts Elective
- SSM 112 - Sports Hunting Credit: 3

Spring - 5th Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- Behavioral/Social Sciences Elective
- ECO 251 - Principles of Microeconomics Credit: 3
  or
- ECO 252 - Principles of Macroeconomics Credit: 3
- SSM 114 - Shooting Sports Mgmt Credit: 5

Elective Courses
Humanities/Fine Arts Elective

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Behavioral/Social Sciences Elective

3 credit hours

- Select 3 SHC from the following prefixes: ECO, GEO, HIS, POL, PSY, or SOC.

Total Semester Hours Credit 66

Information Technology - Network Management, A.A.S. (A25590B)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ACA 122 - College Transfer Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- CTS 120 - Hardware/Software Support Credit: 3
- NET 125 - Networking Basics Credit: 3
- NOS 230 - Windows Administration I Credit: 3
Summer - 3rd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3

- MAT 121 - Algebra/Trigonometry I Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4

- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester

- CTI 150 - Mobile Computing Devices Credit: 3
- CTS 155 - Tech Support Functions Credit: 3
- NET 126 - Routing Basics Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

Spring - 5th Semester

- NET 225 - Routing and Switching I Credit: 3
- NET 226 - Routing and Switching II Credit: 3
- SEC 110 - Security Concepts Credit: 3
- SEC 160 - Security Administration I Credit: 3

Elective Courses

Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses.

- ECO 251 - Principles of Microeconomics Credit: 3
- POL 120 - American Government Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 225 - Social Diversity Credit: 3

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 64

Information Technology - Software & Web Development, A.A.S. (A25590C)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
  or
• ACA 122 - College Transfer Success Credit: 1

• CIS 110 - Introduction to Computers Credit: 3
• CTI 115 - Computer System Foundations Credit: 3
• CTI 120 - Network & Sec Foundation Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

• CIS 115 - Intro to Prog & Logic Credit: 3
• CTS 115 - Info Sys Bus Concepts Credit: 3
• NET 110 - Networking Concepts Credit: 3
• NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

• ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3

• MAT 121 - Algebra/Trigonometry I Credit: 3
  or
• MAT 143 - Quantitative Literacy Credit: 3
  or
• MAT 152 - Statistical Methods I Credit: 4
  or
• MAT 171 - Precalculus Algebra Credit: 4
  
• Behavioral/Social Sciences Elective
• Humanities/Fine Arts Elective

Fall - 4th Semester

• CSC 134 - C++ Programming Credit: 3
• CTI 150 - Mobile Computing Devices Credit: 3
• DBA 120 - Database Programming I Credit: 3
• NOS 120 - Linux/Unix Single User Credit: 3

Spring - 5th Semester

• CSC 151 - JAVA Programming Credit: 3
• SEC 110 - Security Concepts Credit: 3
• WEB 115 - Web Markup and Scripting Credit: 3
• WEB 141 - Mobile Interface Design Credit: 3

Elective Courses

Behavioral/Social Sciences

• ECO 251 - Principles of Microeconomics Credit: 3
• POL 120 - American Government Credit: 3
• PSY 150 - General Psychology Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3
• SOC 225 - Social Diversity Credit: 3

Humanities/Fine Arts

• ART 111 - Art Appreciation Credit: 3
• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 64

Information Technology - Support Services, A.A.S. (A25990A)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services,
security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
  Or
- ACA 122 - College Transfer Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

**Spring - 2nd Semester**

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- NET 110 - Networking Concepts Credit: 3
- NOS 230 - Windows Administration I Credit: 3

**Summer - 3rd Semester**

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  Or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 121 - Algebra/Trigonometry I Credit: 3
  Or
- MAT 143 - Quantitative Literacy Credit: 3
  Or
- MAT 152 - Statistical Methods I Credit: 4
  Or
- MAT 171 - Precalculus Algebra Credit: 4
- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

**Fall - 4th Semester**
- CTI 150 - Mobile Computing Devices Credit: 3
- CTS 155 - Tech Support Functions Credit: 3
- DBA 120 - Database Programming I Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

Spring - 5th Semester

- CTS 120 - Hardware/Software Support Credit: 3
- CTS 210 - Computer Ethics Credit: 3
- CTS 250 - User Support & Software Evaluation Credit: 3
- SEC 110 - Security Concepts Credit: 3

Elective Pick Lists

Behavioral/Social Sciences

- ECO 251 - Principles of Microeconomics Credit: 3
- POL 120 - American Government Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 225 - Social Diversity Credit: 3

Humanities/Fine Arts

- ART 111 - Art Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 64

Manufacturing Technology, A.A.S. (A50320)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates
should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
  or
- CIS 113 - Computer Basics Credit: 1
- ELC 131 - DC/AC Circuit Analysis Credit: 4
- ISC 132 - Mfg Quality Control Credit: 3
- MAT 121 - Algebra/Trigonometry I Credit: 3
- MEC 145 - Manufacturing Materials I Credit: 3
  or
- MEC 180 - Engineering Materials Credit: 3

Spring - 2nd Semester

- ATR 212 - Industrial Robots Credit: 3
- DFT 119 - Basic CAD Credit: 2
  or
- DFT 151 - CAD I Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MEC 111 - Machine Processes I Credit: 3
- MEC 181 - Introduction to CIM Credit: 2

Summer - 3rd Semester

- ISC 112 - Industrial Safety Credit: 2
- ISC 135 - Principles of Industrial Management Credit: 4
- Major Elective

Fall - 4th Semester

- ELN 237 - Local Area Networks Credit: 3
- ELN 260 - Prog Logic Controllers Credit: 4
- ENG 114 - Prof Research & Reporting Credit: 3
- MEC 151 - Mechanical Mfg Sys Credit: 2

Spring - 5th Semester

- ATR 218 - Work Cell Integration Credit: 3
- ATR 281 - Automated Manufacturing Credit: 4
• HUM 110 - Technology & Society Credit: 3
  or
• HUM 115 - Critical Thinking Credit: 3

• HYD 110 - Hydraulics/Pneumatics I Credit: 3
• MEC 231 - Computer-Aided Mfg I Credit: 3
• PHY 110 - Conceptual Physics Credit: 3
• PHY 110A - Conceptual Physics Lab Credit: 1
• PSY 150 - General Psychology Credit: 3

Elective Courses

These courses offered and scheduled only during summer sessions.

Major Elective

Select 2-3 SHC from the following list of courses.

• ELC 233 - Energy Management Credit: 3
• ISC 212 - Intro to Metrology Credit: 2
• ISC 220 - Lean Manufacturing Credit: 3
• ISC 243 - Production & Ops Mgmt I Credit: 3
• MEC 155 - Environmentally Benign Manufacturing Credit: 3

Total Semester Hours Credit 71-75

Medical Assisting, A.A.S. (A45400)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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 Commission accredits the Edgecombe Community College Medical Assisting program on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756 727-210-2350
www.caahep.org
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 drug screening requirements of the agency at the student's expense before 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 an 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 before the 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 classes 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 to be fully accepted:

1. Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-143 WITHOUT the RISE co-requisites by the program start date.
   Prerequisite Coursework:
   - BIO-094 or Test Out
   - ENG-002 P2
   - MAT-003 P1
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 classes with less than a "C."
3. Submit a criminal background check by the required deadline.
4. Failure to meet deadlines will result in the withdrawal of acceptance status.
5. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
5. 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 year of enrollment.
6. A drug screen may be required after enrollment in the program depending on assigned clinical site
   requirements.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BIO 163 - Basic Anatomy & Physiology Credit: 5
- CIS 110 - Introduction to Computers Credit: 3
- MED 110 - Orientation to Medical Asst Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- MED 130 - Admin Office Procedures I Credit: 2
- OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester

- ENG 111 - Writing & Inquiry Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- MED 131 - Admin Office Procedures II Credit: 2
- MED 232 - Medical Insurance Coding Credit: 2

Summer - 3rd Semester

- MED 114 - Professional Interactions in Health Care Credit: 1
- MED 140 - Exam Room Procedures I Credit: 5
- PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

- MED 118 - Medical Law and Ethics Credit: 2
- MED 150 - Laboratory Procedures I Credit: 5
- MED 183 - Electronic Medical Records I Credit: 5
- MED 240 - Exam Room Procedures II Credit: 5
- MED 272 - Drug Therapy Credit: 3
- Humanities/Fine Arts Elective

Spring - 5th Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
- MED 260 - MED Clinical Externship Credit: 5
- MED 262 - Clinical Perspectives Credit: 1
- MED 264 - Medical Assisting Overview Credit: 2
- MED 270 - Symptomatology Credit: 3

Elective Courses
Humanities/Fine Arts Elective

- ART 111 - Art Appreciation Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3

Total Semester Hours Credit 76

Medical Office Administration, A.A.S. (A25310)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of the medical office, medical billing and coding, dental office, patient services, and medical documents.

Coursework includes medical terminology, computer applications, medical office management, medical coding, medical insurance, and billing, medical-legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MED 121 - Medical Terminology I Credit: 3
- OST 131 - Keyboarding Credit: 2
- OST 286 - Professional Development Credit: 3

Spring - 2nd Semester

- BIO 163 - Basic Anatomy & Physiology Credit: 5
  or
- MAT 110 - Math Measurement & Literacy Credit: 3
- MED 122 - Medical Terminology II Credit: 3
- OST 149 - Medical Legal Issues Credit: 3
- OST 164 - Office Editing Credit: 3

Summer - 3rd Semester

- OST 248 - Diagnostic Coding Credit: 3
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective
Fall - 4th Semester

- COM 231 - Public Speaking Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- OST 136 - Word Processing Credit: 3
- OST 148 - Med Coding Billing & Ins Credit: 3
- OST 181 - Intro to Office Systems Credit: 3
- OST 247 - Procedure Coding Credit: 3
- OST 284 - Emerging Technologies Credit: 2

Spring - 5th Semester

- OST 184 - Records Management Credit: 3
- OST 236 - Adv Word/Info Processing Credit: 3
- OST 243 - Medical Office Simulation Credit: 3
- OST 289 - Admin Office Management Credit: 3
- Major Elective(s)

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3

Major Elective(s)

Select 3-4 SHC from the following list of courses.

- ACC 120 - Principles of Financial Accounting Credit: 4
- CTS 130 - Spreadsheet Credit: 3
- DBA 110 - Database Concepts Credit: 3
- OST 135 - Adv Text Entry & Formatting Credit: 3
- OST 249 - CPC Certification Credit: 4
- WBL 111 - Work Based Learning I Credit: 1
- WBL 112 - Work Based Learning I Credit: 2
- WBL 115 - Work Experience Seminar I Credit: 1
- WBL 121 - Work Based Learning II Credit: 1
- WBL 122 - Work Based Learning II Credit: 2
- WBL 125 - Work Experience Seminar II Credit: 1
Nursing, A.A.S. - RN Advanced Placement (A45110AP)

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.

Coursework 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 Procedure for Advanced Placement Licensed Practical Nurse

The college has designed a Nursing Transition plan for Licensed Practical Nurses who desire to enter the Associate Degree Nursing program with advanced standing. Applicants must meet the admission requirements outlined below. After acceptance into the Associate Degree Nursing program, students will enroll in NUR-214 Nursing Transition Concepts.

Admittance to the nursing program follows the policies established by the nursing faculty and approved by the administration. The college does not guarantee admission to all students who apply to the nursing program. Admission is competitive and relies 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 to receive credit for any nursing (NUR) course. Students may take curriculum courses other than NUR courses before admission to the program or after entry in the sequence offered. Applicants must complete the following courses before admission: BIO-168, BIO-169, ENG-111, MAT-003, and PSY-150.

Nursing students are assigned clinical rotations with area healthcare agencies. Students must meet employee health standards and the criminal background and 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 in the spring semester. Students must complete each step of the application process before advancing to the next.

STEP I: APPLICATION PROCESS

- Complete a Nursing Information Session between September 1, and February 28.
- Submit all by February 1:
  - An online ECC application for admission.
  - Official high school transcripts or equivalencies.
  - A partial transcript if currently enrolled in high school. Students must submit a final transcript at the time of graduation.
  - Official transcripts from all colleges attended.
  - A PN Program transcript.
  - An ADN Program application after attending the Nursing Information Session (attendance required every year a student applies to the program).
ATI/TEAS score(s) to Student Services. If testing occurred at a site other than ECC test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.

STEP II: RANKING

- Take the Test of Essential Academic Skills (ATI/TEAS) before the application deadline.
- ATI/TEAS scores must meet the following criteria to be eligible for ranking:
  - A minimum overall score of 62%.
  - Testing occurred within the 24 months before the February 1 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 student tested.
  - The applicant must take all four sections of the ATI/TEAS test.
- ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
- The college will use the highest of up to two ATI/TEAS scores for ranking.

STEP III: CONDITIONAL RANKING

- Students who score a 62% on the ATI/TEAS will be competitively ranked.
- Points from the ATI/TEAS score and from the GPA on all ECC ADN nursing curriculum general education courses the student has completed from all colleges, including classes with grades below a "C," are included in the calculation. The ranking GPA also consists of all curriculum courses the student has completed more than once.
- The highest ranking applicants will receive a letter of conditional acceptance.
- Students must accept or reject the seat in writing to the Nursing Admissions Counselor.
- The college will mail a waiting list letter to the remaining eligible applicants.
- Students will continue to be accepted from the waiting list until the program is full.

STEP IV: FINAL ACCEPTANCE

- After accepting a nursing seat, the student must meet the following requirements to be fully accepted:
  - Successfully complete with a "C" or better ACA-111 or ACA-122, BIO-168, BIO-275, ENG-112, and PSY-241.
  - Students should be MAT "ready" in order to enter the Nursing program. For clarification, students must be eligible to take MAT-110 WITHOUT the RISE co-requisite by the program start date.
  - Hold unencumbered license to practice as an LPN in NC.
  - Attend a mandatory Nursing Orientation session.
  - Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
  - Submit evidence of current (within the last year) CPR certification by the American Heart Association at the healthcare provider level.
  - 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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes with less than a grade of "C."
  - Submit a criminal background check and a drug screen by the required deadline.
  - Failure to meet deadlines will result in the withdrawal of acceptance status.

LPN to ADN Prerequisites

- BIO 169 - Anatomy & Physiology II Credit: 4
• BIO 168 - Anatomy & Physiology I Credit: 4
• ENG 111 - Writing & Inquiry Credit: 3
• PSY 150 - General Psychology Credit: 3

Summer - 1st Semester

• ACA 122 - College Transfer Success Credit: 1
• BIO 275 - Microbiology Credit: 4
• NUR 214 - Nursing Transition Concepts Credit: 4

Fall - 2nd Semester

• NUR 221 - LPN to ADN Concepts I Credit: 9
• PSY 150 - General Psychology Credit: 3
• Humanities/Fine Arts Elective

Spring - 3rd Semester

• ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3

• NUR 223 - LPN to ADN Concepts II Credit: 9

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

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

Total Semester Hours Credit 71

Nursing, A.A.S. - RN Full Program (A45110FP)

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.

Coursework 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 to ADN Program**

**Prerequisites**

Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

**Prerequisite Coursework:**

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P2

**Admission Requirements**

**ATI/TEAS**

Scores must be within five years of application date.

- A 62% or greater on the Test of Essential Academic Skills (ATI/TEAS) for the ADN program.
- If testing occurred at a site other than ECC, test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.
- Students must take all four sections of the ATI/TEAS.
- No more than two ATI/TEAS scores per fiscal year (July 1-June 30), at least 28 days apart, will be eligible.
- ATI/TEAS Test Review Guide

**GPA**

**Admission GPA**

- A minimum GPA of 2.5 on Nursing curriculum general education courses that the student completes through the Fall semester.
- The college uses the highest grade attained in general education courses in the GPA calculation for admission.
- An overall 2.0 GPA on all attempted courses at ECC is required.

**Ranking GPA**

The college will use the grades in all attempted Nursing curriculum general education coursework in the GPA calculation for ranking, including courses with grades below a "C" from any college. Only transfer credits from regionally or nationally accredited institutions will be accepted.

**Ranking Point Score**
• Applicants to the ADN program who receive an overall ATI/TEAS score of 62% or higher are ranked based on a point score from their ATI/TEAS score, their BIO GPA, and quality points on all attempted general education coursework in the curriculum.
  o The Biology GPA carries greater weight in the point score than other general education courses.

Admission Steps for ADN

Repeat steps for each year of application.

Step I: Application process (Due March 1)

• Complete a Nursing Information Session between September 1, and February 28.
• Submit all by March 1:
  o An online ECC application for admission
  o Official high school transcripts or equivalency
  o A partial transcript if currently enrolled in high school. Students must submit a final transcript at the time of graduation.
  o Official transcripts from all colleges attended
  o An ADN Program application after attending the Nursing Information Session (attendance required every year of application)
  o ATI/TEAS score (s) to Student Services. If testing occurred at a site other than ECC test results are delivered to the College through official means by the agency that administered the test.
    Contact atitesting.com or (800) 667-7531.

Step II: Ranking (March 31)

• The college ranks eligible applicants according to their point score. The highest-ranked applicants who have a 2.5 Admission GPA or greater will move to Step III.
  o The college bases the number of ADN applicants who move to Step III on the available seats in the program, which varies from 30 - 50 each year.
• Applicants who have a 2.5 Admissions GPA but do not have a point score high enough to move to Step III initially will remain at Step II and receive notification that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance letters go out to the top-ranked applicants). Many applicants will give up their seat for a variety of reasons, which opens up places for the applicants still on the waiting list.
• All applicants who remain at Step II at the end of Spring semester will have their Point Score recalculated with Spring grades and will be re-ranked. Ranked applicants with a 2.5 Admission GPA will move to Step III as seats become available over the summer.
• Admission application cycle ends July 31.

Step III: Conditional Acceptance (April - July)

• The highest-ranked applicants will receive a letter of conditional acceptance and a medical form.
• Accept or reject the seat in writing to the Nursing Admissions Counselor by the due date.
  o Attend the mandatory Health Sciences Orientation.
  o Complete the medical form, background check, and drug screen by the due dates.
  o Applicants must maintain a 2.5 admissions GPA or higher through spring and summer terms.

Step IV: Final Acceptance
The college will notify applicants who meet the clinical agencies' employee health standards, background, and drug screen requirements of final acceptance. The cost of meeting these requirements can be significant and final acceptance is dependent on the applicant meeting the due dates listed in the conditional acceptance letter.

**Fall - 1st Semester**

- ENG 111 - Writing & Inquiry Credit: 3
- NUR 111 - Intro to Health Concepts Credit: 8
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective

**Spring - 2nd Semester**

- ACA 122 - College Transfer Success Credit: 1
- BIO 169 - Anatomy & Physiology II Credit: 4
- NUR 112 - Health - Illness Concepts Credit: 5
- NUR 113 - Family Health Concepts Credit: 5

**Summer - 3rd Semester**

- BIO 275 - Microbiology Credit: 4
- NUR 114 - Holistic Health Concepts Credit: 5
- PSY 241 - Developmental Psychology Credit: 3

**Fall - 4th Semester**

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3

- NUR 211 - Healthcare Concepts Credit: 5
- NUR 212 - Health System Concepts Credit: 5

**Spring - 5th Semester**

- NUR 213 - Complex Health Concepts Credit: 10

**Elective Courses**

**Humanities/Fine Arts Elective**

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
Office Administration, A.A.S. (A25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Coursework includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- OST 131 - Keyboarding Credit: 2
- OST 284 - Emerging Technologies Credit: 2

Spring - 2nd Semester

- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- OST 134 - Text Entry & Formatting Credit: 3
- OST 136 - Word Processing Credit: 3
- OST 164 - Office Editing Credit: 3

Summer - 3rd Semester

- Behavioral/Social Sciences Elective Credit: 3
- Humanities/Fine Arts Elective Credit: 3

Fall - 4th Semester

- BUS 121 - Business Math Credit: 3
- OST 145 - Social Media for Office Professionals Credit: 3
- OST 181 - Intro to Office Systems Credit: 3
- OST 236 - Adv Word/Info Processing Credit: 3
- Major Elective(s)

Spring - 5th Semester
• ACC 120 - Principles of Financial Accounting Credit: 4
• OST 184 - Records Management Credit: 3
• OST 286 - Professional Development Credit: 3
• OST 289 - Admin Office Management Credit: 3
• Major Elective(s)

Elective Courses

Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses.

• PSY 118 - Interpersonal Psychology Credit: 3
• PSY 150 - General Psychology Credit: 3
• SOC 210 - Introduction to Sociology Credit: 3

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

• HUM 110 - Technology & Society Credit: 3
• HUM 115 - Critical Thinking Credit: 3

Major Elective(s)

Select 6 SHC from the following list of courses.

• ACC 149 - Intro to Acct Spreadsheets Credit: 2
• BUS 137 - Principles of Management Credit: 3
• BUS 260 - Business Communication Credit: 3
• CTS 130 - Spreadsheet Credit: 3
• DBA 110 - Database Concepts Credit: 3
• MED 121 - Medical Terminology I Credit: 3
• MED 122 - Medical Terminology II Credit: 3
• OST 233 - Office Publications Design Credit: 3
• WBL 111 - Work Based Learning I Credit: 1
• WBL 112 - Work Based Learning I Credit: 2
• WBL 115 - Work Experience Seminar I Credit: 1
• WBL 121 - Work Based Learning II Credit: 1
• WBL 122 - Work Based Learning II Credit: 2
• WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 66

Radiography, A.A.S. (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.
Coursework includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

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

**Admission Policy for the Radiography Program**

The college admits students to the radiography program following policies established by the faculty and approved by the administration. The college does not guarantee admission to all students that apply to the radiography program. The college uses a competitive, points-based ranking system to admit students to the radiography program. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the radiography program to receive credit in any radiography (RAD) course. Students may take curriculum courses other than RAD courses before admission to the program or after entry in the sequence offered.

Radiography students are assigned clinical rotations with area healthcare agencies (Nash UNC, Wilson Medical Center, A DukeLife Point Hospital, and Halifax Regional Medical). Center) Students must meet employee health standards and the criminal background and 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 in the fall semester. Students must complete each step of the admission policy before advancing to the next.

**Step I Application Process**

1. Complete the online Edgecombe Community College Admission Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. Students should submit a final transcript 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 the online radiography program application before March 15th. If space becomes available before fall admission, the college will establish subsequent dates for acceptance of applications.

**Step II ATI/TEAS**

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months before the March 1st application deadline
   - The student has released the scores to ECC with ATI if testing took place at a site other than at ECC or the scores are officially delivered to ECC by the school where the student took the test.
   - The student must take all four sections of the ATI/TEAS test.
   - ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
3. The college will use the highest of up to four ATI/TEAS scores for ranking.
Step III Ranking and Conditional Acceptance

1. Students who score a 58% on the ATI/TEAS will be competitively ranked.
2. Points from the ATI/TEAS score and from the GPA on all ECC Radiography curriculum general education courses that the student has completed from all colleges, including classes with grades below a "C," are included in the calculation. The ranking GPA also consists of all curriculum courses that the student has 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 e-mailed or 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 to be fully accepted:

1. Attend mandatory Health Science Orientation and Radiography Pre-Orientation session.
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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

   Prerequisite Coursework:
   - BIO-094 or Test Out
   - ENG-002 P2
   - MAT-003 P2

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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes 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 a criminal background check and a drug screen by the required deadline.
8. Failure to meet deadlines will result in the withdrawal of acceptance status.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- RAD 110 - Radiography Introduction & Patient Care Credit: 3
- RAD 111 - Radiography Procedures I Credit: 4
- RAD 113 - RAD Lab Elective Credit: 1
- RAD 151 - Radiography Clinical Ed I Credit: 2

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- PSY 150 - General Psychology Credit: 3
• RAD 112 - Radiography Procedures II Credit: 4
• RAD 121 - Image Production I Credit: 3
• RAD 161 - Radiography Clinical Ed II Credit: 5

Summer - 3rd Semester

• RAD 122 - Image Production II Credit: 2
• RAD 141 - Radiation Safety Credit: 2
• RAD 171 - Radiography Clinical Ed III Credit: 3

Fall - 4th Semester

• COM 231 - Public Speaking Credit: 3
  or
• ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
• ENG 114 - Prof Research & Reporting Credit: 3

• RAD 211 - Radiography Procedures III Credit: 3
• RAD 231 - Image Production III Credit: 2
• RAD 251 - Radiography Clinical Ed IV Credit: 7

Spring - 5th Semester

• RAD 261 - Radiography Clinical Ed V Credit: 7
• RAD 271 - Radiography Capstone Credit: 3
• Humanities/Fine Arts Elective

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

• HUM 115 - Critical Thinking Credit: 3
• PHI 240 - Introduction to Ethics Credit: 3

Total Semester Hours Credit 74

Respiratory Therapy, A.A.S. (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem-solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.
Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management, and education of patients with cardiopulmonary diseases.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (Co ARC). Lindsey E. deGuehery, M.D. provides local oversight. Serving as Medical Director of the Respiratory Therapy Program since 1988, Dr. deGuehery specializes in both Internal Medicine and Pulmonology.

Admission Policy for the Respiratory Therapy Program

Admittance to the Respiratory Therapy program follows policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the Respiratory Therapy program. Admission is competitive and 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 to receive credit for any respiratory therapy (RCP) course. Students may take curriculum courses other than RCP courses before or after admission to the program in the sequence offered.

Respiratory Therapy students are assigned clinical rotations with area healthcare facilities. Students must meet employee health standards and the criminal background and drug screening requirements of the agencies at the student's expense at any time after admission to the program.

The Respiratory Therapy program applicant is required to meet steps I-IV before enrollment in the first fall semester. Students must complete each phase of the admission process before advancing. Program academic policies apply to all students and faculty regardless of the location of instruction.

Step I Application Process

1. Submit an Edgecombe Community College Admission Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. The student should submit a final transcript at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory Respiratory Therapy information session before March 1st of the anticipated admission year. The student must attend 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. If additional space becomes available in the program before the fall semester, the college will schedule subsequent application deadlines.

Step II ATI/TEAS

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   ○ A minimum overall score of 62%.
   ○ Testing occurred within the 24 months before the March 1st application deadline
   ○ The student has released the scores to ECC with ATI for testing at a site other than ECC, OR the proctoring school delivers the official scores to ECC.
   ○ The student completed all four sections of the ATI/TEAS test.
   ○ ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
3. The ranking process will use the highest of up to four ATI/TEAS scores.

Step III Ranking and Conditional Acceptance
1. Students who score a 62% on the ATI/TEAS will be competitively ranked.
2. Points from the ATI/TEAS score and the GPA earned from all ECC Respiratory Therapy curriculum general education courses completed at any college, including grades less than a "C," are included in the calculation.
   Curriculum courses completed more than once are factored into the ranking GPA as well.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject an offered seat in writing to the Respiratory Therapy Admissions Counselor.
5. Any remaining eligible applicants will receive a waiting list letter.
6. Students will continue to be accepted from the waiting list until the program is full.

Step IV Full Acceptance

After accepting a seat in the respiratory therapy program, the student must fully meet the following requirements for official acceptance:

1. Attend a 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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

   Prerequisite Coursework:
   - BIO-094 or Test Out
   - ENG-002 P2
   - MAT-003 P2
4. Demonstrate a 2.5 GPA on all ECC Respiratory Therapy curriculum general education classes completed up to the point of enrollment in the program. The highest grade from all completed courses at any college, including grades less than "C," will be used in this calculation.
5. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
6. Submit a criminal background check and a drug screen before the required deadline.
7. Failure to meet deadlines will result in the withdrawal of acceptance status.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- CIS 113 - Computer Basics Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- RCP 110 - Intro to Respiratory Care Credit: 4
- RCP 113 - Respiratory Pharmacology Credit: 2
- RCP 132 - Respiratory Clinical Practice I Credit: 2

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- RCP 111 - Therapeutics/Diagnostics Credit: 5
- RCP 114 - Cardio Anatomy & Physiology Credit: 3
- RCP 145 - Respiratory Clinical Practice II Credit: 5
- Humanities/Fine Arts Elective
Summer - 3rd Semester

- RCP 112 - Patient Management Credit: 4
- RCP 115 - Cardio Pathophysiology Credit: 2
- RCP 153 - Respiratory Clinical Practice III Credit: 3

Fall - 4th Semester

- COM 231 - Public Speaking Credit: 3
  or
- ENG 112 - Writing/Research in the Disciplines Credit: 3
- RCP 210 - Critical Care Concepts Credit: 4
- RCP 213 - Neonatal/Peds Concepts Credit: 2
- RCP 235 - Respiratory Clin Practice IV Credit: 5

Spring - 5th Semester

- PSY 150 - General Psychology Credit: 3
  or
- SOC 210 - Introduction to Sociology Credit: 3
- RCP 211 - Adv Monitoring/Procedures Credit: 4
- RCP 215 - Career Prep - Adv Level Credit: 1
- RCP 246 - Respiratory Clin Practice V Credit: 6

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- ENG 231 - American Literature I Credit: 3
- ENG 232 - American Literature II Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 76

School Age Education, A.A.S. (A55440)
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.

Coursework 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.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- EDU 118 - Prin & Prac of Instr Asst Credit: 3
  or
- EDU 216 - Foundations of Education Credit: 4
- EDU 144 - Child Development I Credit: 3
- EDU 151 - Creative Activities Credit: 3
- EDU 151A - Creative Activities Lab Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

- COM 231 - Public Speaking Credit: 3
  or
- ENG 112 - Writing/Research in the Disciplines Credit: 3
  or
- ENG 114 - Prof Research & Reporting Credit: 3
- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- EDU 153 - Health, Safety, & Nutrition Credit: 3
- EDU 153A - Health, Safety, & Nutrition Lab Credit: 1

Summer - 3rd Semester

- CIS 110 - Introduction to Computers Credit: 3
- EDU 251 - Exploration Activities Credit: 3
- EDU 251A - Exploration Activities Lab Credit: 1
- PSY 118 - Interpersonal Psychology Credit: 3
  or
- PSY 150 - General Psychology Credit: 3
- Humanities/Fine Arts Elective
Fall - 4th Semester

- BIO 110 - Principles of Biology Credit: 4
  or
- MAT 110 - Math Measurement & Literacy Credit: 3

- EDU 163 - Classroom Mgmt & Instr Credit: 3
- EDU 221 - Children with Exceptionalities Credit: 3
- Major Elective(s)

Spring - 5th Semester

- EDU 271 - Educational Technology Credit: 3
- EDU 280 - Language & Literacy Exp Credit: 3
- EDU 285 - Internship Exp School Age Credit: 4
- EDU 289 - Adv Issues School Age Credit: 2
- Major Elective(s)

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 211 - Intro to Old Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Major Elective(s)

Select 6 SHC from the following list of courses.

- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 146 - Child Guidance Credit: 3
- EDU 157 - Active Play Credit: 3
- EDU 235 - School-Age Dev & Programs Credit: 3
- EDU 282 - Early Childhood Literature Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 67-69
Supply Chain Management - Distribution Management, A.A.S. (A25620A)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 121 - Business Math Credit: 3
- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

- ACC 120 - Principles of Financial Accounting Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- LOG 120 - Global Logistics Credit: 3
- LOG 220 - Logistics Management Credit: 3

Summer - 3rd Semester

- ENG 114 - Prof Research & Reporting Credit: 3
- GEO 111 - World Regional Geography Credit: 3
- MAT 143 - Quantitative Literacy Credit: 3
- Humanities/Fine Arts Elective

Fall - 4th Semester

- BUS 115 - Business Law I Credit: 3
- INT 110 - International Business Credit: 3
- LOG 230 - Transportation Management Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

Spring - 5th Semester

- BUS 116 - Business Law II Credit: 3
- BUS 137 - Principles of Management Credit: 3
• ECO 251 - Principles of Microeconomics Credit: 3  
  Or  
• ECO 252 - Principles of Macroeconomics Credit: 3  
• LOG 211 - Distribution Management Credit: 3  

Total Semester Hours Credit 65

Supply Chain Management - Trucking Operations, A.A.S. (A25620B)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1  
• BUS 110 - Introduction to Business Credit: 3  
• BUS 121 - Business Math Credit: 3  
• LOG 110 - Introduction to Logistics Credit: 3  
• LOG 210 - Fleet Management Credit: 3  

Spring - 2nd Semester

• ACC 120 - Principles of Financial Accounting Credit: 4  
• BUS 153 - Human Resource Mgmt Credit: 3  
• CIS 110 - Introduction to Computers Credit: 3  
• ENG 111 - Writing & Inquiry Credit: 3  
• TOM 130 - Fleet Maintenance Credit: 3  

Summer - 3rd Semester

• ENG 114 - Prof Research & Reporting Credit: 3  
• GEO 111 - World Regional Geography Credit: 3  
• MAT 143 - Quantitative Literacy Credit: 3  
• Humanities/Fine Arts Elective

Fall - 4th Semester
- BUS 115 - Business Law I Credit: 3
- INT 110 - International Business Credit: 3
- LOG 125 - Transportation Logistics Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

Spring - 5th Semester

- BUS 116 - Business Law II Credit: 3
- BUS 137 - Principles of Management Credit: 3
- ECO 251 - Principles of Microeconomics Credit: 3
  Or
- ECO 252 - Principles of Macroeconomics Credit: 3
- TOM 250 - Operations of Trucking I Credit: 3

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 211 - Intro to Old Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 65

Surgical Technology - Degree (A45740)

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; 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 Commission on Accreditation of Allied Health Education Programs accredits the Surgical Technology Program (www.cahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

Surgical Technology Student Work Policy

All Edgecombe Community College Surgical Technology student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational only in nature. Students will NOT receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist or other hired staff personnel.

Admission Policy for the Surgical Technology Program

The Surgical Technology program admits students following policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the surgical technology program. The college uses a competitive points-based ranking system for admission. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the surgical technology program to receive credit for any surgical technology (SUR) course. Students may take curriculum courses other than SUR courses before admission to the program or after acceptance 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 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 in the fall semester. Students must complete each step of the admission process before advancing to the next step.

Step I Application Process

1. Submit an Edgecombe Community College Admissions Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. Students should submit a final transcript 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. The college will establish subsequent dates for acceptance of applications if space becomes available before the fall semester.

Step II ATI/TEAS

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 58%.
   - Testing occurred within the 24 months before the March 1st application deadline.
o 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 took place.
o The student must take all four sections of the ATI/TEAS test.
o ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.

3. The college will use the highest of up to four ATI/TEAS scores for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score an overall minimum score of 58% on the ATI/TEAS will be competitively ranked.
2. The college includes all points from the ATI/TEAS score and from the GPA on all ECC Surgical Technology curriculum general education courses that a student completes from any college in the calculation, including classes with less than a "C." The ranking GPA also includes all curriculum courses that a student completes more than once. Only transfer credits from regionally or nationally accredited institutions will be accepted.
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. The college will mail a waiting list letter to the 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 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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P2

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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes 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 a criminal background check and a drug screen by the required deadline.
8. Failure to meet deadlines will result in the withdrawal of acceptance status.

Surgical Technology students must sit for the certification exam to complete the requirements for the program.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1

- BIO 163 - Basic Anatomy & Physiology Credit: 5
  or
- BIO 168 - Anatomy & Physiology I Credit: 4
• ENG 111 - Writing & Inquiry Credit: 3
• SUR 110 - Intro to Surgical Technology Credit: 3
• SUR 111 - Perioperative Patient Care Credit: 7

Spring - 2nd Semester

• BIO 169 - Anatomy & Physiology II Credit: 4 
  or
• MAT 143 - Quantitative Literacy Credit: 3
• SUR 122 - Surgical Procedures I Credit: 6
• SUR 123 - Surgical Clinical Practice I Credit: 7

Summer - 3rd Semester

• BIO 275 - Microbiology Credit: 4
• PSY 150 - General Psychology Credit: 3 
  or
• SOC 210 - Introduction to Sociology Credit: 3
• SUR 134 - Surgical Procedures II Credit: 5
• SUR 135 - Surgical Clinical Practice II Credit: 4

Fall - 4th Semester

• BUS 137 - Principles of Management Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• COM 231 - Public Speaking Credit: 3 
  or
• ENG 112 - Writing/Research in the Disciplines Credit: 3
• SUR 137 - Professional Success Preparation Credit: 1
• SUR 210 - Adv SUR Clinical Practice Credit: 2
• SUR 211 - Adv Theoretical Concepts Credit: 2
• Humanities/Fine Arts Elective

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following courses.

• ART 111 - Art Appreciation Credit: 3
• DRA 111 - Theatre Appreciation Credit: 3
• ENG 231 - American Literature I Credit: 3
The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- ISC 112 - Industrial Safety Credit: 2
- WLD 110 - Cutting Processes Credit: 2
- WLD 112 - Basic Welding Processes Credit: 2

Spring - 2nd Semester

- DFT 119 - Basic CAD Credit: 2
- MAT 121 - Algebra/Trigonometry I Credit: 3
- WLD 115 - SMAW (Stick) Plate Credit: 5
- WLD 121 - GMAW (MIG) FCAW/Plate Credit: 4

Summer - 3rd Semester

- BUS 230 - Small Business Mgmt Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- PSY 150 - General Psychology Credit: 3
- WLD 141 - Symbols & Specifications Credit: 3

Fall - 4th Semester
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENG 114</td>
<td>Prof Research &amp; Reporting</td>
<td>3</td>
</tr>
<tr>
<td>WLD 116</td>
<td>SMAW (stick) Plate/Pipe</td>
<td>4</td>
</tr>
<tr>
<td>WLD 131</td>
<td>GTAW (TIG) Plate Credit</td>
<td>4</td>
</tr>
<tr>
<td>WLD 151</td>
<td>Fabrication I Credit</td>
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Spring - 5th Semester

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<tr>
<td>WLD 132</td>
<td>GTAW (TIG) Plate/Pipe Credit</td>
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<td>WLD 215</td>
<td>SMAW (stick) Pipe Credit</td>
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<td>WLD 251</td>
<td>Fabrication II Credit</td>
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<td>WLD 261</td>
<td>Certification Practices Credit</td>
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<tr>
<td>WLD 262</td>
<td>Inspection &amp; Testing Credit</td>
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</table>

Total Semester Hours Credit 69

Diploma

**Accounting & Finance Diploma (D25800)**

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Fall - 1st Semester

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<tr>
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<th>Course Title</th>
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<tr>
<td>ACC 120</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Law I Credit</td>
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<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
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<td>ENG 111</td>
<td>Writing &amp; Inquiry</td>
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Spring - 2nd Semester

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<td>ACC 121</td>
<td>Prin of Managerial Acct</td>
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<tr>
<td>ACC 131</td>
<td>Federal Income Taxes</td>
<td>3</td>
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<tr>
<td>ACC 140</td>
<td>Payroll Accounting</td>
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</tr>
<tr>
<td>ACC 149</td>
<td>Intro to Acct Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Personal Finance</td>
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</table>
Summer - 3rd Semester

- Humanities/Fine Arts Elective Credit: 3
- Major Elective Credit: 1-3
- Major Elective Credit: 1-3
- Major Elective Credit: 1-3

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 212 - Intro to New Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Major Electives

Select 8 SHC from the following list of courses.

- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 150 - Acct Software Applications Credit: 2
- ACC 151 - Acct Spreadsheet Applications Credit: 2
- ACC 152 - Adv Software Applications Credit: 2
- ACC 180 - Practices in Bookkeeping Credit: 3
- BUS 116 - Business Law II Credit: 3
- BUS 137 - Principles of Management Credit: 3
- BUS 240 - Business Ethics Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 112 - Work Based Learning I Credit: 2
- WBL 115 - Work Experience Seminar I Credit: 1
- WBL 121 - Work Based Learning II Credit: 1
- WBL 122 - Work Based Learning II Credit: 2
- WBL 125 - Work Experience Seminar II Credit: 1

Total Semester Hours Credit 42

Automotive Systems Technology Diploma (D60160)
Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- AUT 113 - Automotive Servicing 1 Credit: 2
- AUT 116 - Engine Repair Credit: 3
- AUT 116A - Engine Repair Lab Credit: 1
- AUT 123 - Powertrain Diag & Service Credit: 2
- AUT 181 - Engine Performance 1 Credit: 3
- ENG 102 - Applied Communications II Credit: 3
- MAT 110 - Math Measurement & Literacy Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2
- Physics/Welding Elective(s)

Spring - 2nd Semester

- AUT 141 - Suspension & Steering Sys Credit: 3
- AUT 151 - Brake Systems Credit: 3
- AUT 183 - Engine Performance 2 Credit: 4
- TRN 120 - Basic Transport Electricity Credit: 5
- TRN 130 - Intro to Sustainable Transport Credit: 3
- Physics/Welding Elective(s)

Electives

WLD offered in Fall Semester

PHY offered in Spring Semester

Take either

- PHY 110 - Conceptual Physics Credit: 3 Spring Semester
- PHY 110A - Conceptual Physics Lab Credit: 1 Spring Semester
Barbering Diploma (D55110)

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.

Fall - 1st Semester

- BAR 111 - Barbering Concepts I Credit: 4
- BAR 112 - Barbering Clinic I Credit: 8
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- BAR 113 - Barbering Concepts II Credit: 4
- BAR 114 - Barbering Clinic II Credit: 8
- ENG 102 - Applied Communications II Credit: 3

Summer - 3rd Semester

- BAR 115 - Barbering Concepts III Credit: 4
- BAR 116 - Barbering Clinic III Credit: 4

Fall - 4th Semester

- BAR 117 - Barbering Concepts IV Credit: 2
- BAR 118 - Barbering Clinic IV Credit: 7

Business Administration Diploma (D25120)

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.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3

**Spring - 2nd Semester**

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 116 - Business Law II Credit: 3
- BUS 121 - Business Math Credit: 3
- BUS 125 - Personal Finance Credit: 3
- ECO 251 - Principles of Microeconomics Credit: 3

**Summer - 3rd Semester**

- BUS 137 - Principles of Management Credit: 3
- BUS 240 - Business Ethics Credit: 3
- ECO 252 - Principles of Macroeconomics Credit: 3
- MKT 120 - Principles of Marketing Credit: 3

**Total Semester Hours Credit 38-41**

**Collision Repair & Refinishing Technology Diploma (D60130)**

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- AUB 111 - Painting & Refinishing I Credit: 4
- AUB 121 - Non-Structural Damage I Credit: 3
- AUB 131 - Structural Damage I Credit: 4
- TRN 110 - Intro to Transport Technology Credit: 2
- TRN 180 - Basic Welding for Trans Credit: 3

Spring - 2nd Semester

- AUB 112 - Painting & Refinishing II Credit: 4
- AUB 122 - Non-Structural Damage II Credit: 4
- PHY 110 - Conceptual Physics Credit: 3
- PHY 110A - Conceptual Physics Lab Credit: 1
- TRN 120 - Basic Transport Electricity Credit: 5

Summer - 3rd Semester

- AUB 150 - Automotive Detailing Credit: 2
- ENG 111 - Writing & Inquiry Credit: 3
- Major Elective
- Major Elective

Elective Courses

Major Electives

2-4 credit hours

- Select 2-4 SHC from the following courses:
- AUB 114 - Special Finishes Credit: 2
- AUB 132 - Structural Damage II Credit: 4
- AUB 136 - Plastics & Adhesives Credit: 3
- AUB 141 - Mech & Elec Components I Credit: 3
- BUS 110 - Introduction to Business Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 44-46

Cosmetology Diploma (D55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.
Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Fall - 1st Semester

- COS 111 - Cosmetology Concepts I Credit: 4
- COS 112 - Salon I Credit: 8
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- COS 113 - Cosmetology Concepts II Credit: 4
- COS 114 - Salon II Credit: 8
- ENG 102 - Applied Communications II Credit: 3

Summer - 3rd Semester

- COS 115 - Cosmetology Concepts III Credit: 4
- COS 116 - Salon III Credit: 4

Fall - 4th Semester

- COS 117 - Cosmetology Concepts IV Credit: 2
- COS 118 - Salon IV Credit: 7

Total Semester Hours Credit 48

Dental Assisting Diploma (D45240)

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 chairside and related office and laboratory procedures.

Coursework 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.
Required Courses

- ACA 111 - College Student Success Credit: 1 *
  or
- ACA 115 - Success and Study Skills Credit: 1

- BIO 106 - Intro to Anat/Phys/Micro Credit: 3 *

- CIS 110 - Introduction to Computers Credit: 3 *
  or
- CIS 111 - Basic PC Literacy Credit: 2 *

- DEN 100 - Orofacial Anatomy Credit: 3
- DEN 101 - Pre-clinical Procedures Credit: 7
- DEN 102 - Dental Materials Credit: 5
- DEN 103 - Dental Sciences Credit: 2
- DEN 104 - Dental Health Education Credit: 3
- DEN 105 - Practice Management Credit: 2
- DEN 106 - Clinical Practice I Credit: 5
- DEN 107 - Clinical Practice II Credit: 5
- DEN 111 - Infection/Hazard Control Credit: 2
- DEN 112 - Dental Radiography Credit: 3

- ENG 102 - Applied Communications II Credit: 3 *
  or
- ENG 111 - Writing & Inquiry Credit: 3 *
  or
- ENG 114 - Prof Research & Reporting Credit: 3 *

- PSY 118 - Interpersonal Psychology Credit: 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.

Electrical Systems Technology Diploma (D35130)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National 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.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- CIS 111 - Basic PC Literacy Credit: 2
  Or
- CIS 113 - Computer Basics Credit: 1
- ELC 112 - DC/AC Electricity Credit: 5
- ELC 113 - Basic Wiring I Credit: 4
- ELC 233 - Energy Management Credit: 3
- ISC 112 - Industrial Safety Credit: 2
- MAT 110 - Math Measurement & Literacy Credit: 3

Spring - 2nd Semester

- ELC 114 - Basic Wiring II Credit: 4
- ELC 117 - Motors & Controls Credit: 4
- ELC 126 - Electrical Computations Credit: 3
- ELC 233 - Energy Management Credit: 3
- ELN 229 - Industrial Electronics Credit: 4
- ISC 112 - Industrial Safety Credit: 2
- MEC 151 - Mechanical Mfg Sys Credit: 2
- ENG 102 - Applied Communications II Credit: 3

Summer - 3rd Semester

- ELC 128 - Introduction to PLC Credit: 3
  Or
- ELN 260 - Prog Logic Controllers Credit: 4
- ELN 231 - Industrial Controls Credit: 3

Total Semester Hours Credit 45-48

Entrepreneurship Diploma (D25490)

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

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Graduates are prepared to be self-employed and open their own businesses.

Fall - 1st Semester
• ACA 111 - College Student Success Credit: 1
• ACC 120 - Principles of Financial Accounting Credit: 4
• BUS 110 - Introduction to Business Credit: 3
• BUS 121 - Business Math Credit: 3
• BUS 139 - Entrepreneurship I Credit: 3

Spring - 2nd Semester

• BUS 245 - Entrepreneurship II Credit: 3
Or
• BUS 280 - REAL Small Business Credit: 4

• ETR 220 - Innovation and Creativity Credit: 3
• ETR 230 - Entrepreneur Marketing Credit: 3
• ETR 240 - Funding for Entrepreneurs Credit: 3

Summer - 3rd Semester

• CIS 110 - Introduction to Computers Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3
• ETR 270 - Entrepreneurship Issues Credit: 3
• HUM 110 - Technology & Society Credit: 3

Total Semester Hours Credit 39

Facility Maintenance Worker - Diploma (D50170)

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.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• AHR 110 - Intro to Refrigeration Credit: 5
• FMW 102 - Practical Wiring I Credit: 4
• MAS 140 - Introduction to Masonry Credit: 2
• MAT 110 - Math Measurement & Literacy Credit: 3
• PLU 130 - Plumbing Systems Credit: 6

Spring - 2nd Semester
• BPR 130 - Print Reading/Construction Credit: 3
• ENG 102 - Applied Communications II Credit: 3
• FMW 105 - Basic Heating Credit: 3
• FMW 107 - Introduction to Carpentry Credit: 3
• ISC 115 - Construction Safety Credit: 2
• Major Elective(s)

Summer - 3rd Semester

• FMW 100 - Intro to Natl Electrical Code Credit: 1
• FMW 108 - Electrical Blueprints Credit: 2
• Major Elective(s)

Elective Courses

Major Elective(s)

Select 2 courses from the following list.

• AHR 111 - HVACR Electricity Credit: 3
• ELC 233 - Energy Management Credit: 3
• FMW 101 - Basic Natl Elec Code Problems Credit: 2
• FMW 106 - Domestic Air Conditioning Credit: 3
• AHR 160 - Refrigerant Certification Credit: 1

Total Semester Hours Credit 41-44

General Occupational Technology - Diploma (D55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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 - Writing & Inquiry Credit: 3 *

Behavioral/Social Sciences Elective
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 work-based learning, 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 Credit: 1
- CIS 110 - Introduction to Computers Credit: 3

**Total Semester Hours Credit 36**

**Health Information Technology - Coding Diploma (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 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.

**Fall - 1st Semester**

- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- HIT 114 - Health Data Sys/Standards Credit: 3
- HIT 124 - Professional Practice Experience II Credit: 1
- MED 121 - Medical Terminology I Credit: 3

**Spring - 2nd Semester**

- BIO 169 - Anatomy & Physiology II Credit: 4
- HIT 112 - Health Law & Ethics Credit: 3
• MED 122 - Medical Terminology II Credit: 3
• OST 248 - Diagnostic Coding Credit: 3

Summer - 3rd Semester

• HIT 211 - ICD Coding Credit: 4
• HIT 226 - Principles of Disease Credit: 3
• PSY 150 - General Psychology Credit: 3

Fall - 4th Semester

• HIT 214 - CPT/Other Coding Systems Credit: 2
• HIT 215 - Reimbursement Methodology Credit: 2
• HIT 222 - Prof Practice Experience III Credit: 2

Total Semester Hours Credit 43

Historic Preservation Technology - Diploma (D35110)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Fall - 1st Semester

• ENG 111 - Writing & Inquiry Credit: 3
• HIS 131 - American History I Credit: 3
  or
• HIS 236 - North Carolina History Credit: 3
• HPT 111 - Prin of Historic Preservation Credit: 3
• HPT 116 - Historical Drafting Credit: 2
• HPT 233 - Historic Const Methods Credit: 4
• HUM 140 - History of Architecture Credit: 3

Spring - 2nd Semester

• CST 244 - Sustainable Building Design Credit: 3
• HPT 110 - Hist & Cultural Landscape Credit: 3
• HPT 130 - Historic Painting & Finishing Credit: 2
• HPT 133 - Historic Building Analysis Credit: 3
• HPT 235 - Building Codes & Regulations Credit: 3
• HPT 252 - Recording Hist Properties Credit: 3

Summer - 3rd Semester

• WBL 111 - Work Based Learning I Credit: 1
• WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 37

Hunting & Shooting Sports Management - Diploma (D25600)

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, 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 hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 115 - Business Law I Credit: 3
• MKT 120 - Principles of Marketing Credit: 3
• SSM 110 - Intro to Shooting Sports Credit: 4
• SSM 112 - Sports Hunting Credit: 3

Spring - 2nd Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• BIO 140 - Environmental Biology Credit: 3
• BIO 140A - Environmental Biology Lab Credit: 1
• SSM 111 - Gun Shop Management Credit: 3
• SSM 114 - Shooting Sports Mgmt Credit: 5

Summer - 3rd Semester

• BUS 137 - Principles of Management Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3

Total Semester Hours Credit 39

Industrial Systems Technology Diploma (D50240)
The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced coursework may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Fall - 1st Semester

Spring - 2nd Semester

Summer - 3rd Semester

Total Semester Hours Credit 40

Information Technology - Network Management Diploma (D25590B)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1

- ENG 111 - Writing & Inquiry Credit: 3
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester
CTI 110 - Web, Pgm, & DB Foundation Credit: 3
CTS 115 - Info Sys Bus Concepts Credit: 3
NET 125 - Networking Basics Credit: 3
NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- MAT 121 - Algebra/Trigonometry I Credit: 3
  or
- MAT 143 - Quantitative Literacy Credit: 3
  or
- MAT 152 - Statistical Methods I Credit: 4
  or
- MAT 171 - Precalculus Algebra Credit: 4

Fall - 4th Semester

- CTS 155 - Tech Support Functions Credit: 3
- NET 126 - Routing Basics Credit: 3
- NOS 120 - Linux/Unix Single User Credit: 3

Total Semester Hours Credit 37

Information Technology - Software and Web Development Diploma (D25590C)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
  or
- ACA 122 - College Transfer Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester

• CIS 115 - Intro to Prog & Logic Credit: 3
• CTI 110 - Web, Pgm, & DB Foundation Credit: 3
• CTS 115 - Info Sys Bus Concepts Credit: 3

Summer - 3rd Semester

• MAT 121 - Algebra/Trigonometry I Credit: 3
  or
• MAT 143 - Quantitative Literacy Credit: 3
  or
• MAT 152 - Statistical Methods I Credit: 4
  or
• MAT 171 - Precalculus Algebra Credit: 4

Fall - 4th Semester

• CSC 134 - C++ Programming Credit: 3
• CTI 150 - Mobile Computing Devices Credit: 3

Spring - 5th Semester

• WEB 115 - Web Markup and Scripting Credit: 3
• WEB 141 - Mobile Interface Design Credit: 3

Total Semester Hours Credit 37

Information Technology - Support Services Diploma (D25590A)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester
• ACA 111 - College Student Success Credit: 1
  or
• ACA 122 - College Transfer Success Credit: 1

• ENG 111 - Writing & Inquiry Credit: 3
• CIS 110 - Introduction to Computers Credit: 3
• CTI 115 - Computer System Foundations Credit: 3
• CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

• CTI 110 - Web, Pgm, & DB Foundation Credit: 3
• CTS 115 - Info Sys Bus Concepts Credit: 3
• CTS 120 - Hardware/Software Support Credit: 3
• NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

• MAT 121 - Algebra/Trigonometry I Credit: 3
  or
• MAT 143 - Quantitative Literacy Credit: 3
  or
• MAT 152 - Statistical Methods I Credit: 4
  or
• MAT 171 - Precalculus Algebra Credit: 4

Fall - 4th Semester

• CTI 150 - Mobile Computing Devices Credit: 3
• CTS 155 - Tech Support Functions Credit: 3
• NOS 120 - Linux/Unix Single User Credit: 3

Total Semester Hours Credit 37

Magnetic Resonance Imaging - Diploma (D45800)

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).*

Coursework 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 an 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 coursework. 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 classes. 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.
Summer - 1st Semester

- ENG 111 - Writing & Inquiry Credit: 3
- MRI 213 - MR Patient Care & Safety Credit: 2
- MRI 216 - MRI Instrumentation Credit: 2
- MRI 250 - MRI Clinical Education I Credit: 4

Fall - 2nd Semester

- Behavioral/Social Sciences Elective
- MRI 214 - MRI Procedures I Credit: 2
- MRI 217 - MRI Physics I Credit: 2
- MRI 241 - MRI Anatomy & Pathology I Credit: 2
- MRI 260 - MRI Clinical Education II Credit: 7

Spring - 3rd Semester

- MRI 242 - MRI Anatomy & Pathology II Credit: 2
- MRI 270 - MRI Clinical Education III Credit: 8
- MRI 271 - MRI Capstone Credit: 1
- MRI 215 - MRI Procedures II Credit: 2
- MRI 218 - MRI Physics II Credit: 2

Elective Courses

Behavioral/Social Sciences Electives

- Select 3 SHC from the following list of courses:
- ECO 251 - Principles of Microeconomics Credit: 3
- ECO 252 - Principles of Macroeconomics Credit: 3
- HIS 111 - World Civilizations I Credit: 3
- HIS 112 - World Civilizations II Credit: 3
- HIS 131 - American History I Credit: 3
- HIS 132 - American History II Credit: 3
- POL 120 - American Government Credit: 3
- PSY 150 - General Psychology Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3

Total Semester Hours Credit 42

Nursing - Practical Diploma (D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.
Coursework includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), an exam required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

**Admission to PN Program**

**Prerequisites**

Curriculum students should be ENG/MAT "ready" in order to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test out
- ENG-002 P2
- MAT-003 P2

**Admission Requirements**

**ATI/TEAS**

Scores must be within five years of application date.

- A 58% or greater on the Test of Essential Academic Skills (ATI/TEAS) for the PN program.
- If testing occurred at a site other than ECC, test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.
- All four sections of the ATI/TEAS were taken.
- No more than two ATI/TEAS scores per fiscal year (July 1-June 30), at least 28 days apart, will be eligible.
- ATI/TEAS Test Review Guide

**GPA**

**Admission GPA**

- A minimum GPA of 2.5 on Nursing curriculum general education courses taken through the Fall semester is required.
- The college uses the highest grade attained in general education courses in the GPA calculation for admission.
- An overall 2.0 GPA on all attempted courses at ECC is required.

**Ranking GPA**

The college uses the grades in all attempted Nursing curriculum general education coursework in the GPA calculation for ranking, including courses with grades below a "C" from any college. Only transfer credits from regionally or nationally accredited institutions will be accepted.
Ranking Point Score

- Applicants to the PN program who receive an overall ATI/TEAS score of 58% or higher are ranked based on a point score from their ATI/TEAS score, their BIO GPA, and quality points on all attempted general education coursework in the curriculum.
  - The Biology GPA carries greater weight in the point score than other general education courses.

Admission Steps for PN

Repeat steps for each year of application.

Step I: Application Process (March 1)

- Complete a Nursing Information Session between September 1, and February 28.
- Submit all by March 1:
  - An online ECC application for admission
  - Official high school transcripts or equivalency
  - A partial transcript if currently enrolled in high school. Students must submit a final transcript at the time of graduation.
  - Official transcripts from all colleges attended
  - A PN Program application after attending the Nursing Information Session (attendance required every year of application)
  - ATI/TEAS score (s) to Student Services. If testing occurred at a site other than ECC test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.

Step II: Ranking (March 31)

- The college ranks eligible applicants according to their point score. The highest ranked applicants who have a 2.5 Admission GPA or greater will move to Step III.
  - The highest twenty (20) ranked PN applicants will move to Step III.
- Applicants who have a 2.5 Admissions GPA but do not have a point score high enough to move to Step III initially will remain at Step II and receive notification that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance letters go out to the top-ranked applicants). Many applicants will give up their seat for a variety of reasons, which opens up places for applicants still on the waiting list.
- All applicants who remain at Step II at the end of Spring semester will have their Point Score recalculated with Spring grades and will be re-ranked. Ranked applicants with a 2.5 Admission GPA will move to Step III as seats become available over the summer.
- Admission application cycle ends July 31.

Step III: Conditional Acceptance (April - July)

- The highest ranked applicants will receive a letter of conditional acceptance and a medical form.
- Accept or reject the seat in writing to the Nursing Admissions Counselor by the due date.
  - Attend the mandatory Health Sciences Orientation.
  - Applicants must complete a medical form, background check, and drug screen by the due dates.
  - Applicants must maintain a 2.5 admissions GPA or higher through spring and summer terms.

Step IV: Final Acceptance
The college will notify applicants who meet the clinical agencies' employee health standards, background, and drug screen requirements of final acceptance. The cost of meeting these requirements can be significant and final acceptance is dependent on meeting the due dates listed in the conditional acceptance letter.

Fall - 1st Semester

- BIO 168 - Anatomy & Physiology I Credit: 4
- ENG 111 - Writing & Inquiry Credit: 3
- NUR 101 - Practical Nursing I Credit: 11

Spring - 2nd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- NUR 102 - Practical Nursing II Credit: 10
- PSY 150 - General Psychology Credit: 3

Summer - 3rd Semester

- NUR 103 - Practical Nursing III Credit: 9

Total Semester Hours Credit 44

Ophthalmic Medical Personnel - Diploma (D45210)

The Ophthalmic Medical Personnel Program prepares individuals to perform ophthalmic procedures under the supervision of a licensed physician specializing in Ophthalmology.

Course work includes lecture, laboratory, and clinical training in ocular measurements; ocular testing; lensometry; administering topical and oral medications; eye care; and caring for instruments.

Graduates are employed in medical institutions, clinics, or physician practices. Graduates may qualify as candidates to take the Joint Commission on Allied Health Personnel, Ophthalmology National Certification Exam. Diploma graduates may be eligible for Certified Ophthalmic Medical Assistant certification, while associate degree graduates may be eligible for Certified Ophthalmic Medical Technician certification.

Admission to Program

Prerequisites

Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
- ENG-002 P2
- MAT-003 P2
ATI/TEAS

- Scores must be within five years of application date.
- Applicants must score 58% or higher on the Test of Essential Academic Skills (ATI/TEAS).
- If testing occurred at a site other than ECC, test results are delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.
- Students must take all four sections of the ATI/TEAS.
- No more than two ATI/TEAS scores per year (July 1 - June 30), at least 28 days apart, will be eligible.

GPA

Admission GPA

- Minimum GPA of 2.5 on Ophthalmic Medical Personnel curriculum general education courses that have been completed through the fall semester.
- Highest grade attained in general education courses is used in the GPA calculation for admission.
- Overall 2.0 GPA on all attempted courses at ECC is required.

Ranking GPA

The grades in all attempted Ophthalmic Medical Personnel curriculum general education coursework will be used in the GPA calculation for ranking, including courses with grades below a "C" from any college.

Ranking Point Score

- Applicants who earn an overall ATI/TEAS score of 55% or higher are ranked based on a point score from their ATI/TEAS score, their BIO and MAT GPA, and quality points on all attempted general education coursework in the curriculum.
- The Biology and Math GPA carries greater weight in the point score than other general education courses.

Admission Steps

Step I: Application process (Due March 15, 2019)

- Complete an Ophthalmic Information Session by March 1, 2019.
- Submit all by March 15:
  - Online ECC Application for Admission
  - Official high school transcripts or equivalency
  - Partial transcript if currently enrolled in high school (final transcript must be submitted at the time of graduation)
  - Official transcripts from all colleges attended
  - Ophthalmic Medical Assistant Program Application
  - ATI/TEAS score(s) (if within the last five years) to Student Services if testing occurred at a site other than ECC results must be delivered to the College through official means by the agency that administered the test. Contact atitesting.com or (800) 667-7531.

Step II: Ranking (March 30, 2019)
Eligible applicants are ranked according to their point score. The highest ten (10) ranked applicants who have a 2.5 Admission GPA or higher will move to Step III.

Applicants who have a 2.5 Admissions GPA but do not have a point score high enough to move to Step III initially will remain at Step II and receive notification that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance letters go out to the top-ranked applicants). Many applicants will give up their seat for a variety of reasons, which opens up places for applicants on the waiting list.

All applicants who remain at Step II at the end of the spring semester will have their Point Score recalculated with spring semester grades and will be re-ranked. Ranked applicants with a 2.5 Admission GPA will move to Step III as seats become available over the summer.

Step III: Conditional Acceptance (April 16 - May 16, 2019)

- The highest ranked applicants will receive a letter of conditional acceptance and a medical form.
- Accept or reject the seat in writing to the Ophthalmic Medical Personnel Admissions Counselor by the due date.
  - Attend the mandatory Health Science Orientation.
  - Students should complete the medical form, background check, and drug screen by the due dates.
  - Applicants must maintain a 2.5 admissions GPA or higher through spring and summer terms.

Step IV: Final Acceptance

Applicants who meet the clinical agencies' employee health standards, background, and drug screen requirements will be notified of final acceptance. The cost of meeting these requirements can be significant and final acceptance is dependent on meeting the due dates listed in the conditional acceptance letter.

Extended Admissions

If all available seats are not filled with Step III applicants, additional ATI/TEAS testing times will be posted on the Ophthalmic Medical Personnel website and in Student Services by June 1. Current applicants may retake the ATI/TEAS test for a higher score (if they have taken ATI/TEAS only once in the previous year). Ineligible applicants due to an ATI/TEAS below 55% or students who have received a waiting list letter should check the website Ophthalmic Medical Personnel by June 1 if interested in retesting. New applicants must meet with the Program Chair, complete an Ophthalmic Medical Personnel Program application, and meet all admission requirements to be eligible to fill any remaining seats in June.

Other Admission Information

Students who plan to apply for a scholarship, loan or a Pell grant should check with Financial Aid to determine eligibility after applying for FAFSA.

Fall - 1st Semester

- COM 231 - Public Speaking Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- MED 121 - Medical Terminology I Credit: 3
- OPH 150 - Introduction to Ophthalmic Medical Assistant Credit: 2
- OPH 151 - Ocular Anatomy & Physiology Credit: 2

Spring - 2nd Semester
• OPH 113 - Intro to Diseases of the Eye Credit: 2
• OPH 114 - Basic Ophthalmic Pharmacology Credit: 2
• OPH 115 - Ophthalmic Clinical Procedures I Credit: 2
• PSY 150 - General Psychology Credit: 3

Summer - 3rd Semester

• OPH 116 - Ophthalmic Medical Assist Practicum I Credit: 6
• OPH 117 - Ophthalmic Clinical Procedures II Credit: 2
• OPH 119 - Ophthalmic Optics & Basic Refractory Credit: 2

Fall - 4th Semester

• OPH 118 - Ophthalmic Patient Care Credit: 2
• OPH 120 - Ophthalmic Medical Assist Practicum II Credit: 6

Total Semester Hours Credit 40

School Age Education - Diploma (D55440)

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.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1

• BIO 110 - Principles of Biology Credit: 4
  or
• MAT 110 - Math Measurement & Literacy Credit: 3

• EDU 118 - Prin & Prac of Instr Asst Credit: 3
• EDU 144 - Child Development I Credit: 3
• ENG 111 - Writing & Inquiry Credit: 3

Spring - 2nd Semester
• EDU 131 - Child, Family, & Community Credit: 3
• EDU 145 - Child Development II Credit: 3
• EDU 153 - Health, Safety, & Nutrition Credit: 3
• EDU 153A - Health, Safety, & Nutrition Lab Credit: 1

Fall - 3rd Semester

• EDU 151 - Creative Activities Credit: 3
• EDU 151A - Creative Activities Lab Credit: 1
• EDU 163 - Classroom Mgmt & Instr Credit: 3
• EDU 221 - Children with Exceptionalities Credit: 3

Spring - 4th Semester

• EDU 271 - Educational Technology Credit: 3
• EDU 280 - Language & Literacy Exp Credit: 3
• EDU 285 - Internship Exp School Age Credit: 4
• EDU 289 - Adv Issues School Age Credit: 2

Total Semester Hours Credit 45-46

Supply Chain Management - Distribution Management Diploma (D25620A)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

• ACA 111 - College Student Success Credit: 1
• BUS 110 - Introduction to Business Credit: 3
• LOG 110 - Introduction to Logistics Credit: 3
• LOG 210 - Fleet Management Credit: 3
• LOG 230 - Transportation Management Credit: 3

Spring - 2nd Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• LOG 120 - Global Logistics Credit: 3
• LOG 211 - Distribution Management Credit: 3
Supply Chain Management - Trucking Operations Diploma (D25620B)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.
Surgical Technology - Diploma (D45740)

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; 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 Commission on Accreditation of Allied Health Education Programs accredits the Surgical Technology Program (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

Surgical Technology Student Work Policy

All Edgecombe Community College Surgical Technology student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational only in nature. Students will NOT receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist or other hired staff personnel.

Admission Policy for the Surgical Technology Program

The Surgical Technology program admits students following policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the surgical technology program. The college uses a competitive points-based ranking system for admission. Completion of the program does not guarantee success in passing the national exam.

A student must be admitted/readmitted to the surgical technology program to receive credit for any surgical technology (SUR) course. Students may take curriculum courses other than SUR courses before admission to the program or after acceptance 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 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 in the fall semester. Students must complete each step of the admission process before advancing to the next step.

Step I Application Process

1. Submit an Edgecombe Community College Admissions Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. Students should submit a final transcript 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. The college will establish subsequent dates for acceptance of applications if space becomes available before the fall semester.

Step II ATI/TEAS

1. Take the Test of Essential Academic Skills (ATI/TEAS) before March 1st.
2. ATI/TEAS scores must meet the following criteria to be eligible for ranking:
   • A minimum overall score of 58%.
   • Testing occurred within the 24 months before 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 took place.
   • The student must take all four sections of the ATI/TEAS test.
   • ATI/TEAS may be taken up to twice in an academic year, at least 28 days apart.
3. The college will use the highest of up to four ATI/TEAS scores for ranking.

Step III Ranking and Conditional Acceptance

1. Students who score an overall minimum score of 58% on the ATI/TEAS will be competitively ranked.
2. The college includes all points from the ATI/TEAS score and from the GPA on all ECC Surgical Technology curriculum general education courses that a student completes from any college in the calculation, including classes with less than a "C." The ranking GPA also includes all curriculum courses that a student completes more than once. Only transfer credits from regionally or nationally accredited institutions will be accepted.
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. The college will mail a waiting list letter to the 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 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. Curriculum students should be ENG/MAT "ready" to enter ECC Health Sciences programs. For clarification, students must be eligible to take ENG-111 and/or MAT-110 WITHOUT the RISE co-requisites by the program start date.
   Prerequisite Coursework:
   • BIO-094 or Test Out
   • ENG-002 P2
   • MAT-003 P2
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 college will use the highest grade on all completed courses from all colleges in this calculation, including classes with less than a "C."
7. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
8. Submit a criminal background check and a drug screen by the required deadline.
9. Failure to meet deadlines will result in the withdrawal of acceptance status.

Surgical Technology students must sit for the certification exam to complete the requirements for the program.

Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- BIO 163 - Basic Anatomy & Physiology Credit: 5
- ENG 111 - Writing & Inquiry Credit: 3
- SUR 110 - Intro to Surgical Technology Credit: 3
- SUR 111 - Perioperative Patient Care Credit: 7

Spring - 2nd Semester

- BIO 175 - General Microbiology Credit: 3
- SUR 122 - Surgical Procedures I Credit: 6
- SUR 123 - Surgical Clinical Practice I Credit: 7

Summer - 3rd Semester

- PSY 150 - General Psychology Credit: 3
  or
- SOC 210 - Introduction to Sociology Credit: 3
- SUR 134 - Surgical Procedures II Credit: 5
- SUR 135 - Surgical Clinical Practice II Credit: 4
- SUR 137 - Professional Success Preparation Credit: 1

Total Semester Hours Credit 48

Therapeutic & Diagnostic Services: Nurse Aide Diploma (D45970)

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry-level position in healthcare. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the program major such as Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT), Medical Assistant, Nurse Aide, Pharmacy Technician, Phlebotomist, or Massage Therapist dependent upon the selected program major.

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.
Fall - 1st Semester

- ACA 111 - College Student Success Credit: 1
- ENG 111 - Writing & Inquiry Credit: 3
- HSC 120 - CPR Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- NAS 101 - Nurse Aide I Credit: 6

Spring - 2nd Semester

- BIO 163 - Basic Anatomy & Physiology Credit: 5
  or
- BIO 168 - Anatomy & Physiology I Credit: 4
- HSC 110 - Orientation to Health Careers Credit: 1
- MED 122 - Medical Terminology II Credit: 3
- NAS 102 - Nurse Aide II Credit: 6
- PSY 150 - General Psychology Credit: 3

Summer - 3rd Semester

- BIO 169 - Anatomy & Physiology II Credit: 4
- PSY 241 - Developmental Psychology Credit: 3
- Humanities/Fine Arts Elective

Elective Courses

Humanities/Fine Arts Elective

Select 3 SHC from the following list of courses.

- ART 111 - Art Appreciation Credit: 3
- DRA 111 - Theatre Appreciation Credit: 3
- HUM 110 - Technology & Society Credit: 3
- HUM 115 - Critical Thinking Credit: 3
- MUS 110 - Music Appreciation Credit: 3
- PHI 240 - Introduction to Ethics Credit: 3
- REL 110 - World Religions Credit: 3
- REL 211 - Intro to Old Testament Credit: 3
- REL 221 - Religion in America Credit: 3

Total Semester Hours Credit 37-40

Welding - Diploma (D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.
Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

**Fall - 1st Semester**

- ACA 111 - College Student Success Credit: 1
- CIS 110 - Introduction to Computers Credit: 3
- ENG 111 - Writing & Inquiry Credit: 3
- WLD 110 - Cutting Processes Credit: 2
- WLD 112 - Basic Welding Processes Credit: 2
- WLD 115 - SMAW (Stick) Plate Credit: 5
- WLD 121 - GMAW (MIG) FCAW/Plate Credit: 4
- WLD 131 - GTAW (TIG) Plate Credit: 4

**Spring - 2nd Semester**

- MAT 121 - Algebra/Trigonometry I Credit: 3
- WLD 116 - SMAW (Stick) Plate/Pipe Credit: 4
- WLD 132 - GTAW (TIG) Plate/Pipe Credit: 3
- WLD 141 - Symbols & Specifications Credit: 3
- WLD 215 - SMAW (stick) Pipe Credit: 4
- WLD 261 - Certification Practices Credit: 2
- WLD 262 - Inspection & Testing Credit: 3

**Total Semester Hours Credit 46**

**Certificate**

**Accounting & Finance - Excel Certificate (C25800C)**

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

**Fall - 1st Semester**

- ACC 120 - Principles of Financial Accounting Credit: 4
• BUS 115 - Business Law I Credit: 3

Spring - 2nd Semester

• ACC 121 - Prin of Managerial Acct Credit: 4
• ACC 122 - Prin of Financial Acct II Credit: 3
• ACC 149 - Intro to Acct Spreadsheets Credit: 2
• ACC 151 - Acct Spreadsheet Applications Credit: 2

Total Semester Hours Credit 18

Accounting & Finance - Financial Services Certificate (C25800B)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Fall - 1st Semester

• ACC 120 - Principles of Financial Accounting Credit: 4
• BUS 125 - Personal Finance Credit: 3

Spring - 2nd Semester

• ACC 149 - Intro to Acct Spreadsheets Credit: 2
• BAF 143 - Financial Planning Credit: 3

Summer - 3rd Semester

• ACC 210 - Enterprise Risk Management Credit: 3
• BUS 225 - Business Finance Credit: 3

Total Semester Hours Credit 18

Accounting & Finance - Quickbooks Certificate (C25800D)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.
Coursework may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

**Fall - 1st Semester**

- ACC 120 - Principles of Financial Accounting Credit: 4
- BUS 115 - Business Law I Credit: 3

**Spring - 2nd Semester**

- ACC 122 - Prin of Financial Acct II Credit: 3
- ACC 149 - Intro to Acct Spreadsheets Credit: 2
- ACC 150 - Acct Software Applications Credit: 2
- ACC 152 - Adv Software Applications Credit: 2

**Total Semester Hours Credit 16**

**Automotive Systems Technology - Basic Auto Servicing Certificate (C60160A)**

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

**Fall - 1st Semester**

- AUT 116 - Engine Repair Credit: 3
- AUT 181 - Engine Performance 1 Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2

**Spring - 2nd Semester**

- AUT 151 - Brake Systems Credit: 3
• TRN 120 - Basic Transport Electricity Credit: 5

Total Semester Hours Credit 16

Baking & Pastry Arts Certificate (C55130)

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies, and professionalism. Course work includes specialty/artisanal bread, desserts/pastries, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef, and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Fall - 1st Semester

• CUL 110 - Sanitation and Safety Credit: 2
• CUL 110A - Sanitation and Safety Lab Credit: 1
• CUL 160 - Baking I Credit: 3

Spring - 2nd Semester

• BPA 150 - Artisan & Specialty Bread Credit: 4
• BPA 240 - Plated Desserts Credit: 3

Summer - 3rd Semester

• BPA 130 - European Cakes and Tortes Credit: 3

Total Semester Hours Credit 16

Business Administration - Business Leadership Certificate (C25120C)

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Fall - 1st Semester
• BUS 110 - Introduction to Business Credit: 3
• BUS 115 - Business Law I Credit: 3
• MKT 120 - Principles of Marketing Credit: 3

Spring - 2nd Semester

• BUS 240 - Business Ethics Credit: 3
• BUS 137 - Principles of Management Credit: 3
• CIS 110 - Introduction to Computers Credit: 3

Total Semester Hours Credit 18

Business Administration - Global Logistics & Distribution Mgmt Certificate (C25120D)

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Fall - 1st Semester

• BUS 115 - Business Law I Credit: 3
• LOG 110 - Introduction to Logistics Credit: 3
• LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

• BUS 137 - Principles of Management Credit: 3
• LOG 120 - Global Logistics Credit: 3
• LOG 220 - Logistics Management Credit: 3

Total Semester Hours Credit 18

Business Administration - International Business Certificate (C25120E)

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.
Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Fall - 1st Semester

- BUS 110 - Introduction to Business Credit: 3
- BUS 115 - Business Law I Credit: 3
- INT 110 - International Business Credit: 3

Spring - 2nd Semester

- GEO 111 - World Regional Geography Credit: 3
- INT 210 - International Trade Credit: 3
- MKT 224 - International Marketing Credit: 3

Total Semester Hours Credit 18

Business Administration - Marketing Certificate (C25120F)

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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Spring - 1st Semester

- BUS 110 - Introduction to Business Credit: 3
- MKT 120 - Principles of Marketing Credit: 3
- MKT 123 - Fundamentals of Selling Credit: 3

Summer - 2nd Semester

- CIS 110 - Introduction to Computers Credit: 3
- MKT 125 - Buying & Merchandising Credit: 3
- MKT 220 - Advertising and Selling Credit: 3

Total Semester Hours Credit 18
Collision Repair & Refinishing - Non-Structural Damage Certificate (C60130A)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester

- AUB 121 - Non-Structural Damage I Credit: 3
- TRN 110 - Intro to Transport Technology Credit: 2
- TRN 180 - Basic Welding for Trans Credit: 3

Spring - 2nd Semester

- AUB 122 - Non-Structural Damage II Credit: 4
- TRN 120 - Basic Transport Electricity Credit: 5

Total Semester Hours Credit 17

Collision Repair & Refinishing - Painting & Refinishing Certificate (C60130B)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester
Collision Repair & Refinishing - Structural Damage Certificate (C60130C)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fall - 1st Semester

- AUB 131 - Structural Damage I Credit: 4
- TRN 180 - Basic Welding for Trans Credit: 3

Spring - 2nd Semester

- AUB 132 - Structural Damage II Credit: 4
- TRN 120 - Basic Transport Electricity Credit: 5

Total Semester Hours Credit 16

Computed Tomography Certificate (C45200A)
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).

Coursework 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 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 drug screening requirements of the agency at the student's expense before 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 an 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 before completion of the CT program.

**Step II Acceptance**

Applicants will be ranked based on the categories listed on the applicant point's explanation sheet. To receive points in a category, applicants must send supporting documentation required by the deadlines in Step I. 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 to register for classes. 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, a complete criminal background check, and drug screening should be done.

Fall - 1st Semester

- CAT 210 - CT Physics & Equipment Credit: 3
- CAT 211 - CT Procedures Credit: 4
- CAT 231 - CT Clinical Practicum Credit: 11

Total Semester Hours Credit 18

Cosmetology Instructor Certificate (C55160)

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.

Fall - 1st Semester

- COS 271 - Instructor Concepts I Credit: 5
- COS 272 - Instructor Practicum I Credit: 7

Spring - 2nd Semester

- COS 273 - Instructor Concepts II Credit: 5
- COS 274 - Instructor Practicum II Credit: 7

Total Semester Hours Credits 24

Criminal Justice Technology Certificate (C55180A)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.
Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

**Fall - 1st Semester**

- CJC 111 - Intro to Criminal Justice Credit: 3
- CJC 131 - Criminal Law Credit: 3
- CJC 141 - Corrections Credit: 3
- CJC 221 - Investigative Principles Credit: 4

**Spring - 2nd Semester**

- CJC 112 - Criminology Credit: 3

**Total Semester Hours Credit 16**

**Criminal Justice Technology Crime Assessment Certificate (C55180B)**

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

**Fall - 1st Semester**

- CJC 221 - Investigative Principles Credit: 4
- CJC 111 - Intro to Criminal Justice Credit: 3

**Spring - 2nd Semester**

- CCT 110 - Intro to Cyber Crime Credit: 3
- CJC 121 - Law Enforcement Ops Credit: 3
- CJC 131 - Criminal Law Credit: 3

**Total Semester Hours Credit 16**

**Early Childhood Education Certificate (C55220C)**
The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

- EDU 119 - Intro to Early Childhood Ed Credit: 4
- EDU 151 - Creative Activities Credit: 3
- EDU 151A - Creative Activities Lab Credit: 1

Spring - 2nd Semester

- EDU 184 - Early Childhood Intro Practicum Credit: 2
- EDU 259 - Curriculum Planning Credit: 3

Total Semester Hours Credit 13

Electrical Systems - Electrical Wiring Certificate (C35130A)

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.

Fall - 1st Semester

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 113 - Basic Wiring I Credit: 4
- ISC 112 - Industrial Safety Credit: 2
Spring - 2nd Semester

- ELC 114 - Basic Wiring II Credit: 4
- ELC 126 - Electrical Computations Credit: 3

Total Semester Hours Credit 18

Electrical Systems - Energy Management Systems Technology Certificate (C35130D)

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.

Fall - 1st Semester

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 233 - Energy Management Credit: 3

Spring - 2nd Semester

- ELC 128 - Introduction to PLC Credit: 3
- ELN 229 - Industrial Electronics Credit: 4

Summer - 3rd Semester

- ATR 111 - Automated Systems Credit: 3
  or
- ELN 231 - Industrial Controls Credit: 3

Total Semester Hours Credit 18

Electrical Systems - Industrial Electronics Certificate (C35130C)

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.

**Fall - 1st Semester**

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 128 - Introduction to PLC Credit: 3
  or
- ELN 260 - Prog Logic Controllers Credit: 4

**Spring - 2nd Semester**

- ELC 126 - Electrical Computations Credit: 3
- ELN 229 - Industrial Electronics Credit: 4
- MEC 151 - Mechanical Mfg Sys Credit: 2

**Total Semester Hours Credit 17-18**

**Electrical Systems - Motors & Controls Certificate (C35130B)**

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.

**Fall - 1st Semester**

- ELC 112 - DC/AC Electricity Credit: 5
- ELC 128 - Introduction to PLC Credit: 3
  or
- ELN 260 - Prog Logic Controllers Credit: 4

**Spring - 2nd Semester**

- ELC 114 - Basic Wiring II Credit: 4
- ELC 117 - Motors & Controls Credit: 4

**Total Semester Hours Credit 16-17**

**Entrepreneurship Certificate (C25490)**
The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Graduates are prepared to be self-employed and open their own businesses.

**Fall - 1st Semester**

- BUS 110 - Introduction to Business Credit: 3
- BUS 139 - Entrepreneurship I Credit: 3
- BUS 245 - Entrepreneurship II Credit: 3

**Spring - 2nd Semester**

- ETR 220 - Innovation and Creativity Credit: 3
- ETR 230 - Entrepreneur Marketing Credit: 3
- ETR 240 - Funding for Entrepreneurs Credit: 3

**Total Semester Hours Credit 18**

**Esthetics Technology Certificate (C55230)**

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

**Fall - 1st Semester**

- COS 119 - Esthetics Concepts I Credit: 2
- COS 120 - Esthetics Salon I Credit: 6

**Spring - 2nd Semester**

- COS 125 - Esthetics Concepts II Credit: 2
- COS 126 - Esthetics Salon II Credit: 6

**Total Semester Hours Credit 16**
Facility Maintenance Worker - AC, Heating, & Refrigeration Certificate (C50170A)

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 the 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.

Fall - 1st Semester

- AHR 110 - Intro to Refrigeration Credit: 5
- AHR 160 - Refrigerant Certification Credit: 1
- FMW 102 - Practical Wiring I Credit: 4

Spring - 2nd Semester

- AHR 111 - HVACR Electricity Credit: 3
- FMW 105 - Basic Heating Credit: 3

Total Semester Hours Credit 16

Facility Maintenance Worker - Construction Building Certificate (C50170B)

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 the 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.

Fall - 1st Semester

- FMW 102 - Practical Wiring I Credit: 4
- ISC 115 - Construction Safety Credit: 2
- MAS 140 - Introduction to Masonry Credit: 2

Spring - 2nd Semester

- BPR 130 - Print Reading/Construction Credit: 3
- FMW 107 - Introduction to Carpentry Credit: 3
Total Semester Hours Credit 18

Facility Maintenance Worker - Green Energy Systems Certificate (C50170D)

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 the 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.

Fall - 1st Semester

- AHR 111 - HVACR Electricity Credit: 3
- ELC 233 - Energy Management Credit: 3
- FMW 102 - Practical Wiring I Credit: 4

Spring - 2nd Semester

- FMW 105 - Basic Heating Credit: 3
- FMW 106 - Domestic Air Conditioning Credit: 3

Total Semester Hours Credit 16

General Occupational Technology - Certificate (C55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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 work-based learning, practicums, and internships, may be included in the degree program up to a maximum of 2 SHC.

Other Required Hours
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 Credit: 1

Total Semester Hours Credit 16

Geospatial Tech - Geographic Information Science Certificate (C40220AB)

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.

Geospatial Technology is 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.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
- GIS 111 - Intro to Geographic Info Sys Credit: 3
- GIS 120 - Introduction to Geodesy Credit: 3

Spring - 2nd Semester

- GEO 111 - World Regional Geography Credit: 3
  or
- GEO 112 - Cultural Geography Credit: 3
- GIS 112 - Introduction to GPS Credit: 3
- GIS 121 - Georeferencing & Mapping Credit: 3

Total Semester Hours Credit 18

Geospatial Technology - Internet Mapping Services Certificate (C40220AA)

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.

Geospatial Technology is 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.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- GIS 111 - Intro to Geographic Info Sys Credit: 3

Spring - 2nd Semester

- GEO 111 - World Regional Geography Credit: 3
  or
- GEO 112 - Cultural Geography Credit: 3
- GIS 121 - Georeferencing & Mapping Credit: 3
- GIS 222 - Internet Mapping Credit: 3

Total Semester Hours Credit 18

Geospatial Technology - Unmanned Aircraft Systems Certificate (C40220BA)

The Engineering and Technology Pathway 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.

Geospatial Technology is 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.

Fall - 1st Semester

- GIS 110 - Survey of GIS/GPS Credit: 1
• UAS 110 - Intro to UAS Operations Credit: 3  
• UAS 111 - Unmanned Aircraft Systems Credit: 3  
• UAS 115 - Small UAS Certification Credit: 2

Spring - 2nd Semester

• GIS 121 - Georeferencing & Mapping Credit: 3  
• GIS 230 - GIS Data Creation Credit: 3  
• UAS 230 - UAS Aerial Photo Surveys Credit: 3

Total Semester Hours Credit 18

GOT - Global Distinction Certificate - Cultural Studies Concentration (C55280GC)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Required Courses

• ART 111 - Art Appreciation Credit: 3  
  Or  
• MUS 110 - Music Appreciation Credit: 3

• ENG 111 - Writing & Inquiry Credit: 3  
• COM 140 - Intro to Intercultural Comm Credit: 3  
• HUM 120 - Cultural Studies Credit: 3  
• PHI 240 - Introduction to Ethics Credit: 3  
• SPA 111 - Elementary Spanish I Credit: 3

Total Semester Hours Credit 18

GOT - Global Distinction Certificate - Social Studies Concentration (C55280GS)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.
Required Courses

- ENG 111 - Writing & Inquiry Credit: 3
- GEO 111 - World Regional Geography Credit: 3
  Or
- GEO 112 - Cultural Geography Credit: 3
- HIS 111 - World Civilizations I Credit: 3
- SOC 210 - Introduction to Sociology Credit: 3
- SOC 220 - Social Problems Credit: 3
- SOC 225 - Social Diversity Credit: 3

Total Semester Hours Credit 18

Historic Preservation - Historic Construction Certificate (C35110C)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

Fall - 1st Semester

- HPT 233 - Historic Const Methods Credit: 4
- HPT 241 - Historic Masonry Credit: 4

Spring - 2nd Semester

- HPT 133 - Historic Building Analysis Credit: 3
- HPT 230 - Historic Roof Structures Credit: 4
- HPT 235 - Building Codes & Regulations Credit: 3

Total Semester Hours Credit 18

Historic Preservation - Research Certificate (C35110B)

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.
Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

**Fall - 1st Semester**

- HPT 111 - Prin of Historic Preservation Credit: 3
- HIS 236 - North Carolina History Credit: 3
- HPT 270 - 18th & 19th Cen American Arch Credit: 3

**Spring - 2nd Semester**

- HIS 141 - Genealogy & Local History Credit: 3
- HPT 110 - Hist & Cultural Landscape Credit: 3
- HPT 252 - Recording Hist Properties Credit: 3

**Total Semester Hours Credit 18**

**Historic Preservation - Sustainability Certificate (C35110A)**

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Coursework includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

**Spring - 1st Semester**

- CST 244 - Sustainable Building Design Credit: 3
- HPT 133 - Historic Building Analysis Credit: 3
- HPT 233 - Historic Const Methods Credit: 4

**Summer - 2nd Semester**

- CST 238 - Weatherization Credit: 3
- SST 120 - Energy Use Analysis Credit: 3

**Total Semester Hours Credit 16**

**Human Services - Substance Abuse Certificate (C45380A)**
The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. The emphasis in core courses is placed on the development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Fall - 1st Semester

- HSE 220 - Case Management Credit: 3
- SAB 110 - Substance Abuse Overview Credit: 3
- SAB 130 - Addictive Behavior Credit: 3

Spring - 2nd Semester

- HEA 130 - Health-Adult Sexuality Credit: 3
- HSE 123 - Interviewing Techniques Credit: 3
- SAB 210 - Substance Abuse Counseling Credit: 3

Total Semester Hours Credit 18

Hunting & Shooting Sports Management - Certificate (C25600A)

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, 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 hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Fall - 1st Semester

- MKT 120 - Principles of Marketing Credit: 3
- SSM 110 - Intro to Shooting Sports Credit: 4
- SSM 112 - Sports Hunting Credit: 3

Spring - 2nd Semester

- SSM 111 - Gun Shop Management Credit: 3
- SSM 114 - Shooting Sports Mgmt Credit: 5

Total Semester Hours Credit 18
Industrial Systems Technology - Certificate (C50240A)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Fall - 1st Semester

- AHR 110 - Intro to Refrigeration Credit: 5
- ELC 111 - Intro to Electricity Credit: 3
- WLD 112 - Basic Welding Processes Credit: 2

Spring - 2nd Semester

- HYD 110 - Hydraulics/Pneumatics I Credit: 3
- MEC 111 - Machine Processes I Credit: 3
- MEC 151 - Mechanical Mfg Sys Credit: 2

Total Semester Hours Credit 18

Information Technology - CCNA Prep Certificate (C25590BD)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
Spring - 2nd Semester

- NET 125 - Networking Basics Credit: 3

Fall - 3rd Semester

- NET 126 - Routing Basics Credit: 3

Spring - 4th Semester

- NET 225 - Routing and Switching I Credit: 3
- NET 226 - Routing and Switching II Credit: 3

Total Semester Hours Credit 18

Information Technology - Certification Prep Certificate (C25590AF)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- CTS 120 - Hardware/Software Support Credit: 3
- NET 110 - Networking Concepts Credit: 3
- NOS 230 - Windows Administration I Credit: 3
- SEC 110 - Security Concepts Credit: 3

Total Semester Hours Credit 18

Information Technology - Core Functions Certificate (C25590AD)
The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- CTI 110 - Web, Pgm, & DB Foundation Credit: 3
- CTS 115 - Info Sys Bus Concepts Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Total Semester Hours Credit 18

Information Technology - Network Management Certificate (C25590BC)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
Spring - 2nd Semester

- NET 125 - Networking Basics Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Summer - 3rd Semester

- CTS 155 - Tech Support Functions Credit: 3
- NET 126 - Routing Basics Credit: 3

Total Semester Hours Credit 18

Information Technology - Support Functions Certificate (C25590AE)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Fall - 1st Semester

- CTI 115 - Computer System Foundations Credit: 3
- CTI 120 - Network & Sec Foundation Credit: 3
- CTS 155 - Tech Support Functions Credit: 3

Spring - 2nd Semester

- CTS 120 - Hardware/Software Support Credit: 3
- CTS 250 - User Support & Software Evaluation Credit: 3
- NOS 230 - Windows Administration I Credit: 3

Total Semester Hours Credit 18

Information Technology - Web, Mobile, and Software Development Certificate (C25590CC)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or...
hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Coursework includes the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Spring - 1st Semester

- CIS 115 - Intro to Prog & Logic Credit: 3
- CTI 110 - Web, Pgm, & DB Foundation Credit: 3

Fall - 2nd Semester

- CSC 134 - C++ Programming Credit: 3
- CTI 150 - Mobile Computing Devices Credit: 3

Summer - 3rd Semester

- WEB 115 - Web Markup and Scripting Credit: 3
- WEB 141 - Mobile Interface Design Credit: 3

Total Semester Hours Credit 18

Lateral Entry Teaching - Certificate (C55430)

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.

Coursework 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

Fall - 1st Semester

- EDU 243 - Learning Theory Credit: 3
- EDU 245 - Policies & Procedures Credit: 3
Spring - 2nd Semester

- EDU 163 - Classroom Mgmt & Instr Credit: 3
- PSY 241 - Developmental Psychology Credit: 3

Summer - 3rd Semester

- EDU 131 - Child, Family, & Community Credit: 3
- EDU 271 - Educational Technology Credit: 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.

Manufacturing - Automation Technology Certificate (C50320D)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ELC 131 - DC/AC Circuit Analysis Credit: 4
- ELN 260 - Prog Logic Controllers Credit: 4

Spring - 2nd Semester

- ATR 111 - Automated Systems Credit: 3
- ATR 212 - Industrial Robots Credit: 3
- ATR 218 - Work Cell Integration Credit: 3

Total Semester Hours Credit 18
Manufacturing - Computer Integrated Machining Certificate (C50320F)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
  or
- CIS 113 - Computer Basics Credit: 1
- MEC 145 - Manufacturing Materials I Credit: 3

Spring - 2nd Semester

- DFT 119 - Basic CAD Credit: 2
- MEC 111 - Machine Processes I Credit: 3

Fall - 3rd Semester

- MEC 181 - Introduction to CIM Credit: 2
- MEC 231 - Computer-Aided Mfg I Credit: 3

Total Semester Hours Credit 14-16

Manufacturing - Energy Management Systems Certificate (C50320A)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.
Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ELC 131 - DC/AC Circuit Analysis Credit: 4
- ELN 260 - Prog Logic Controllers Credit: 4

Spring - 2nd Semester

- ATR 111 - Automated Systems Credit: 3
- ELC 233 - Energy Management Credit: 3
- MEC 181 - Introduction to CIM Credit: 2

Total Semester Hours Credit 17

Manufacturing - Industrial Networks Certificate (C50320E)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- CIS 110 - Introduction to Computers Credit: 3
  or
- CIS 113 - Computer Basics Credit: 1
- ELC 131 - DC/AC Circuit Analysis Credit: 4
Spring - 2nd Semester

- ATR 111 - Automated Systems Credit: 3
- ELN 237 - Local Area Networks Credit: 3

Fall - 3rd Semester

- ELN 260 - Prog Logic Controllers Credit: 4

Total Semester Hours Credit 16-18

Manufacturing - Management and Operations Certificate (C50320B)

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ISC 112 - Industrial Safety Credit: 2
- ISC 132 - Mfg Quality Control Credit: 3
- ISC 220 - Lean Manufacturing Credit: 3

Spring - 2nd Semester

- ISC 243 - Production & Ops Mgmt I Credit: 3
- MEC 181 - Introduction to CIM Credit: 2
- MEC 273 - Manufacturing Regs Credit: 2

Total Semester Hours Credit 15

Manufacturing - Robotic Welding Certificate (C50320G)
The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

**Fall - 1st Semester**

- CIS 110 - Introduction to Computers Credit: 3
- CIS 113 - Computer Basics Credit: 1
- MEC 111 - Machine Processes I Credit: 3
- MEC 145 - Manufacturing Materials I Credit: 3

**Spring - 2nd Semester**

- ATR 212 - Industrial Robots Credit: 3
- DFT 119 - Basic CAD Credit: 2
- MEC 181 - Introduction to CIM Credit: 2

**Total Semester Hours Credit 14-16**

**Manufacturing - Sustainable Mfg Technology Certificate (C50320C)**

The Manufacturing curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment, and information as leaders in an industrial or manufacturing setting.

Coursework includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

A course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates
should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

Fall - 1st Semester

- ELC 233 - Energy Management Credit: 3
- ISC 120 - Industrial Ecology Credit: 3
- ISC 220 - Lean Manufacturing Credit: 3

Spring - 2nd Semester

- MEC 181 - Introduction to CIM Credit: 2
- MEC 273 - Manufacturing Regs Credit: 2

Summer - 3rd Semester

- ISC 243 - Production & Ops Mgmt I Credit: 3

Total Semester Hours Credit 16

Medical Assisting - Clinical Certificate (C45400B)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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 Edgecombe Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756 727-210-2350
www.caahep.org

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 an 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.

**Fall - 1st Semester**

- MED 110 - Orientation to Medical Asst Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- MED 130 - Admin Office Procedures I Credit: 2
• OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester
• MED 122 - Medical Terminology II Credit: 3

Summer - 3rd Semester
• MED 114 - Professional Interactions in Health Care Credit: 1

Fall - 4th Semester
• MED 140 - Exam Room Procedures I Credit: 5

Spring - 5th Semester
• MED 262 - Clinical Perspectives Credit: 1

Total Semester Hours Credit 18

Medical Assisting - Electronic Health Record Certificate (C45400A)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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 Edgecombe Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756 727-210-2350
www.caahep.org

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 an 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.

**Fall - 1st Semester**

- MED 110 - Orientation to Medical Asst Credit: 1
- MED 121 - Medical Terminology I Credit: 3
- MED 130 - Admin Office Procedures I Credit: 2
• OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester

• MED 122 - Medical Terminology II Credit: 3
• MED 131 - Admin Office Procedures II Credit: 2

Fall - 4th Semester

• MED 183 - Electronic Medical Records I Credit: 5

Total Semester Hours Credit 18

Medical Office Administration - Medical Billing Certificate (C25310A)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of the medical office, medical billing and coding, dental office, patient services, and medical documents.

Coursework includes medical terminology, computer applications, medical office management, medical coding, medical insurance, and billing, medical-legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

• MED 121 - Medical Terminology I Credit: 3
• OST 131 - Keyboarding Credit: 2

Spring - 2nd Semester

• MED 122 - Medical Terminology II Credit: 3
• OST 149 - Medical Legal Issues Credit: 3

Fall - 3rd Semester

• OST 243 - Medical Office Simulation Credit: 3

Total Semester Hours Credit 14

Medical Office Administration - Medical Office Coding Certificate (C25310B)
The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of the medical office, medical billing and coding, dental office, patient services, and medical documents.

Coursework includes medical terminology, computer applications, medical office management, medical coding, medical insurance, and billing, medical-legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Fall - 1st Semester

- MED 121 - Medical Terminology I Credit: 3

Spring - 2nd Semester

- MED 122 - Medical Terminology II Credit: 3

Summer - 3rd Semester

- OST 248 - Diagnostic Coding Credit: 3

Fall - 4th Semester

- OST 148 - Med Coding Billing & Ins Credit: 3
- OST 247 - Procedure Coding Credit: 3

Spring - 5th Semester

- OST 249 - CPC Certification Credit: 4

Total Semester Hours Credit 18

Nurse Aide - Certificate (C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Fall - 1st Semester
• HSC 110 - Orientation to Health Careers Credit: 1
• HSC 120 - CPR Credit: 1
• NAS 101 - Nurse Aide I Credit: 6
• NAS 102 - Nurse Aide II Credit: 6

Total Semester Hours Credit 14

Office Administration - Office Skills Certificate (C25370A)

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 nontechnical 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.

Fall - 1st Semester

• CIS 110 - Introduction to Computers Credit: 3
• OST 131 - Keyboarding Credit: 2
• OST 284 - Emerging Technologies Credit: 2

Spring - 2nd Semester

• OST 134 - Text Entry & Formatting Credit: 3
• OST 164 - Office Editing Credit: 3
• OST 184 - Records Management Credit: 3

Total Semester Hours Credit 16

Office Administration - Office Software Certificate (C25370B)

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 nontechnical 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.

Fall - 1st Semester

• CIS 110 - Introduction to Computers Credit: 3
• DBA 110 - Database Concepts Credit: 3
School Age Education - Certificate (C55440)

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.

Fall - 1st Semester

- EDU 118 - Prin & Prac of Instr Asst Credit: 3
- EDU 144 - Child Development I Credit: 3
- EDU 151 - Creative Activities Credit: 3
- EDU 151A - Creative Activities Lab Credit: 1

Spring - 2nd Semester

- EDU 131 - Child, Family, & Community Credit: 3
- EDU 145 - Child Development II Credit: 3
- WBL 111 - Work Based Learning I Credit: 1
- WBL 115 - Work Experience Seminar I Credit: 1

Total Semester Hours Credit 18

Supply Chain Management - Distribution Management Certificate (C25620AA)
The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3
- LOG 230 - Transportation Management Credit: 3

Spring - 2nd Semester

- LOG 120 - Global Logistics Credit: 3
- LOG 211 - Distribution Management Credit: 3
- LOG 220 - Logistics Management Credit: 3

Total Semester Hours Credit 18

Supply Chain Management - Global Logistics Certificate (C25620AB)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- BUS 115 - Business Law I Credit: 3
- LOG 110 - Introduction to Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

- BUS 137 - Principles of Management Credit: 3
Supply Chain Management - Trucking Operations Certificate (C25620BA)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Fall - 1st Semester

- LOG 110 - Introduction to Logistics Credit: 3
- LOG 125 - Transportation Logistics Credit: 3
- LOG 210 - Fleet Management Credit: 3

Spring - 2nd Semester

- BUS 153 - Human Resource Mgmt Credit: 3
- TOM 130 - Fleet Maintenance Credit: 3
- TOM 250 - Operations of Trucking I Credit: 3

Total Semester Hours Credit 18

Welding - Certificate (C50420A)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Fall - 1st Semester

- ISC 112 - Industrial Safety Credit: 2
• WLD 110 - Cutting Processes Credit: 2
• WLD 112 - Basic Welding Processes Credit: 2

Spring - 2nd Semester

• WLD 115 - SMAW (Stick) Plate Credit: 5
• WLD 121 - GMAW (MIG) FCAW/Plate Credit: 4

Total Semester Hours Credit 15

Course Notation & Descriptions

• Course Notations
• Course Descriptions

Course Notations

Curriculum courses are designated by a three-letter prefix denoting the subject area, such as BIO (Biology), EDU (Education), or HPT (Historic Preservation). A three-digit course number follows the prefix. A one or two letter identifier may also be included as a suffix to signify a lab or a split class, respectively. Course numbers that begin with zero denote supplemental courses.

A series of numbers following the title of the class specifies contact hours and credit hours. Contact hours consist of a combination of lecture, lab, and clinical/work experience. Credit hours are those awarded for successful completion of the course. Some course descriptions list requisites. A student must take a prerequisite course before another class. A student must take a corequisite course either before or at the same time as another course.

Some classes have an italicized statement following the course description indicating that the course is designed to meet the requirements for transfer to a four-year institution under an articulation agreement.

Course Descriptions

Academic Related

ACA 090 - Student Success Strategies
ACA 111 - College Student Success
ACA 122 - College Transfer Success

Accounting

ACC 120 - Principles of Financial Accounting
ACC 121 - Prin of Managerial Acct
ACC 122 - Prin of Financial Acct II
ACC 131 - Federal Income Taxes
ACC 140 - Payroll Accounting
ACC 149 - Intro to Acct Spreadsheets
ACC 150 - Acct Software Applications
ACC 151 - Acct Spreadsheet Applications
ACC 152 - Adv Software Applications
ACC 180 - Practices in Bookkeeping
ACC 210 - Enterprise Risk Management
ACC 220 - Intermediate Accounting I
ACC 240 - Govt & Not-for-Profit Acct
ACC 269 - Audit & Assurance Services

Air Conditioning, Heating, & Refrigeration
AHR 110 - Intro to Refrigeration
AHR 111 - HVACR Electricity
AHR 160 - Refrigerant Certification

Art
ART 111 - Art Appreciation
ART 131 - Drawing I
ART 132 - Drawing II

Astronomy
AST 111 - Descriptive Astronomy
AST 111A - Descriptive Astronomy Lab
AST 151 - General Astronomy I
AST 151A - General Astronomy I Lab
AST 152 - General Astronomy II
AST 152A - General Astronomy II Lab

Automation Training
ATR 111 - Automated Systems
ATR 212 - Industrial Robots
ATR 218 - Work Cell Integration
ATR 281 - Automated Manufacturing

Automotive
AUT 113 - Automotive Servicing 1
AUT 116 - Engine Repair
AUT 116A - Engine Repair Lab
AUT 123 - Powertrain Diag & Service
AUT 141 - Suspension & Steering Sys
AUT 151 - Brake Systems
AUT 181 - Engine Performance 1
AUT 183 - Engine Performance 2

Automotive Body Repair
AUB 111 - Painting & Refinishing I
AUB 112 - Painting & Refinishing II
AUB 114 - Special Finishes
AUB 121 - Non-Structural Damage I
AUB 122 - Non-Structural Damage II
AUB 131 - Structural Damage I
AUB 132 - Structural Damage II
AUB 136 - Plastics & Adhesives
AUB 141 - Mech & Elec Components I
AUB 150 - Automotive Detailing

Baking and Pastry Arts
BPA 120 - Petit Fours & Pastries
BPA 130 - European Cakes and Tortes
BPA 150 - Artisan & Specialty Bread
BPA 210 - Cake Design and Decorating
BPA 220 - Confection Artistry
BPA 230 - Chocolate Artistry
BPA 230A - Chocolate Artistry Lab
BPA 240 - Plated Desserts
BPA 250 - Dessert/Bread Production
BPA 260 - Pastry & Bread Marketing

Banking and Finance
BAF 143 - Financial Planning

Barbering
BAR 111 - Barbering Concepts I
BAR 112 - Barbering Clinic I
BAR 113 - Barbering Concepts II
BAR 114 - Barbering Clinic II
BAR 115 - Barbering Concepts III
BAR 116 - Barbering Clinic III
BAR 117 - Barbering Concepts IV
BAR 118 - Barbering Clinic IV

Biology
BIO 094 - Concepts of Human Biology
BIO 106 - Intro to Anat/Phys/Micro
BIO 110 - Principles of Biology
BIO 111 - General Biology I
BIO 112 - General Biology II
BIO 140 - Environmental Biology
BIO 140A - Environmental Biology Lab
BIO 155 - Nutrition
BIO 163 - Basic Anatomy & Physiology
BIO 168 - Anatomy & Physiology I
BIO 169 - Anatomy & Physiology II
BIO 175 - General Microbiology
BIO 176 - Adv General Microbiology
BIO 275 - Microbiology

Biotechnology
BTC 181 - Basic Lab Techniques
BTC 250 - Principles of Genetics

Blueprint Reading
BPR 130 - Print Reading/Construction

Business

BUS 110 - Introduction to Business
BUS 115 - Business Law I
BUS 116 - Business Law II
BUS 121 - Business Math
BUS 125 - Personal Finance
BUS 135 - Principles of Supervision
BUS 137 - Principles of Management
BUS 139 - Entrepreneurship I
BUS 151 - People Skills
BUS 153 - Human Resource Mgmt
BUS 225 - Business Finance
BUS 230 - Small Business Mgmt
BUS 239 - Bus Applications Seminar
BUS 240 - Business Ethics
BUS 245 - Entrepreneurship II
BUS 255 - Org Behavior in Bus
BUS 260 - Business Communication
BUS 280 - REAL Small Business

Chemistry

CHM 131 - Introduction to Chemistry

CHM 131A - Introduction to Chemistry Lab
CHM 132 - Organic & Biochemistry
CHM 151 - General Chemistry I
CHM 152 - General Chemistry II

Communications
COM 120 - Intro to Interpersonal Comm
COM 140 - Intro to Intercultural Comm
COM 231 - Public Speaking

Computed Tomography
CAT 210 - CT Physics & Equipment
CAT 211 - CT Procedures
CAT 231 - CT Clinical Practicum
CAT 261 - CT Exam Prep

Computer Information Technology
CTS 115 - Info Sys Bus Concepts
CTS 120 - Hardware/Software Support
CTS 130 - Spreadsheet
CTS 155 - Tech Support Functions
CTS 210 - Computer Ethics
CTS 250 - User Support & Software Evaluation
CTS 285 - Systems Analysis & Design
CTS 287 - Emerging Technologies
CTS 289 - System Support Project

Computer Science
CSC 134 - C++ Programming
CSC 139 - Visual BASIC Programming
CSC 151 - JAVA Programming

Computer Technology Integration
CTI 110 - Web, Pgm, & DB Foundation
CTI 115 - Computer System Foundations
CTI 120 - Network & Sec Foundation
CTI 140 - Virtualization Concepts
CTI 150 - Mobile Computing Devices

Construction
CST 238 - Weatherization
CST 244 - Sustainable Building Design

Cosmetology
COS 111 - Cosmetology Concepts I
COS 112 - Salon I
COS 113 - Cosmetology Concepts II
COS 114 - Salon II
COS 115 - Cosmetology Concepts III
COS 116 - Salon III
COS 117 - Cosmetology Concepts IV
COS 118 - Salon IV
COS 119 - Esthetics Concepts I
COS 120 - Esthetics Salon I
COS 121 - Manicure/Nail Technology I
COS 125 - Esthetics Concepts II
COS 126 - Esthetics Salon II
COS 222 - Manicure/Nail Technology II
COS 251 - Manicure Instructor Concepts
COS 252 - Manicure Inst Practicum
COS 253 - Esthetics Inst Concepts I
COS 254 - Esthetics Inst Concepts II
COS 271 - Instructor Concepts I
COS 272 - Instructor Practicum I
COS 273 - Instructor Concepts II
COS 274 - Instructor Practicum II

Criminal Justice
CJC 111 - Intro to Criminal Justice
CJC 112 - Criminology
CJC 113 - Juvenile Justice
CJC 120 - Interview/Interrogations
CJC 121 - Law Enforcement Ops
CJC 131 - Criminal Law
CJC 132 - Court Procedure & Evidence
CJC 141 - Corrections
CJC 151 - Intro to Loss Prevention
CJC 161 - Intro to Homeland Security
CJC 162 - Intel Analysis & Security Mgmt
CJC 211 - Counseling
CJC 212 - Ethics & Comm Relations
CJC 215 - Org & Administration
CJC 221 - Investigative Principles
CJC 231 - Constitutional Law
CJC 232 - Civil Liability
CJC 233 - Correctional Law
CJC 241 - Comm-Based Corrections
CJC 260 - Threat Assessment

Culinary
CUL 110 - Sanitation and Safety
CUL 110A - Sanitation and Safety Lab
CUL 112 - Nutrition for Foodservice
CUL 140 - Culinary Skills I
CUL 150 - Food Science
CUL 160 - Baking I
CUL 260 - Baking II

Cyber Crime Technology
CCT 110 - Intro to Cyber Crime
CCT 112 - Ethics & High Technology
CCT 121 - Comp Crime Investigation
CCT 231 - Technology Crimes and Law
CCT 240 - Data Recovery Techniques
CCT 241 - Adv Data Recover Techniques
CCT 250 - Network Vulnerabilities I
CCT 251 - Network Vulnerabilities II
CCT 285 - Trends in Cyber Crime
CCT 289 - Capstone Project

Database Management Technology
DBA 110 - Database Concepts
DBA 120 - Database Programming I

Developmental Disabilities
DDT 110 - Developmental Disabilities

Drafting
DFT 119 - Basic CAD
DFT 151 - CAD I
DFT 152 - CAD II

Developmental Mathematics
DMA 010 - Operations With Integers
DMA 020 - Fractions and Decimals
DMA 030 - Proportion/Ratio/Rate/Percent
DMA 040 - Expressions, Linear Equations, Inequalities
DMA 050 - Graphs and Equations of Lines
DMA 065 - Algebra for Precalculus

Drama/Theatre
DRA 111 - Theatre Appreciation
DRA 112 - Literature of the Theatre
DRA 120 - Voice for Performance
DRA 126 - Storytelling
DRA 128 - Children's Theatre
DRA 130 - Acting I
DRA 131 - Acting II
DRA 132 - Stage Movement
DRA 140 - Stagecraft I
DRA 142 - Costuming
DRA 145 - Stage Make-up
DRA 170 - Play Production I
DRA 171 - Play Production II
DRA 211 - Theatre History I
DRA 240 - Lighting for the Theatre
DRA 260 - Directing

Developmental Reading
DRE 096 - Integrated Reading and Writing
DRE 097 - Integrated Reading and Writing II
DRE 098 - Integrated Reading and Writing III
DRE 099 - Integrated Reading and Writing III

Economics
ECO 251 - Principles of Microeconomics
ECO 252 - Principles of Macroeconomics

Education

EDU 118 - Prin & Prac of Instr Asst
EDU 119 - Intro to Early Childhood Ed
EDU 131 - Child, Family, & Community
EDU 144 - Child Development I
EDU 145 - Child Development II
EDU 146 - Child Guidance
EDU 151 - Creative Activities
EDU 151A - Creative Activities Lab
EDU 153 - Health, Safety, & Nutrition
EDU 153A - Health, Safety, & Nutrition Lab
EDU 157 - Active Play
EDU 163 - Classroom Mgmt & Instr
EDU 184 - Early Childhood Intro Practicum
EDU 216 - Foundations of Education
EDU 221 - Children with Exceptionalities
EDU 234 - Infants, Toddlers, & Twos
EDU 235 - School-Age Dev & Programs
EDU 243 - Learning Theory
EDU 244 - Human Growth & Dev
EDU 245 - Policies & Procedures
EDU 250 - Teacher Licensure Preparation
EDU 251 - Exploration Activities
EDU 251A - Exploration Activities Lab
EDU 259 - Curriculum Planning
EDU 261 - Early Childhood Admin I
EDU 262 - Early Childhood Admin II
EDU 271 - Educational Technology
EDU 280 - Language & Literacy Exp
EDU 282 - Early Childhood Literature
EDU 284 - Early Child Capstone Prac
EDU 285 - Internship Exp School Age
EDU 289 - Adv Issues School Age

Electricity
ELC 111 - Intro to Electricity
ELC 112 - DC/AC Electricity
ELC 113 - Basic Wiring I
ELC 114 - Basic Wiring II
ELC 117 - Motors & Controls
ELC 126 - Electrical Computations
ELC 128 - Introduction to PLC
ELC 131 - DC/AC Circuit Analysis
ELC 233 - Energy Management

Electronics
ELN 229 - Industrial Electronics
ELN 231 - Industrial Controls
ELN 237 - Local Area Networks
ELN 260 - Prog Logic Controllers

Engineering
EGR 150 - Intro to Engineering

English
ENG 002 - Transition English
ENG 011 - Writing and Inquiry Support
ENG 102 - Applied Communications II
ENG 111 - Writing & Inquiry
ENG 112 - Writing/Research in the Disciplines
ENG 114 - Prof Research & Reporting
ENG 231 - American Literature I
ENG 232 - American Literature II

Entrepreneurship
ETR 220 - Innovation and Creativity
ETR 230 - Entrepreneur Marketing
ETR 240 - Funding for Entrepreneurs
ETR 270 - Entrepreneurship Issues

Facilities Maintenance Worker
FMW 100 - Intro to Natl Electrical Code
FMW 101 - Basic Natl Elec Code Problems
FMW 102 - Practical Wiring I
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<td>Basic Heating</td>
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<td>FMW 106</td>
<td>Domestic Air Conditioning</td>
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<td>FMW 107</td>
<td>Introduction to Carpentry</td>
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<td>FMW 108</td>
<td>Electrical Blueprints</td>
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<tr>
<td>GIS 110</td>
<td>Survey of GIS/GPS</td>
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<td>GIS 111</td>
<td>Intro to Geographic Info Sys</td>
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<td>GIS 112</td>
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<td>GIS 120</td>
<td>Introduction to Geodesy</td>
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<td>GIS 121</td>
<td>Georeferencing &amp; Mapping</td>
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<td>GIS 215</td>
<td>GIS Data Models</td>
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<td>GIS 222</td>
<td>Internet Mapping</td>
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<td>GIS 245</td>
<td>Intro to Spatial Analysis</td>
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<td>GIS 249</td>
<td>Remote Sensing</td>
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<td>GIS 255</td>
<td>Advanced Spatial Analysis</td>
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<td>GEO 111</td>
<td>World Regional Geography</td>
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<td>GEO 112</td>
<td>Cultural Geography</td>
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<td>GEO 130</td>
<td>General Physical Geography</td>
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<td>GEO 131</td>
<td>Physical Geography I</td>
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</tbody>
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Geology
GEL 111 - Introductory Geology

Gerontology
GRO 120 - Gerontology

Health
HEA 110 - Personal Health/Wellness
HEA 112 - First Aid & CPR
HEA 130 - Health-Adult Sexuality

Health Information Technology
HIT 110 - Fundamentals of HIM
HIT 112 - Health Law & Ethics
HIT 114 - Health Data Sys/Standards
HIT 122 - Prof Practice Experience I
HIT 124 - Professional Practice Experience II
HIT 210 - Healthcare Statistics
HIT 211 - ICD Coding
HIT 214 - CPT/Other Coding Systems
HIT 215 - Reimbursement Methodology
HIT 216 - Quality Management
HIT 218 - Mgmt Principles in HIT
HIT 220 - Health Informatics & EHRs
HIT 221 - Lifecycle of HER
HIT 222 - Prof Practice Experience III
HIT 224 - Prof Practice Experience IV
HIT 225 - Healthcare Informatics
HIT 226 - Principles of Disease
HIT 227 - Info Project Management
HIT 280 - Professional Issues

Health Sciences Careers
HSC 110 - Orientation to Health Careers
HSC 120 - CPR

Historic Preservation
HPT 110 - Hist & Cultural Landscape
HPT 111 - Prin of Historic Preservation
HPT 116 - Historical Drafting
HPT 130 - Historic Painting & Finishing
HPT 131 - Fund of Carpentry & Const
HPT 131AB - Fundamentals of Carpentry & Construction - Part 1
HPT 131BB - Fundamentals of Carpentry & Construction - Part 2
HPT 133 - Historic Building Analysis
HPT 230 - Historic Roof Structures
HPT 233 - Historic Const Methods
HPT 234 - Advanced Historic Construction
HPT 235 - Building Codes & Regulations
HPT 237 - HAZMAT & OSHA Regs
HPT 241 - Historic Masonry
HPT 252 - Recording Hist Properties
HPT 270 - 18th & 19th Cen American Arch
History
HIS 111 - World Civilizations I
HIS 112 - World Civilizations II
HIS 116 - Current World Problems
HIS 131 - American History I
HIS 132 - American History II
HIS 141 - Genealogy & Local History
HIS 226 - The Civil War
HIS 236 - North Carolina History
Hotel and Restaurant Management
HRM 245 - Human Resource Mgmt - Hospitality
Human Services
HSE 110 - Intro to Human Services
HSE 112 - Group Process I
HSE 123 - Interviewing Techniques
HSE 125 - Counseling
HSE 210 - Human Services Issues
HSE 220 - Case Management
HSE 225 - Crisis Intervention
Humanities
HUM 110 - Technology & Society
HUM 115 - Critical Thinking
HUM 120 - Cultural Studies
HUM 140 - History of Architecture
HUM 211 - Humanities I
HUM 220 - Human Values & Meaning

Hydraulics
HYD 110 - Hydraulics/Pneumatics I

Imaging
IMG 110 - Fundamentals of Imaging I
IMG 111 - Fundamentals of Imaging II
IMG 120 - Patient Care Medical Imaging
IMG 130 - Imaging Ethics & Law

Industrial Science
ISC 112 - Industrial Safety
ISC 115 - Construction Safety
ISC 120 - Industrial Ecology
ISC 132 - Mfg Quality Control
ISC 135 - Principles of Industrial Management
ISC 212 - Intro to Metrology
ISC 220 - Lean Manufacturing
ISC 243 - Production & Ops Mgmt I

Information Systems
CIS 110 - Introduction to Computers
CIS 111 - Basic PC Literacy
CIS 113 - Computer Basics
CIS 115 - Intro to Prog & Logic

Information Systems Security
SEC 110 - Security Concepts
SEC 160 - Security Administration I

International Business
INT 110 - International Business
INT 210 - International Trade

Logistics
LOG 110 - Introduction to Logistics
LOG 120 - Global Logistics
LOG 125 - Transportation Logistics
LOG 210 - Fleet Management
LOG 211 - Distribution Management
LOG 220 - Logistics Management
LOG 230 - Transportation Management

Magnetic Resonance Imaging
MRI 210 - MRI Physics & Equipment
MRI 211 - MRI Procedures
MRI 213 - MR Patient Care & Safety
MRI 214 - MRI Procedures I
MRI 215 - MRI Procedures II
MRI 216 - MRI Instrumentation
MRI 217 - MRI Physics I
MRI 218 - MRI Physics II
MRI 231 - MRI Clinical Practicum
MRI 241 - MRI Anatomy & Pathology I
MRI 242 - MRI Anatomy & Pathology II
MRI 250 - MRI Clinical Education I
MRI 260 - MRI Clinical Education II
MRI 270 - MRI Clinical Education III
MRI 271 - MRI Capstone
Marketing & Retailing
MKT 120 - Principles of Marketing
MKT 123 - Fundamentals of Selling
MKT 125 - Buying & Merchandising
MKT 220 - Advertising and Selling
MKT 224 - International Marketing
Masonry
MAS 140 - Introduction to Masonry
Mathematics
MAT 003 - Transition Math
MAT 010 - Math Measurement & Literacy Support
MAT 021 - Algebra/Trigonometry I Support
MAT 043 - Quantitative Literacy Support
MAT 052 - Statistical Methods I Support
MAT 071 - Precalculus Algebra Support
MAT 110 - Math Measurement & Literacy
MAT 121 - Algebra/Trigonometry I
MAT 143 - Quantitative Literacy
MAT 152 - Statistical Methods I
MAT 171 - Precalculus Algebra
MAT 172 - Precalculus Trigonometry
MAT 271 - Calculus I
MAT 272 - Calculus II
MAT 273 - Calculus III

Mechanical
MEC 111 - Machine Processes I
MEC 145 - Manufacturing Materials I
MEC 151 - Mechanical Mfg Sys
MEC 155 - Environmentally Benign Manufacturing
MEC 180 - Engineering Materials
MEC 181 - Introduction to CIM
MEC 231 - Computer-Aided Mfg I
MEC 273 - Manufacturing Regs

Medical Assisting
MED 110 - Orientation to Medical Asst
MED 113 - Orientation to Clinical Setting II
MED 114 - Professional Interactions in Health Care

MED 118 - Medical Law and Ethics

MED 121 - Medical Terminology I

MED 122 - Medical Terminology II

MED 130 - Admin Office Procedures I

MED 131 - Admin Office Procedures II

MED 134 - Medical Transcription

MED 140 - Exam Room Procedures I

MED 150 - Laboratory Procedures I

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MED 232 - Medical Insurance Coding

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MED 260 - MED Clinical Externship

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NOS 110 - Operating System Concepts
NOS 120 - Linux/Unix Single User
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NOS 150 - Mac OS Concepts
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Networking Technology
NET 110 - Networking Concepts
NET 125 - Networking Basics
NET 126 - Routing Basics
NET 225 - Routing and Switching I
NET 226 - Routing and Switching II
NET 241 - Introduction to VoIP

Nurse Aide
NAS 101 - Nurse Aide I
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Nursing
NUR 101 - Practical Nursing I
NUR 102 - Practical Nursing II
NUR 103 - Practical Nursing III
NUR 111 - Intro to Health Concepts
NUR 112 - Health - Illness Concepts
NUR 113 - Family Health Concepts
NUR 113 - Family Health Concepts
NUR 114 - Holistic Health Concepts
NUR 211 - Healthcare Concepts
NUR 212 - Health System Concepts
NUR 213 - Complex Health Concepts
NUR 214 - Nursing Transition Concepts
NUR 221 - LPN to ADN Concepts I
NUR 223 - LPN to ADN Concepts II

Office Systems Technology
OST 080 - Keyboard Literacy
OST 122 - Office Computations
OST 131 - Keyboarding
OST 134 - Text Entry & Formatting
OST 135 - Adv Text Entry & Formatting
OST 136 - Word Processing
OST 137 - Office Software Applications
OST 145 - Social Media for Office Professionals
OST 148 - Med Coding Billing & Ins
OST 149 - Medical Legal Issues
OST 164 - Office Editing
OST 181 - Intro to Office Systems
OST 184 - Records Management
OST 233 - Office Publications Design
OST 236 - Adv Word/Info Processing
OST 243 - Medical Office Simulation
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OST 249 - CPC Certification
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Opticianry

OPH 113 - Intro to Diseases of the Eye
OPH 114 - Basic Ophthalmic Pharmacology
OPH 115 - Ophthalmic Clinical Procedures I
OPH 116 - Ophthalmic Medical Assist Practicum I
OPH 117 - Ophthalmic Clinical Procedures II
OPH 118 - Ophthalmic Patient Care
OPH 119 - Ophthalmic Optics & Basic Refractory
OPH 120 - Ophthalmic Medical Assist Practicum II
OPH 150 - Introduction to Ophthalmic Medical Assistant
OPH 151 - Ocular Anatomy & Physiology

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PHI 240 - Introduction to Ethics

Physical Education

PED 110 - Fit and Well for Life
PED 113 - Aerobics I
PED 114 - Aerobics II
PED 115 - Step Aerobics I
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PED 119 - Circuit Training
PED 121 - Walk, Jog, Run
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PED 130 - Tennis - Beginning
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PED 147 - Soccer
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Physics
PHY 101 - Fundamentals of Physics I
PHY 110 - Conceptual Physics
PHY 110A - Conceptual Physics Lab
PHY 151 - College Physics I
PHY 152 - College Physics II
PHY 251 - General Physics I
PHY 252 - General Physics II

Plumbing
PLU 130 - Plumbing Systems

Political Science

POL 120 - American Government

POL 130 - State & Local Government

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PCI 264 - Process Control with PLCs

Psychology

PSY 115 - Stress Management

PSY 118 - Interpersonal Psychology

PSY 141 - Death & Dying

PSY 150 - General Psychology

PSY 241 - Developmental Psychology

PSY 263 - Educational Psychology

PSY 281 - Abnormal Psychology

Radiography

RAD 110 - Radiography Introduction & Patient Care

RAD 111 - Radiography Procedures I

RAD 112 - Radiography Procedures II

RAD 113 - RAD Lab Elective

RAD 121 - Image Production I

RAD 122 - Image Production II

RAD 131 - Radiographic Physics I

RAD 141 - Radiation Safety
RAD 151 - Radiography Clinical Ed I
RAD 161 - Radiography Clinical Ed II
RAD 171 - Radiography Clinical Ed III
RAD 211 - Radiography Procedures III
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RAD 241 - Radiobiology / Protection
RAD 245 - Image Analysis
RAD 251 - Radiography Clinical Ed IV
RAD 261 - Radiography Clinical Ed V
RAD 271 - Radiography Capstone

Religion

REL 110 - World Religions
REL 111 - Eastern Religions
REL 112 - Western Religions
REL 211 - Intro to Old Testament
REL 212 - Intro to New Testament
REL 221 - Religion in America

Respiratory Care

RCP 110 - Intro to Respiratory Care
RCP 111 - Therapeutics/Diagnostics
RCP 112 - Patient Management
RCP 113 - Respiratory Pharmacology
RCP 114 - Cardio Anatomy & Physiology
RCP 115 - Cardio Pathophysiology
RCP 132 - Respiratory Clinical Practice I
RCP 145 - Respiratory Clinical Practice II
RCP 153 - Respiratory Clinical Practice III
RCP 210 - Critical Care Concepts
RCP 211 - Adv Monitoring/Procedures
RCP 213 - Neonatal/Peds Concepts
RCP 215 - Career Prep - Adv Level
RCP 235 - Respiratory Clin Practice IV
RCP 246 - Respiratory Clin Practice V

Shooting & Hunting Sports Management
SSM 110 - Intro to Shooting Sports
SSM 111 - Gun Shop Management
SSM 112 - Sports Hunting
SSM 114 - Shooting Sports Mgmt

Social Work
SWK 110 - Introduction to Social Work
SWK 113 - Working with Diversity

Sociology
SOC 210 - Introduction to Sociology
SOC 213 - Sociology of the Family
SOC 220 - Social Problems
SOC 225 - Social Diversity
SOC 240 - Social Psychology

Spanish

SPA 111 - Elementary Spanish I
SPA 112 - Elementary Spanish II

Substance Abuse

SAB 110 - Substance Abuse Overview
SAB 130 - Addictive Behavior
SAB 210 - Substance Abuse Counseling

Surgical Technology

SUR 110 - Intro to Surgical Technology
SUR 111 - Perioperative Patient Care
SUR 122 - Surgical Procedures I
SUR 123 - Surgical Clinical Practice I
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SUR 135 - Surgical Clinical Practice II
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SST 120 - Energy Use Analysis

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TRN 110 - Intro to Transport Technology
TRN 120 - Basic Transport Electricity
TRN 130 - Intro to Sustainable Transport
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TRN 180 - Basic Welding for Trans
Trucking Operations Management
TOM 130 - Fleet Maintenance
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Web Technologies
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Welding
WLD 110 - Cutting Processes
WLD 112 - Basic Welding Processes
WLD 115 - SMAW (Stick) Plate
WLD 116 - SMAW (stick) Plate/Pipe
WLD 121 - GMAW (MIG) FCAW/Plate
WLD 131 - GTAW (TIG) Plate
WLD 132 - GTAW (TIG) Plate/Pipe
WLD 141 - Symbols & Specifications
WLD 151 - Fabrication I
WLD 215 - SMAW (stick) Pipe
WLD 251 - Fabrication II
WLD 261 - Certification Practices
WLD 262 - Inspection & Testing

Work-Based Learning

WBL 111 - Work Based Learning I
WBL 112 - Work Based Learning I
WBL 115 - Work Experience Seminar I
WBL 121 - Work Based Learning II
WBL 122 - Work Based Learning II
WBL 125 - Work Experience Seminar II

Unmanned Aircraft Systems

UAS 110 - Intro to UAS Operations
UAS 111 - Unmanned Aircraft Systems
UAS 115 - Small UAS Certification
UAS 230 - UAS Aerial Photo Surveys

Board of Trustees

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<tr>
<th>Member</th>
<th>Appointing Body or Individual</th>
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<td>Gloria Wiggins-Hicks, Vice Chair</td>
<td>County Commissioners</td>
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<td>Wick H. Baker</td>
<td>Board of Education</td>
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<td>Timmy L. Cordell</td>
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<td>R. Anthony Edwards</td>
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<tr>
<td>Betty Jo Shepheard</td>
<td>Governor</td>
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</table>
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