

2025-2026



Edgecombe
COMMUNITY COLLEGE
Catalog

Contents

About Edgecombe Community College.....	1
Edgecombe Community College Vision.....	2
Integrity.....	2
Quality	2
Opportunity.....	2
Student Success.....	2
Celebrating and Supporting All	2
Collaboration	2
Edgecombe Community College Mission.....	2
Goal 1.....	3
Goal 2.....	3
Goal 3.....	3
Goal 4.....	3
Goal 5.....	3
Goal 6.....	3
Academic Calendar.....	3
College Hours	3
Evening/Weekend Courses & Services.....	4
Visitor's Policy.....	4
Official Announcements	4
Accreditation and Memberships.....	5
Collaborative and Contractual Agreements.....	5
Career & College Promise Program for High School Students.....	6
Edgecombe Early College High School.....	6
Edge Academy of Health Sciences	7
Office of Public Information & Institutional Advancement.....	7
Edgecombe Community College Foundation	7
Edgecombe Performance Series.....	7
Equal Opportunity Policy.....	8
Religious Observance Policy	8
Enrollment Process Step by Step	10
HOW TO QUALIFY FOR A WAIVER.....	10
Provisional Enrollment	11
High School Students.....	11
Special Credit Students	12
International Student Admission Policy.....	12
Readmissions	12

Roles and Responsibilities of Academic Advisors.....	13
Academic Planning.....	14
Self-Service.....	14
Registration.....	15
Distance Learning.....	15
Student Accounts.....	18
Work-Based Learning.....	18
Costs for Attendance.....	20
Curriculum Tuition.....	20
Curriculum Fees.....	21
Curriculum Fees.....	21
Tuition Refunds.....	22
Financial Aid.....	23
Student Eligibility and Responsibilities.....	23
How to Apply.....	23
Types of Financial Aid.....	24
Scholarships.....	26
Other Sources of Assistance.....	26
Notification of Award Decisions.....	27
Disbursements.....	27
Satisfactory Academic Progress (SAP).....	28
Second Degrees, Diplomas, or Certificates.....	30
Treatment of Remedial (Transitional) Courses.....	30
Retaking Coursework.....	30
General Academic Information.....	31
Degree, Diploma, and Certificate Requirements.....	33
Grades.....	33
Academic Standing.....	35
Grade Changes.....	36
Evaluating and Awarding Academic Credit.....	36
Competency Requirements.....	39
Attendance Policy.....	39
Student Services Department.....	41
Guidance and Counseling Services.....	41
Student Assistance Procedures.....	42
Referral Services.....	42
Health Services and Standards.....	42
Communicable Disease Policy.....	43

Disability Services	45
Veterans' Affairs	47
Child Care Program	47
Campus Services	48
New Student Orientation.....	48
Academic Support.....	49
Library Services.....	49
Tutoring Services.....	51
Graduation	51
Career Services	51
Student Activities.....	52
Student Conduct.....	56
Definitions	56
Student Academic Dishonesty	57
Student Code of Conduct	58
Student Complaints.....	62
Formal Appeal Procedure	63
Rules and Regulations.....	65
Education Records Rights and Privacy	66
Campus Security and Crime Awareness	68
College and Career Readiness (Basic Skills)	69
High School Equivalency (HSE).....	70
English Language Acquisition (ELA) Program	71
Hispanic/Latino Initiatives.....	71
Human Resources Development (HRD).....	72
<i>Lifelong Learning</i>	72
<i>Occupational Extension Classes</i>	74
<i>Continuing Education Online Classes</i>	74
<i>Recertification Classes</i>	74
<i>Business and Industry Services</i>	74
<i>Business and Industry Public Course Offerings</i>	76
<i>WorkKeys® and North Carolina's Career Readiness Certificate (CRC)</i>	76
<i>Emergency Services / Public Safety</i>	77
Small Business Center (SBC)	80
NCWorks Career Centers.....	81
Purpose of Curriculum Instruction.....	83
Goals for Curriculum Education	84
Options for Program Completion.....	84

Programs of Study	85
Admission Policy and Procedures.....	123
Admission Policies for the Medical Assisting Program.....	187
Admission Policies for the Medical Assisting Program.....	189
Course Notations.....	274
Courses	275

From the Office of the President

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

Today, we remain committed to this mission by being responsive, innovative, and collaborative. It is a tremendous honor and privilege to serve as president of Edgecombe Community College and to work alongside talented and enthusiastic people, both at the college and in the community, for the benefit of all.

Having taught at the middle school, high school, college, and corporate levels, I have always deeply appreciated the opportunities a great education can provide to individuals and the positive difference it can make for businesses and communities.

Like all community colleges in North Carolina, Edgecombe Community College provides various opportunities for students through academic degrees, diplomas, and certificate programs. Whether you want to improve your job skills, start a new business, 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; engaging student activities through student clubs, leadership opportunities, and campus events; and committed faculty and staff who work hard to help students thrive.

We welcome you to Edgecombe Community College and look forward to serving 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

Edgecombe Community College
General Catalog
2025-2026

www.edgecombe.edu

Tarboro Campus

2009 West Wilson Street

Tarboro, NC 27886

Telephone: (252) 823-5166

Fax: (252) 823-6817

Rocky Mount Campus

225 Tarboro Street

Rocky Mount, NC 27801

Telephone: (252) 823-5166

Fax: (252) 824-3902

Accreditation

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

The following agencies accredit or approve specific programs: the North Carolina State Board of Community Colleges, the N.C. State Board of Nursing, the N.C. State Board of Cosmetic Art Examiners, American Medical Association, the Committee on Accreditation of Allied Health Education Program (CAAHEP), Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), National Association for the Education of Young Children, the Joint Review Committee on Education in Radiologic Technology (JRCERT), the Accreditation Commission for Education in Nursing (ACEN), and the Commission on Accreditation for Respiratory Care (CoARC).

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 catalog's publication. The college will try to keep changes to a minimum, but the information in this release is not binding and is subject to change without notice. The Division of Instruction produces the ECC Catalog. *Catalogs pre-2013 may be accessed via the Tarboro Campus Library. The library is located at 2009 West Wilson St., Tarboro, NC 27886.* For further information, please contact the Assistant to the Vice President for Instruction at (252) 618-6634 or hernandezk@edgecombe.edu.

General Information

About Edgecombe Community College

Located in the eastern part of North Carolina in Edgecombe County, Edgecombe Community College is approximately 75 miles east of Raleigh.

The main campus is 120 acres, 2.5 miles south of Tarboro, and comprises 12 buildings. ECC also operates a campus in the Edgecombe County portion of Rocky Mount. This campus covers one city block and includes three buildings.

Since its founding in 1967, the college has been committed to fulfilling the education, training, and cultural needs of the Edgecombe County community and surrounding areas.

ECC serves about 5,500 individuals annually in its two-year degree, diploma, certificate, and continuing education programs. Excellent teaching and learning coupled with student achievement have characterized the college throughout its history.

North Carolina native Dr. Greg McLeod was named president of ECC in July 2018. Since his arrival, Dr. McLeod has focused on expanding educational and training opportunities available to students. The college has renewed, strengthened, or partnered with regional higher education institutions to meet this goal. In addition, program directors have developed short-term training courses to equip students with the skills they need to join the workforce.

In November 2023, the Aspen Institute named Edgcombe Community College as one of the top 150 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among two-year colleges.

Edgcombe Community College Vision

We aspire to be an exemplary leader and training partner fostering student success and community prosperity for all.

College Values

Integrity

The college fosters responsible, accountable, and ethical behavior and encourages an environment of honesty, tolerance, and civility.

Quality

The college provides relevant, quality educational and training programs and services.

Opportunity

The college provides educational, global, and cultural programming that enable students and the community to achieve their goals.

Student Success

The college provides learning opportunities and support services to help students succeed.

Celebrating and Supporting All

The college embraces the special qualities and differences of all and nurtures a culture of honor and respect.

Collaboration

The college promotes enriching partnerships and cooperative teamwork.

Edgcombe Community College Mission

ECC's mission is to strengthen and enrich the educational, training, and lifelong learning opportunities for our community.

Goal 1

To provide quality education and training programs

Goal 2

To elevate the profile and prominence of the college

Goal 3

To maximize college partnerships and collaborations in order to provide relevant training and workforce development opportunities

Goal 4

To demonstrate fiscal responsibility and create educational opportunities through grants and private donations

Goal 5

To encourage student engagement and success through innovative programs and services

Goal 6

To promote an atmosphere of fairness and opportunity for all

Academic Calendar

Those interested may view the current academic calendar for Edgecombe Community College online by visiting the ECC Events Calendar on the college website.

College Hours

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 1:00 p.m. Friday. Administrative offices are open from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. Friday. The Student Services Department is available from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 1:00 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 Friday. Administrative offices are open from 8:00 a.m. to 5:30 p.m. Monday through Thursday and closed on Friday. The Student Services Department is available from 8:00 a.m. to 6:00 p.m. Monday through Thursday and closed on Friday.

Evening/Weekend Courses & Services

ECC offers evening classes Monday through Thursday throughout the year and 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 continuing education and basic skills courses 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 evenings for students' convenience. 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 during the evenings when 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.

Visitor's Policy

Visitors are welcome on the Edgecombe Community College campus. All visitors must comply with College policy and procedure. In the interest of safety and security, all campus visitors without official business or prior appointment are asked to check in with the receptionist either in person or by phone immediately upon arrival. Visitor passes for each respective campus are available and will be distributed as needed from the receptionist location in the McIntyre and Barnes buildings. A valid ID may be required.

Individuals with a visitor's pass and valid ID can utilize the libraries on both campuses. Classrooms, laboratories, computer labs, student lounges, and other instructional areas are prohibited from visitors without prior authorization. Individuals who have failed to check in or comply with requests for identification, have been found loitering, or have disrupted normal college operations/environment may be required to leave.

Children under sixteen years of age are not permitted on campus unless accompanied by a parent/legal guardian or enrolled in an Early College or Edgecombe Community College-sponsored program. Children accompanying employees, students, or visitors of Edgecombe Community College must be under the constant supervision of a responsible adult while on ECC property and are not permitted in classrooms, labs, or other learning environments.

Employees or students violating the above policy may be subject to disciplinary action. Employees should report unauthorized individuals to the Security Officer on duty at their location. Campus security phone numbers are programmed to speed dial from office phones and are listed below. Once contact has been made with the Security Officer by telephone, employees should immediately report the incident to an ECC official, who will assist the Security Officer in coordinating a resolution.

Rocky Mount Security: (252) 885-3629

Tarboro Security: (252) 885-5468

Official Announcements

ECC publishes official college information in the ECC Catalog and Student Handbook and on the college website (edgecombe.edu). The Student Handbook supplements the catalog. The catalog describes academic programs and

degree requirements, continuing education programs, and special programs. It provides detailed information on college procedures, services, and regulations. The catalog and handbook are updated annually.

Course offerings for curriculum and continuing education programs are listed online. Official announcements and notices of upcoming campus events are posted on campus monitors located in critical areas of both campuses.

Accreditation and Memberships

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

The following agencies accredit or approve specific programs: the North Carolina State Board of Community Colleges, the N.C. State Board of Nursing, the N.C. State Board of Cosmetic Art Examiners, American Medical Association, the Committee on Accreditation of Allied Health Education Program (CAAHEP), Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), the Joint Review Committee on Education in Radiologic Technology (JRCERT), the Accreditation Commission for Education in Nursing (ACEN), and the Commission on Accreditation for Respiratory Care (CoARC).

Collaborative and Contractual Agreements

Business and Technologies Collaborative Agreement

ECC collaborates with one college to offer students business and technology degree program opportunities. 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 Pitt 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 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 and participate 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 Hygiene Collaborative Agreement with Halifax Community College
- Magnetic Resonance Imaging Technology Consortium Agreement with Johnston Community College and Vance-Granville Community College
- Physical Therapist Assistant Collaborative Agreement with Martin Community College

Students interested in 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 North Carolina independent colleges and universities and the North Carolina Community College System creates opportunities to transfer 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

In addition, Barton College, East Carolina University, Fayetteville State University, North Carolina Central University, North Carolina State University, North Carolina Wesleyan, Saint Augustine's University, the University of North Carolina at Greensboro, and the University of North Carolina at Wilmington all 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, in high school. The program allows them to get a head start on their workplace and college work through a partnership with the N.C. Department of Public Instruction, N.C. Community College System, the University of North Carolina System, and many independent colleges and universities in North Carolina, eligible high school students 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 completing 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 high school freshmen 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 feel they do not fit in at a traditional high school. Students interested in EECHS must undergo an application and interview process. Interested individuals should call *Shawn Dawes*, Early College Liaison/High School Coordinator, at (252) 618-6546 or *Matt Smith*, EECHS Principal, at (252) 618-6542.

Edge Academy of Health Sciences

Edge Academy of Health Sciences (EAHS) is an innovative, collaborative program between ECC and Edgecombe County Public Schools serving students in grades 9-13. Located on ECC's Rocky Mount campus, the program is specifically geared toward students interested in pursuing a career in the health science field. Students have an opportunity to earn a high school diploma and a community college associate degree or two years of college credit in five years, along with various certifications. EAHS is designed for students who desire a more rigorous curriculum in a non-traditional high school setting. Students interested in EAHS must undergo an application and interview process. Interested individuals should call *Alexis Grady*, High School Counselor, Charnte Rosber, Early College Liaison/High School Coordinator, or Shavon Creque, EAHS Principal, at (252) 618-6826.

Office of Public Information & Institutional Advancement

The Office of Public Information and Institutional Advancement seeks to strengthen the community college's profile by fostering relationships and securing resources to support the college's mission through strategic planning, fundraising, community engagement, and public relations. 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. Donors should direct all private gifts to the college to the Edgecombe Community College Foundation, a tax-exempt, 501 (c) (3) nonprofit corporation operating exclusively for the college's and its students' benefit.

Individuals interested in learning more about the Edgecombe Community College Foundation should contact foundation@edgecombe.edu or (252) 618-6651.

Edgecombe Performance Series

Performing arts events occur in Keihin Auditorium, a 1,020-seat concert hall in the Fleming Building on the Tarboro campus. The purpose of performing arts events is to help meet the cultural needs of ECC's service area by presenting quality performances in various disciplines at affordable prices.

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 entertainment lineup, including jazz, blues, Latino, bluegrass, swing, country, gospel, reggae, and classical music. Past offers have included B.B. King, Doc Watson, Buddy Guy, Rhonda Vincent, Robert Cray, Taylor Swift, and the North Carolina Symphony, to name a few.

Persons interested in more information about the Edgecombe Performance Series should contact:

Doneva Chavis, Event Manager
Edgecombe Performance Series
2009 West Wilson Street
Tarboro, NC 27886
chavisd@edgecombe.edu
(252) 618-6618
Tarboro Campus, Fleming Building, Office 103

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 against applicants, students, or employees based on 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 once 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 their instructors and receive the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

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 Rate, Licensure and Certification Passing Rate, and College Transfer Performance.

<i>Performance Measure</i>	<i>NCCCS Baseline</i>	<i>NCCCS Goal</i>	<i>NCCS College Average</i>	<i>2024 ECC Results for 2022-2023</i>
Basic Skills Student Progress	0.527	1.241	1.122	1.583
Students Success Rate in College-Level English Courses	0.723	1.144	1.074	1.008
Students Success Rate in College-Level Math Courses	0.626	1.194	1.100	0.693
First Year Progression	0.874	1.067	1.035	0.950
Curriculum Completion Rate	0.850	1.086	1.046	0.988
Licensure and Certification Passing Rate Weighted Index Score	0.806	1.069	1.026	0.857
College Transfer Performance	0.871	1.036	1.009	0.882

Admissions

Enrollment Process Step by Step
 Provisional Enrollment
 High School Students

Special Credit Students
 International Students
 Readmissions

Edgecombe Community College operates under the Open Door Policy of the North Carolina Community College System. The institution's services are available to anyone, 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 admission restrictions are not required for specified programs. Please see the program descriptions for admissions policy and procedure. Students are encouraged to enroll in programs that 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. Options 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 eighteen (18) years and older who can benefit from instruction. The college offers four different degree programs: the Associate in Applied Science (AAS), the Associate in Arts degree (AA), the Associate in General Education (AGE), and the Associate in Science degree (AS). ECC offers the adult high school diploma, the high school equivalency test (GED), and preparation in the College and Career Readiness (formerly Basic Skills) Program.

Should students desire a course of study but not have the appropriate educational background, transition 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/residency/#/RESlogin>.
2. Students should submit an ECC admissions application to the college.
3. Students seeking a degree, diploma, or certificate must have an official high school transcript or General Education Development (GED) transcript showing the 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 where 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 they graduated from are not required to submit a high school transcript.
4. Students should complete placement tests when required.

The applicant will be placed into their program's gateway Math and English based on their unweighted high school GPA.

- An applicant with a GPA of 2.8 or higher may register for any class without mandatory additional support.
- An applicant with a GPA of 2.799 or below will be required to register for the mandatory development education course(s).
- If an applicant does not have a GPA, the placement test will be required, or the applicant must qualify for a waiver.
If the applicant graduated from high school more than ten years ago:
- The applicant will be given the option to take placement test(s) for appropriate placement into developmental or gateway courses.

HOW TO QUALIFY FOR A WAIVER

The placement test requirement may be waived by the Dean of Enrollment and Financial Aid upon receipt of the official documentation if the applicant meets one of the following:

- Has earned an associate or bachelor's degree from a regionally accredited college or university.
- Has completed one college-level English and math course at or above the developmental or vocational level at a regionally accredited college or university.
- Has a GED with a score of 170 or higher on each section (2014 and later).
- Has a HiSET score of 15 on each section and a four on the essay (2015 and later).
- Has made the following minimum scores on the SAT or ACT:
 1. English: ACT Reading 20 OR ACT English 16 OR SAT Writing 500 (before March 2016) OR SAT Critical Reading 500 (before March 2016) OR SAT Evidence-Based Reading and Writing 480 (beginning March 2016)
 2. Math: ACT Math 20 OR SAT Math 500 (before March 2016) OR Math 530 (starting March 2016)
- Has taken the ACCUPLACER, Asset, Compass, or North Carolina's Diagnostic Test and Placement (NC DAP) test within the past ten years.

5. Students can 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.

Provisional Enrollment

Educational Services for Minors

Applicants who are minors between the ages of sixteen (16) and eighteen (18) years may be considered eligible for educational services and admitted to appropriate courses or programs, provided that they meet the 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 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 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 in high school, allowing them to get a head start on their workplace and college work. North Carolina is helping eligible high school students to begin earning college credit at a community college at NO cost (tuition only) to them or their families through a partnership with the NC Department of Public Instruction, Community College System, the University of North Carolina system, and many independent colleges and universities.

High School Eligibility Standards

College Transfer Pathway

College Transfer Pathway (CTP) students can qualify for the program with an unweighted high school GPA (2.8 or higher) OR assessment scores such as RISE placement, AP, IB, and Cambridge.

Career Technical Education Pathway

Career and Technical Education (CTE) Pathway students can qualify for the program with their unweighted high school GPA (2.8 or higher) OR assessment scores. Students with an unweighted high school GPA below 2.8 may be eligible under particular circumstances. Principals (or their designee) may still submit a waiver to allow a student entry

into a CTE pathway. If a waiver is submitted, the principal (or their designee) must explain why the GPA requirement was waived.

Cooperative Innovative High School Programs

Cooperative Innovative High School (CIHS) (i.e., early college/middle college/other CIHS program). Freshmen and Sophomores that meet particular criteria (such as AIG designation and specific test scores) may be eligible to enroll in the Transfer pathway and select CTE pathways.

Special Credit Students

Those eighteen (18) years 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' enrollment.

For enrollment at ECC, special credit students need only to complete an online admissions application; 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, complete an ECC change of major form and provide proof of proficiency of any required prerequisite coursework. Special Credit students who are auditing courses must meet prerequisites. Special credit students are not eligible for 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 does not accept international students.

Readmissions

Students who have not been actively enrolled in the last twelve (12) consecutive months must complete the enrollment process as stated in this catalog's "Admissions" section.

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 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 can choose the requirements of a subsequent catalog. A student who is

readmitted 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, Suspensions, Expulsions

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

Students who have been administratively withdrawn from class may re-enroll the following 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

Self-Service

Registration

Distance Learning

Student Accounts

Work-Based Learning

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 seeing others as support for the student's personal goals and responsibilities.

Retention and support of students are critical during the first year of student enrollment at the institution and should continue throughout students' educational programs. Students' instructors and advisors have specific responsibilities for providing 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 Academic Success Center. The advisor receives appropriate training in the college delivery model to facilitate students' progress toward reaching their educational goals.

The advisor has responsibilities in four 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, you may provide personal contact that includes the advisor's 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 during the first semester (once within the first three weeks and again before registration) and at least once each semester afterward.
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 must set up appointments to meet their academic advisors during the advertised advising weeks. An advising hold is placed on each returning student that the advisor will remove once they have worked with the student. Advisors can plan students' 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, degree, and graduation. Provide students with student employment services information at that time.
2. Work with Student Services to provide an exit interview for all students near program completion to discuss jobs/career choices, goals, or additional training as desired.

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 encouraged to attend commencement exercises. Students should see their advisor or Student Services for a Graduation Application the semester before graduating. Students must submit a graduation application to Student Services to be included in the graduation process.

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 been issued a Self-Service account when they apply. Students can access Self-Service by clicking the Student Portal tab 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, 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 containing their class schedules.
- All students must meet with or contact their academic advisor before registering through Self-Service.

Students receiving financial aid should not attempt to register for a course not needed in their program of study.

Registration

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

If students are on financial aid, their records in Self Service should indicate the award. Students must return to the Financial Aid Office if Self Service is unavailable.

Deregistration

Once students register with advisors, their spot is held until they pay their fees, have been awarded financial aid, or until the next deregistration occurs. Deregistration is a process performed by the Registrar that removes 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 start the registration process again. They may not get the courses they had initially registered for. Failure to pay is not a problem for students on financial aid since their tuition and fees are automatically deducted from their award.

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 during 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 Academic Success Center on either campus.

The following additional guidelines apply:

1. Students may withdraw from a class 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 cannot change a course initially taken for credit to audit status after the drop/add period.
4. Students who stop attending at any point in the semester but do not officially drop the course 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 any time and anywhere. Courses include curriculum college-credit courses, Continuing Education non-credit courses, and the online GED/Adult High School Diploma program. 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 remotely. Changing lives with quality instruction and genuine concern from instructors is an integral part of Distance Learning at ECC.

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 for Distance Learning

Students are expected to have the following:

- Access to a stable high-speed Internet connection
- Access to a recent desktop or laptop computer running an up-to-date operating system and Web browser. A Windows-based computer is preferred. Mobile devices may not be sufficient for course completion.
- An email account. Curriculum students are provided with a college email account @my.edgecombe.edu. Personal use of student email accounts is not advised.
- Microsoft Word processing software. Some online classes may require Microsoft PowerPoint. Office 365 (including Microsoft Word, Excel, and PowerPoint) is free to ECC curriculum students. Accounts are automatically created and may be used by logging in at <https://www.office.com> with your student email and password. Additional software and hardware requirements, such as a webcam and microphone, may also exist. Check with your instructor.

Available Courses and Programs

The college offers three types of curriculum distance learning courses: online courses, hybrid courses, and blended courses.

Online

Students may take online courses anytime and anywhere they can access the Internet. Classroom attendance is not required. The online curriculum classes compare to traditional classroom courses. 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 at least 51% online or no more than 49% face-to-face. Therefore, depending on the instructor, students will complete most classes 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

Unlike hybrid classes, blended courses combine the traditional classroom and the Internet. By the NCCCS definition, a blended approach 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 blended course students.

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

Online Curriculum Degree Programs

Edgecombe Community College has eleven (11) online degree programs: Associate in Arts, Associate in Science, Accounting, Business Administration, Criminal Justice Technology, Geospatial Technology, Health Information Technology, Information Technology, Medical Office Administration, Office Administration, and Supply Chain Management. 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. Project-oriented courses include lessons, quizzes, hands-on assignments, discussion areas (chat rooms), and additional 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 home or the 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, emails, and a Web browser, such as Internet Explorer or Mozilla Firefox. The classes qualify for teacher renewal. Upon completing a course, students receive an official certificate issued by the Continuing Education Division. For further information, interested persons should call (252) 618-6608

High School Equivalency (HSE) and Adult High School (AHS) Distance Learning Options

Students may prepare for official Hise and GED assessments, attend high school equivalency classes, and complete Adult High School Diploma credits using our distance learning platforms. Both programs are free of charge and are fully accredited. All distance Learning platforms may be accessed from most desktop, portable, and mobile devices.

For more information on the High School Equivalency (HSE) and Adult High School Diploma Online programs, please visit edgecombe.edu/ccr or call (252) 618-6707 to reach the Rocky Mount office or 252-618-6680 to reach the Tarboro office.

Student Accounts

Account set up (DO THIS FIRST!)

The password for Moodle, Self-Service, and student email accounts is the same (Single Sign-On). Please use the following instructions to create your password for your Moodle, Self-Service, and student email accounts.

Go to MyApps.Microsoft.com

- Verify you can log in with your username and default password.
- Your username is your first initial, last name, month & day you were born.
- Example: John Smith, born on May 18, would be jsmith0518.
- 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 prompted to choose a new password and register for multi-factor authentication (MFA).
- Passwords must be at least eight characters long and be made up of three out of these four items: lowercase letters, uppercase letters, numbers and symbols.
- MFA authentication options include: Microsoft Authenticator App, phone (call) or text.
- If you do not have access to a cell phone, please submit a technical support request at <https://edgecombe.edu/student-portal/technical-support/technical-support-request/>.

Moodle

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

Moodle Login Information

- Login to the MyApps Portal
- Click the Moodle Shortcut

Moodle Support/Report Problems

Please contact the Moodle Administrator for technical support and reporting problems: (252) 618-6641. You may also complete a Tech Support Request Form.

Tutorial Support

Edgecombe Community College also offers online tutorial support through Smarthinking, a leading online tutoring and academic support provider. 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 allow students enrolled in selected programs in the college to elect to work on a job relevant to their major while earning credit toward their degree. Combining 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 by their WBL or program instructor/coordinator periodically and receive on-the-job supervision from their employer. Contact your program advisor or the WBL Coordinator at (252) 823-5166.

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. Must possess the skills to be a credible employee.
2. Be at least seventeen (17) years of age, subject to 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 a 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 worksite (volunteer or paid) related 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 and then turned in to the WBL office. If students receive acceptance to the WBL program, the WBL coordinator or faculty advisor suggests locating employment. It is the student's responsibility to find employment, and the WBL coordinator's job is 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 must 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 from the bookstore, and students should

obtain one before attending orientation. Students must complete and return certain book pages 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's evaluation of students' work performance, the degree to which the student meets measurable learning objectives for each WBL period, and the student's ability to meet deadlines promptly. Each approved curriculum offering Work-Based Learning as an elective designates the total credit hours that apply toward graduation.

Costs for Attendance & Financial Aid

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

Costs for Attendance

Tuition and Fees

Students who enroll in curriculum classes are subject to tuition and fees due and payable at registration. Student tuition and fees included in this catalog are determined yearly 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 before their classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to their length of residence in the state." Students should complete N.C. Residency Determination Process by visiting <https://ncresidency.cfnc.org> on the web to determine their residency status for tuition.

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

In-State Tuition

Students classified as in-state must have established a legal residence in North Carolina for 12 consecutive months before 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

Curriculum Fees

Student Activity

The Student Activity Fee is \$4.00 per semester hour of credit. The maximum Student Activity fee per semester is \$50.00 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 in-state and out-of-state students.

Campus Access, Parking, and Security

The Campus Access, Parking, and Security fees are \$3.00 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 caps and gowns, ceremony, pre- and post-ceremony receptions, rehearsal, and other related expenses.

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 enroll in occupational programs or take physical education activity courses to 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 to 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 must also have a criminal background check and drug screen before clinical rotations.

The student's responsibility is all costs associated with criminal background checks and drug screens. ECC recognizes and fully supports the clinical agencies that choose to require criminal background checks and drug screens on students.

Once students receive a letter of acceptance to a health science program, they should follow the instructions to obtain the required checks and screens. Most clinical agencies will not accept hand-delivered background checks 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 formally 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 student's class is officially registered and is canceled due to insufficient enrollment.
2. A 75 percent tuition refund 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 before the first day of the course section. A 75 percent tuition refund is made if the student formally withdraws from the class before or at 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 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 meet their course requirements under the guidance of faculty and administrative staff.

5. To comply with applicable federal refund regulations, 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 with documented student financial needs. Students who have completed the application of financial assistance procedure are considered for all types of financial aid without regard to their sex, race, color, disability, or national origin. Students can accept or decline any offered assistance in all financial aid awards.

Student Eligibility and Responsibilities

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

- Complete the Free Application for Federal Student Aid (FAFSA).
- Demonstrate financial need.
- *Have a valid high school diploma or a High School Equivalency certificate filed 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 (except for students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Maintain satisfactory academic progress.
- Certify that they do not default on a federal student loan and do not owe money on any federal aid.
- Not have been convicted for possessing or selling illegal drugs for an offense that occurred while you were receiving federal student aid.
- Financial aid is determined each academic year, so students must complete a new FAFSA yearly.

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.

"Enrolled," 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 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, 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 Academic Success Centers on the Tarboro (McIntyre Building) and Rocky Mount (Barnes Building) campuses.

Deadlines for Submission of the Free Application for Federal Student Aid (FAFSA)

Students should submit their FAFSA early. For priority consideration, apply by March 15 of each year. Awards offered to students meeting the priority deadline and determined eligible may receive the Federal Supplemental Educational Opportunity Grant and the federal Pell Grant.

Types of Financial Aid

Federal Pell Grant (FPELL) Program

Federal Pell Grants (FPELL) are awards that assist undergraduates in paying for their education after completing high school or earning a GED. The Federal Pell Grant program is the most extensive federal student aid program. These grants provide a foundation for students to add other federal grants and non-federal assistance. 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 award is calculated according to a federal formula that considers the family's financial circumstances, the student's 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 12 equivalent full-time semesters or until the student receives a bachelor's degree - whichever comes first. Therefore, students are 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 receive a 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 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 (FSEOG) program. This federal grant program does not require repayment unless students do not complete the terms and conditions of the award. The grant amount is based on student financial needs, and the minimum award is \$100 per semester. FSEOG is for undergraduates with exceptional financial needs and students with the lowest Expected Family Contribution (EFC). Limited assistance is available from the program to eligible students. No separate application is required.

Federal Work-Study (FWS) Program

The Federal Work-Study (FWS) program provides jobs for eligible students to earn money to help pay college expenses while attending classes at least part-time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various college departments. The federal government funds these student jobs through its college work-study program. On average, students work approximately 10 to 15 hours per week. The current pay rate is \$11.00 per hour. Students' primary focus should be academic achievement; therefore, they should carefully consider whether their academic responsibilities permit them to assume part-time work obligations. Students who accept campus employment are expected to fulfill the job requirements. Students are required to apply for employment through the Financial Aid Office.

Federal Direct Loan (FDL) Program

ECC participates in the William D. Ford Federal Direct Loan (FDL) 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 higher education costs 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 Unsubsidized Loans are not need based and students may borrow up to \$2000 as a Dependent student or \$6000 as an Independent student. 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 a Subsidized loan for 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 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 subject to the SULA provision may only borrow Direct Unsubsidized Loans.

In addition to the Direct Subsidized, students may borrow a Direct Unsubsidized Loan up to \$2000 as a Dependent student or \$6000 as an Independent student. These loans are not based on financial needs. 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).

North Carolina Community College Grant (NCCCG) Program

North Carolina Education Lottery Scholarship (NCELS)

North Carolina Nurse Scholarship Program (NESLP)

The North Carolina General Assembly created the North Carolina Nurse Scholarship Program (NESLP) to combine financial aid resources to encourage enrollment and retention of qualified nurse education students. The North Carolina General Assembly allocates funds for NESLP among colleges and universities which offer nurse education programs. NESLP awards are available for licensed practical nurse (LPN) and registered nurse (RN) education. Applicants must complete the FAFSA as soon after January 1 as possible to be considered for NESLP.

North Carolina Targeted Assistance Program (NCTAP)

The North Carolina Targeted Assistance Program (NCTAP) funds 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.

Next NC Scholarship

The "Next NC Scholarship" is a North Carolina program that provides financial aid to North Carolina residents from households with an annual adjusted gross income of \$80,000 or less, helping them cover tuition, fees, books, food, and housing at eligible institutions. It combines the federal Pell Grant with state funds to simplify and enhance financial aid for higher education.

Scholarships

ECC Foundation Scholarships

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

EDGE Scholarship

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

Eagle Mascot Scholarship

The Eagle Mascot Scholarship was established in 2021 and will be awarded each academic year. The Eagle Mascot was designed to capture the fun, warm, and friendly feel of the Edgecombe community and bring excitement to campus events. The mascot performer is expected to share these same traits. The Eagle Mascot performer is responsible for attending on-campus and community events representing the college.

The Eagle Mascot will report to the Dean of Students or designee. The ideal student must attend part-time (taking a minimum of 6 credit hours) and meet a GPA requirement of 2.8 or higher. The student must also be willing to participate in campus and community events, including evening and weekend events, to represent the college as our mascot.

Other Sources of Assistance

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA), funded by the Turning Point Workforce Development Board, aims to address adult and dislocated workers' employment and training needs. Our joint goal is to assist individuals in

entering into high-demand occupations. Workforce Specialists are 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 has a total disability arising from a service-connected disability to receive benefits from the Veterans Administration.
2. Under Chapter 32, Title 38, the Post-Vietnam Era Veterans' Act 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 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.

N.C. Veterans' Scholarship

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

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; in 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 tuition/fees. Students must repay loans before the end of the term they were received. Students are required to complete the FAFSA.

Notification of Award Decisions

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

Disbursements

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.

As a part of ECC's effort to assist students with their educational costs, the college typically disburses excess funds in one or two payments during the fall, spring, and summer semesters. Recipients can find payment schedules and additional information on ECC's Financial Aid webpage.

ECC partners with Heartland ECSI to disburse financial aid refunds. ECSI will email students at their my.edgecombe.edu email address with a user I.D. and temporary password. Students can select a disbursement method via check or direct deposit. To verify your address, please call (252) 823-5166 or email admissions@edgecombe.edu.

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

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) Policy Statement

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). ECC applies these standards to all federal and state financial aid funds to maintain a consistent procedure for all students receiving assistance.

To be eligible and maintain financial aid, students must meet the minimum guidelines:

1. **Qualitative Standard - Grade Point Average (GPA).** A GPA of 2.0 or better is required; grades received in remedial courses are included in the cumulative GPA calculation.
2. **Quantitative Standard - Pace (completion rate)** at least 67% of attempted credits. Students must complete a minimum of 67% of the hours they attempt at ECC. F, I, U, W, W.F., A.U., NS, I.P., and R grades do not count toward the minimum credit completion requirement. Students who fail or withdraw from a class may repeat and receive financial aid to make SAP. Students who pass a course (B, C, D) and wish to retake it may do so once and receive financial assistance 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 essential 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.
3. **Maximum Timeframe - 150% Rule.** Must complete the program of study in a timeframe not to exceed 150 percent of the program's published length, excluding the first 30 attempted credit hours of developmental education. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, the maximum timeframe cannot exceed 90 credit hours attempted.)

Warning Status and Terminated Status

To determine a student's academic progress status and eligibility for financial aid, Financial Aid will evaluate academic records at the end of each term. Following the first term of failure to maintain cumulative satisfactory academic progress, a student will be granted one term to regain satisfactory academic progress. This term is known as the "Warning" term. During the Warning term, the student may continue receiving financial aid if they are otherwise eligible.

If a student can regain satisfactory academic progress with the completed courses during the Warning term, the Warning status is lifted. If a student has not regained satisfactory academic progress, they are placed in "TERMINATED" status and are no longer eligible for financial aid at ECC until their cumulative progress is again deemed satisfactory. A student may only regain satisfactory academic progress by earning or transferring enough credit hours and acceptable grades to increase the cumulative average. Sitting out for a semester or paying out of pocket will not help a student regain satisfactory academic progress.

If a student becomes ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress or because they have reached the limits of the maximum time frame allowed to earn a degree, they may appeal their status to the Financial Aid Office. Appeals will be considered for various circumstances.

Examples of circumstances to be considered outside a student's control:

1. Extended student/family illness or injury
2. Death of a relative

Examples of circumstances to be considered within a student's control:

1. Return to school after an extended leave
2. Change of a degree program

Appeal Process

All appeals must be made in writing to document the unusual circumstance and explain and document that these situations are resolved. In the circumstances within a student's control, the student must document what has changed in their situation that will enable them to meet SAP requirements. A student may obtain an Appeal Form from the Financial Aid and Student Success offices or print a copy from the ECC Financial Aid website. Submit the appeal and non-returnable documentation to a financial aid advisor in the Financial Aid Office by the published deadline. Typically, the deadlines are the end of the add/drop period of the semester for which a student is trying to establish eligibility.

A student appealing after this timeframe should be prepared to pay for the semester's expenses. The SAP Appeals Committee will review the appeal, and the college will send an approval or denial notice to the student's ECC my.edgecombe.edu email account.

Approved Appeals

If a student's appeal is approved, they will be placed on "Probation" and notified of how many credit hours they would need to complete to regain satisfactory academic progress or how many terms they are allotted to complete graduation requirements in the case of a maximum timeframe appeal. To complete these credit hours, a student must earn a minimum 2.0 GPA each term and earn passing credits for 75% of the attempted classes each term until satisfactory academic progress is regained or the student graduates. If students fail to meet these requirements, their financial aid will be terminated.

The college may consider a second appeal, but the student will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. As a result, very few second appeals are approved.

Denied Appeals

If a student's appeal is denied or the student does not meet the conditions of an approved appeal, they will be asked to attend at their own expense and earn the deficiency either in the hours, GPA, or both (a student cannot make up a deficiency if the appeal was due to exceeding the maximum timeframe to earn a degree). If a student did not maintain SAP due to a deficiency in credit hours, they might take the credit hours at another institution as long as ECC accepts the transfer hours. After completing this semester (or semesters), the student must submit an appeal form to the Financial Aid Office to reevaluate their progress.

NOTE: All notices regarding academic progress for financial aid purposes will be sent to students' my.edgecombe.edu email accounts. Students are responsible for closely monitoring this mailbox.

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 must have a minimum of a two-point-zero (2.0) average 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 withdrawn during their probationary period, have their benefits terminated for unsatisfactory progress. Veterans whose benefits are terminated for unsatisfactory progress must raise their average to the minimum required for graduation before being recertified for educational benefits.

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. Student Services will print out SAP policy, procedures, and student appeal forms 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. Students must submit official transcripts from ALL previously attended postsecondary institutions (not high schools) to the Office of Admission.

A student seeking a second academic credential may be placed on "Restricted Hours." Students who have already earned a Bachelor's degree may only receive aid for classes that are not repeats of general education courses. A student will be eligible for loans (depending on remaining eligibility) but not qualify for Federal or State grants.

Once students have been approved and receive financial assistance for completing 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 mitigating circumstances. Students are allowed to complete two academic programs and receive federal student assistance.

Treatment of Remedial (Transitional) Courses

As previously referenced, remedial or transitional 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 students to retake any previously passed course once. For this purpose, a pass means any grade higher than an "F." This retaken class may be counted towards a student's enrollment status. The student may be awarded federal student aid for the enrollment status based on the inclusion of the class. Financial aid may pay a student more than twice for repeatedly failing the same course (the SAP policy still applies to such cases); however, if a student passes a class once, he can be

paid again for retaking the class once. Financial aid may not pay the student for retaking the class a third time, regardless of the grade achieved.

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 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 completed fewer than thirty-two (32) semester credit hours.
5. Second (2nd) Year Students - Students who have 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 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 semester's ten percent (10%) point. There must be evidence of active participation in courses by the ten percent (10%) point for online courses, 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 advisor's written approval, the department chairperson of the program involved, the division dean, and the Vice

President of Instruction. If a course has been deleted from a particular curriculum, The college may use course substitution 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 achieving 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;
- Students with an associate or higher level degree who register in beginning college-level courses (e.g., ENG 111; PSY 150);
- For 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 to a course that has a prerequisite would not have to take the prerequisite;
- Students may use successful completion (C or better) of a higher-level course in the same content as the course to meet the prerequisite requirement;
- Students may use credit by exam to meet prerequisite requirements.

Course Corequisites

Corequisite courses are courses that students must take simultaneously or before the beginning of a class. Students must take all lecture and lab courses 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 the 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 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. Courses numbered below "100" are not counted either as hours towards full-time enrollment or calculating 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 student's academic advisor of the department in which they complete their major work must recommend it.
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

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 and their course syllabi. Students are assigned quality points using the following formula at the end of each semester:

Numerical Quality Points

<i>Grade</i>	<i>Numerical Equivalent</i>	<i>Explanation</i>	<i>Quality Points Per Credit Hour</i>
A	90-100	Excellent	4
B	80-89	Above Average	3
C	70-79	Average	2
D	60-69	Below Average	1
F	Below 70	Fail	0
AU		Audit	0
X		Credit for Exam (Grade)	2-4
I		Incomplete	0
P1		Mastered Tier 1	
P2		Mastered Tier 1 and Tier 2	
P3		Mastered Tier 1, Tier 2, and Tier 3	
P		Pass	0
TR		Transfer Credit	2-4
W		Withdrew	0

Grades for supplemental level courses are as follows:

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

Quality points, the numerical equivalents of the letter grades, 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 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 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 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 calculate the cumulative grade point average (CGPA), and the college will drop the lower grade from the calculation.

The College will notify students 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.

Academic Forgiveness

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

Upon readmission, when students complete 12 hours of academic work with a 2.0-grade point average or better, their previous grades of F are forgiven in the computation of the overall grade point average. All financial aid policies apply and are not governed by this policy.

Grade Changes

The College may change a grade 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."

When 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.
- Students are responsible for contacting their instructor concerning the removal of an "I" grade.

The appropriate instructor and the Vice President of Instruction must approve the form to remove 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 from 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 to or higher in content and contact hours for the credit to be awarded. If the College does not offer a general education core class to which the student wishes to transfer, 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 must 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. The College must receive electronic transcripts or scores directly from the institution or agency to consider them official. 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 this catalog on the Academic Advising & Registration page. 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 through 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. HS-CC Articulation Also, the College and the Edgecombe County public school system have a local agreement. ECC/ECPS Articulation Agreement Example

College Level Examination Program (CLEP)

Students may also receive college credit if passed a College Level Examination Program exam (CLEP). The College Board must send official test scores 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 (ACE Military Guide) 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 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/departamental and Vice President of Instruction approval must be received, and the student must enroll in the program for which they are 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 that 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 that 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 years since the student earned the credits. 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 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 examine and give adequate preparation evidence.
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 challenge. The instructor may then arrange a date and time for the examination, 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 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 through 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 Veterans' Office counselor 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>Learning Outcomes</i>	<i>Upon degree completion at Edgecombe Community College, the student will</i>
I. Communication Skills - Reading, Writing, Listening, & Speaking	Communicate effectively with verbal and nonverbal messages appropriate to the 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 present needs 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 representing student learning goals at the institutional level, the department or program level, and the course level. Each course contains specific competencies that 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 on 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 for their absences to their instructors.

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. The student's responsibility is to read and abide by the policies outlined in the syllabus for the course they are enrolled in. 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) regarding 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 can attend the class from which the college withdrew them 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, that 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 Student Course Withdrawal Request form. A student is not officially withdrawn until they process 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 their class(es) before 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 over the number of times indicated in the faculty member's attendance policy in the course syllabus, demonstrated that they do 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 before 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 to 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 to the point of being withdrawn from the class after the seventy-five (75%) point.

Before withdrawing a student for attendance reasons, the faculty member must contact 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 a "WF" grade waiver.

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

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 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; formulating vocational educational plans and progress; providing appropriate resources for more intensive and deep-seated personal problems.
3. Providing information pertinent to selecting 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 what curriculum program or programs they are best suited to enter. The meeting involves evaluating the high school transcript and discussing students' needs, interests, and abilities.

Students may see a counselor individually to discuss personal, academic, vocational, educational, and financial needs. Student access to a counselor is determined by student-initiated or counselor-initiated appointments 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 cause 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 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 with 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 not to be a danger to themselves or others they encounter to pursue their educational objectives.

The college seeks to assist students who have special health conditions or limitations in attaining their educational goals. The college provides these services under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In an 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. Students may be taken directly to the hospital by the rescue squad in an emergency that requires immediate attention.

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

Communicable Disease Policy

Students or employees who may become infected with a communicable disease may not automatically be excluded from enrollment or employment. Individuals may have access restricted to college services or facilities unless deemed medically necessary to protect other college community members or as required by law. The communicable disease policy applies to all employees, contractors or contracted services, and students of Edgecombe Community College (ECC).

Definitions

1. A communicable disease means "an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment" (NC GS 130A-2 (1c)). Communicable diseases include but are not limited to chickenpox, hepatitis, measles, meningitis, mononucleosis, whooping cough, COVID-19, and acquired immunodeficiency syndrome (AIDS).
2. An employee is a person permitted to work for a specified purpose in the interest of ECC and over whose work activities the college exercises direct control. For the Communicable Disease Policy and its procedures, a case involving an intern, volunteer, or another non-regular worker shall be handled as they would an employee. This policy also applies to employees of contractors or contracted services.
3. A student is any officially enrolled and matriculated person in a curriculum or continuing education course(s) at ECC during the semester when the communicable disease is reported or at other relevant times.

Procedures

A person who knows or has a reasonable basis for believing that they are infected with or have been exposed to a communicable disease has an ethical and legal obligation to behave in a manner that protects themselves and others. In this respect, faculty and staff are required to report this information to the director of human resources; students must report this information to the Vice President of Student Services. All information is kept confidential. Only persons with a medical or legal need to know are informed and only with the prior direct knowledge of the employee or student.

Employee

1. If an employee reports being exposed to a communicable disease to the director of human resources, the employee may be excluded from the workplace until an appropriate evaluation of the employee's medical condition can be made. The evaluation is to be made by a physician and/or health department official, and testing may be required if appropriate.
2. The assessment of an employee with a suspected communicable disease and the final determination of that employee's ability to remain on the job will be made by the president.
3. If an employee is found to have a communicable disease, then the president will prohibit the attendance of the employee on campus or at any college activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the attendance of the employee is not a health risk to other employees and students at the college.

Student

1. A student with a communicable disease diagnosis or exposure must report this information to the Vice President of Student Services. If a student reports this information to a college official (such as a counselor, advisor, instructor, dean, or staff member), that college official must notify the Vice President of Student Services. The student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation is made by a physician and/or health department official, and testing may be required if appropriate.
2. The Vice President of Student Services assesses a student with a suspected communicable disease and determines that student's ability to attend school in person.
3. If a student is found to have a communicable disease, the Vice President of Student Services prohibits the attendance of the student on campus or at any college activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the college. The college is not liable for any cost associated with doctor's visits.

The Employee of a Contractor or Contracted Service

1. If an employee of a contractor or contracted service reports having or being exposed to a communicable disease condition to their supervisor or an official of the college, the employee may be excluded from the workplace until an appropriate evaluation of the employee's medical condition can be made.
2. The Vice President of Administrative Services assesses a contractor or a contracted service employee with suspected communicable disease and determines that person's ability to remain on the job.

Communicable Disease Education

The college is committed to providing resources to ensure the safety and well-being of its students, staff, and faculty. We want to convey basic information in various ways including the distribution of printed material, posters, electronic formats, meetings, and speakers.

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 student's 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 is 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 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, state and local government services, 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 academic and non-academic activities, including admissions and recruitment, program entry, 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 Disability Services is to adapt the general services of the college 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 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 Student Support Counselor. Federal law does not permit the college to collect information about a person's disability during the admissions process. Therefore, it is the student's 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. All students are entitled to learn in an environment free of discrimination based on a disability. Any act, comment, or behavior that 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 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 designed to assist veterans in pursuing 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 attempts must be submitted and evaluated to give credit for previous training 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 experiencing academic difficulties in degree/diploma programs are advised to request tutorial assistance 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 the 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 by the college's Veterans' Counselor.

Child Care Program

The ECC Child Care Financial Assistance Program 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 childcare arrangements of their own free will. The college's role is to provide financial assistance to students.

Student parents must complete a Childcare Grant Application 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

Online Bookstore

The Edgecombe Online Bookstore operates completely online and can be visited at edgecombe.textbookx.com. Students can visit the website to order online and have their textbooks shipped to their home or campus while digital course material is emailed. The bookstore also sells course supplies and other items, including school supplies, sportswear, and gift items. If you are a dual-enrolled student taking college classes, contact your liaison for more information on obtaining books.

Campus Bookstores

In addition to the textbooks online, the Tarboro and Rocky Mount Campus Stores are open to serve you. Please visit the campus store where you can purchase kits for cosmetology, barbering, and biology using your student financial aid, cash, or credit card, and receive your shipment for textbooks ordered online. Also you can purchase school supplies, sportswear and gift items. Students may find all courses, required materials, and pricing options online displayed in a personalized, easy-to-use page when they log in with their student account each semester

Student Lounge

The student lounge area is a place to meet, eat, and relax during leisure moments. Information such as employment opportunities, social and recreational events, and student government activities may be posted in the student lounge but 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 is offered online and on campus at various times. Students can learn about the college, register for classes, meet curriculum advisors, and apply and receive financial aid assistance. The first half of the in-person 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 ECC ID cards and parking passes (for students who register), and taking a campus tour. New Student Orientation is required to learn about essential college services and policies and be successful at ECC.

Academic Support

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

Advisors perform the following functions:

1. Provide adequate time for all students to determine issues and resolve them.
2. When appropriate, refer students to a Student Support Services counselor (academic and personal problems, crises, instructor/student issues).
3. Refer students to other student support services within the college when appropriate (Academic 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 have poor attendance are referred to the Student Services counselor.
8. Monitor the progress of advisees who are on probation/suspension due to the college policy.
9. In cooperation with Student Services and the Academic Success Center, provide a system to contact students who withdraw from their program.

Library Services

Mission Statement

The mission of the 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 the 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 CCLINC and other research libraries in North Carolina. Library staff provides the highest standard of professional and friendly service to all patrons, including 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 references, subject areas, and fiction titles. Students may check out all books except for reference materials. The total number of texts between the two campuses is approximately 37,500. 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. With 3800 square feet of space, the Rocky Mount library 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 various audiovisual equipment available for staff use, and students with staff supervision may use the equipment 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 audiobook collection is housed on both campuses. Audiobooks are available for checkout.

Patrons may access the card catalog, online journals, and online databases from the library web page. The web page has tutorials to assist students in using library resources and general library information tutorials. 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, and NC Knows. All of these databases are available through the ECC Library website.

Hours of Operation

The Library is open from 7:30 a.m. to 8:00 p.m. Monday through Thursday. The library closes at 1:00 p.m. on Friday. During summer hours, the library is open from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 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 6570 - Director of Library Services
Extensions 6564 or 6686 for Interlibrary Loan Information
Extensions 6570 or 6694 for Reference Questions
Extensions 6564 or 6686 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 Guidelines for College Computing Resources before using the internet. 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 card is also a library card. Patrons should display the official ECC ID card at all times while they are in the library.

Tutoring Services

ECC offers academic support for students enrolled in curriculum courses and who have difficulty with the English, reading, or math skills essential to completing these courses. Tutoring services are provided on Tarboro and Rocky Mount campuses through the Academic Success Centers. The Academic Success Centers are 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 coordinator.

To work with a tutor, a student can walk into the Academic Success Center on either campus, present a current student identification card, and request help. Instructors can refer students for tutoring using Starfish, although a referral is not required. Instructors may initiate the referral, or students may request one 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 ThinkingStorm. This free software provides live assistance from a tutor anytime, from anywhere, 24/7. Students will receive a link to ThinkingStorm in their Moodle course.

The Academic Success Center also provides proctoring services for ECC students. Students must contact the Academic Success Center to make an appointment to have an exam proctored by the Academic Success Center staff. There is no fee for ECC's tutoring and proctoring services for enrolled students. Please contact the Academic Success Center on either campus for more information.

Graduation

Advisors perform the following functions:

1. Assist students in reviewing their records of credits completed toward their certificate, diploma, 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.

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 encouraged to attend commencement exercises. Students should see their advisor or Student Services for a Graduation Application the semester before they plan to graduate. Students must submit a graduation application 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 about career plans may make an appointment with the Career Counselor in Student Services. The Career Counselor assists 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 NCWorks Career Centers 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.

Alpha Delta Nu

The objective of the Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The ECC chapter of the Alpha Delta Nu Nursing Honor Society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a lifelong professional responsibility. Additionally, the ADN Nursing Honor Society participates in the recruitment of qualified individuals into the profession of nursing.

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 public speaking, time management, etiquette, resume writing, and interview skills. The Student Ambassadors serve as tour guides and hosts/hostesses at official Edgecombe Community College and Foundation events and activities, assist with recruiting 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 during 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 the responsibilities of being an ECC Student Ambassador.
7. Must participate in an orientation and monthly meetings.

Barbering Club

The Barbering Club is an organization is for students in the Barbering program. The organization promotes professionalism, leadership skills, and community service, and keeps students abreast of emerging trends in the barbering profession.

BUTTERFLIE

BUTTERFLIE (Building Unity through Teamwork, Empowerment, Respect, Friendship, and Leadership to Inspire Excellence), a program designed to mentor students and was implemented in the fall of 2006. The program focuses on issues related to motivation, life skills, time management and leadership. This program touching the lives of students who are aspiring to succeed and excel.

Edgecombe Radiography Organization (ERO/RAD)

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 participating in community projects and professional activities and 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.

Health Information Technology (HIT) Society for Students & Alumni

The purpose of the Health Information Technology (HIT) Society for Students & Alumni 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 Society work:

1. To establish a mentoring program to share 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 the impact of those changes on the HIT educational program through various mediums. Those mediums include an online discussion forum, email, the HIT Society Newsletter, and HIT website 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 to improve the program's effectiveness continuously.

High Altitude Balloon (HAB) Team

The High Altitude Balloon (HAB) team focuses on developing and implementing weather balloon technologies that collect atmospheric data for research. Team members are Edgecombe Community College students who have interests in science, technology, engineering, and math (STEM) programs. The HAB team, named critECCly Stable, competes in state and national competitions.

International Club

The purpose of the International Club is to promote global and cultural awareness within the ECC community and encourage students from other cultures and diverse backgrounds to share their experiences.

Phi Beta Lambda (PBL)

ECC's chapter of Phi Beta Lambda (PBL) represents the collegiate division of Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL). The largest business Career and Technical Student Organization in the world, FBLA-PBL is dedicated to inspiring and developing the next generation of leaders by preparing members for careers in business and business-related fields. FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Phi Theta Kappa (PTK)

Phi Theta Kappa (PTK) is an international honor society whose purpose is to recognize and encourage scholarship among two-year college students. The ECC chapter of Phi Theta Kappa provides the opportunity to develop leadership and service, exchange ideas and ideals, and stimulate academic excellence. To be a member of Phi Theta Kappa, students must meet the following qualifications:

1. Enroll at ECC
2. Complete 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 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)

SkillsUSA

SkillsUSA promotes and fosters a common bond for students enrolled in vocational, trade, industrial, technical, and health occupations curricula. Participants are encouraged to express their leadership abilities through participation in educational, vocational, civic, recreational, and social activities.

Student Association of Medical Assisting

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

Student Government Association (SGA)

The Student Government Association (SGA) aims to promote a personal sense of pride and responsibility to the college and 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.

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 Veteran Association

The **Veteran Student Association (VSA)** comprises ECC students who promote academic achievement and camaraderie among the veteran population. One of the organization's primary objectives is to provide veterans opportunities to seek assistance concerning various academic or student life issues.

VSA members volunteer their services and other ECC organizations to engage in campus-sponsored events open to students and the general public. Membership is open to all individuals who are currently serving or have served in the military. The VSA meets once a month except for holidays and regularly scheduled breaks.

Student Discipline, Rules, & Regulations

Student Conduct

Edgecombe Community College (ECC) is dedicated to fulfilling the community's educational, training, and cultural needs and 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 guides 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 the 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 is 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), or 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 the Vice President of Instruction authorizes 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 the Student Code of Conduct applies to both of the College's campuses, and students enrolled in a distance education course.

"College Community" includes any 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 other property in possession of, owned, used, or controlled by the College.

"Complainant" means any person submitting an allegation that a student has committed academic dishonesty, violated the Student Code of Conduct, or filed 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 a member of its faculty.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of another person's published or unpublished work without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency that sells 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, the Student Code of Conduct, the Student Handbook, the General Catalog, the College web page, and the 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, are not officially enrolled for a particular term but have a continuing relationship with the College, or who 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 their conduct, from applying for admission to the actual awarding of a degree, diploma, or certificate. Any student found to have committed or attempted to commit any act of academic dishonesty is subject to the disciplinary sanctions outlined below. This policy applies to allegations of a 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 on 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 them 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 their conduct, from applying for admission to 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, 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, 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. The College's Sexual Harassment Policy defines sexual harassment in the Student Handbook.
9. Sexual violence or attempted sexual violence, including physical or 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 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. Malfesance or misuse of elective or appointed office in a student organization that 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 their duties and to identify oneself to these persons when requested.

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, use, reading, or changing the contents, or 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 devices, software, or online platforms (including but not limited to phones, computers, Zoom, Google Meet, Microsoft Teams, or AI-powered tools) to make or generate an audio, video, image, screen capture, or transcript record of any person without their prior knowledge and 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 the Student Code of Conduct in bad faith.
 - Attempting to discourage an individual's proper participation 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 abuse the Due Process for Students and Student Appeals process.
26. Other violations as determined by College authorities to warrant disciplinary action.
 ECC may institute college disciplinary proceedings 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 violated 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 them 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. Parties should submit complaints as soon as possible after the event 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 per the Fourteenth Amendment to the United States of America Constitution.

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, 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, they will review the information to decide what process 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, they 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 their decision to investigate it and interview them to collect additional information.

Upon conclusion of the investigation, the Dean will render a decision, 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 their 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 College may expunge the student's disciplinary record 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 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 Sanctions may impact the educational career and chances of success in the academic community of each.

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 a 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, 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 they are satisfied that the student's continued presence 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 the College deems appropriate

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 their 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. If 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 those parties cannot always resolve such matters informally, ECC

provides a formal process through which students can apply certain college rules and regulations and assign a grade. In all cases, the College intends to assure all students of fair and equitable treatment 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 claim's facts and may conduct further inquiry. The Dean will notify the student of their decision in writing within ten class days after receiving 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 for consideration within ten class days of their receipt. 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 their receipt of the Student's appeal from the Vice President. The Committee will hold the hearing no more than fifteen class days or 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 at their sole discretion.
3. The Campus Appeals Committee Chair notifies the Accused Student or Complainant of the hearing's date, time, and place. In addition, the Chair informs the Accused Student or Complainant that they may submit any statements or documents that they wish for the Chair to distribute to the members of the Campus Appeals Committee before 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 any witnesses and advisor's name and contact information 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 before 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, the Accused Student or Complainant, and their advisors, if any, and witnesses testifying before the Committee is 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 they will decide whether the questions are appropriate to be asked of the witness.

- The Dean will present the information they 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 on 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 their best judgment. The Vice President will render a decision and notify the Accused Student or Complainant within ten class days of their 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 can accept or reject 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 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 can attend the class from which the college withdrew them 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 that 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

ECC ID Card Policy

In order to promote a safe and secure environment, all Edgecombe Community College (ECC) students, employees, and guests are asked to have identification while on campus. ECC students and employees are required to have an identification card issued by ECC. ECC students may be asked to present their identification card when picking up books, accessing library resources, checks, and at other times to ensure appropriate identity. A student's failure to present a valid ECC identification upon request of designated school officials could result in the student being asked to leave the campus. Invited campus guests may be asked to provide photo identification as well as their reason for being on campus. Visitors to campus are required to obtain an ECC-issued "Visitor's Badge" from the receptionist on the campus they are visiting prior to conducting business. The College will make every effort to ensure that all individuals on campus are here for appropriate reasons.

ECC identification cards must not be tampered with or altered. Doing so could result in disciplinary action by the Vice President of Student Services for students and the appropriate supervisor for staff. The initial identification card is free. Replacement cards, whether lost or stolen, are \$5.00 each. Identification Cards may be obtained from Student Services on either campus. ECC Student Identification cards will be issued during the following times:

- Final Registration through Drop/Add for any term Monday - Thursday 8 am - 5 pm and Friday 8 am - 1 pm
- All other times during the term on Tuesdays and Thursdays, 9 am - 1 pm and by appointment

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. Students should display parking stickers 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 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. Students should make a written request 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 a 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 college receives an access request. 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 access arrangements and notify the student of the time and place to examine the documents. If the school official who received the request does not maintain those records, that official shall advise the student of the correct school official to address the application.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise violate 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 the college should change it. 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 or function for which the school would otherwise use its employees and who is under the direct control of the school concerning 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 their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill their 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 are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits PII disclosure from students' education records without the student's consent if the disclosure meets certain conditions found in the FERPA regulations. Except for school officials' disclosures, some judicial orders, subpoenas, and directory information 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 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 they designate as their authorized representatives to conduct any audit, evaluation, 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 violated the school's rules or policies concerning the allegation made against them.
- 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 they have 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
- 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
- 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, the student must submit a signed and dated request 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 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 detecting 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 to obey all federal, state, and local laws and ordinances and 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 and 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 emails 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 if you posted 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 do 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.

Campus Security and Crime Awareness

The Campus Security and Crime Awareness 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.

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, Law Enforcement; Business and Industry Services; NCWorks Career Centers, and the Small Business Center (SBC).

College and Career Readiness (Basic Skills)

The Basic Skills program at ECC aims to provide educational opportunities for adults 16 years of age or older who are out of school. The program focuses on 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, students are assigned to face-to-face classes to receive appropriate grade-level instruction. 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 am to 4:00 pm. Depending on the location, off-site programs 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: 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, job, and community.

Adult Basic Education (ABE II)

ABE is a competency-based curriculum designed to assist adults who wish to improve their essential reading, writing, communication, and mathematics skills. The curriculum also explores critical thinking, self-esteem, and job performance skills. ABE II is a stepping stone needed to advance additional High School Equivalency (HSE) studies. 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 and at some community sites. No registration fee is required, and the college provides specially prepared materials emphasizing adult needs and interests.

High School Equivalency (HSE)

The HSE program is designed for adults who left the traditional public school classroom and desired to work towards what has commonly been known as the GED. A series of five tests designed to measure general competence is required. The five testing areas are reading, mathematics, science, social studies, and writing skills.

An individualized plan of study via face-to-face classes is created for each student. Upon completing 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, Tarboro, and 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

Students may prepare for official HiSet and GED assessments, attend high school equivalency classes, and complete Adult High School Diploma credits using our distance learning platforms. Both the Adult High School Diploma (AHS) and the High School Equivalency (HSE) programs are tuition free. However, there is a fee for taking each HiSet assessment. Please click on the following HiSet link for current pricing and testing information. All distance Learning platforms may be accessed from most desktop, portable, and mobile devices. The AHS program is offered at a distance and is ideal for students who aspire to complete the courses required to earn an Adult High School Diploma. The AHS program is fully accredited and is offered in conjunction with Edgecombe County Public Schools. Graduates are granted the same rights and privileges as traditional North Carolina High School graduates. Students who are 18 years of age or older may self enroll. Students age 16 or 17 may register with both parental or legal guardian consent and documented approval from public school administrators.

Requirements for graduation are as follows:

- Four (4) units of English
- Four (4) units of Mathematics
- Three (3) units of Science

- Four (4) units of Social Studies
- One (1) unit of Health/Physical Education*
- Six (6) Electives

A total of Twenty-two (22) units are required.

* Students must have taken and passed (1 credit) high school Physical Education as it is a State requirement.

All program graduates are invited and encouraged to participate in the College's annual commencement service.

For more information on the High School Equivalency (HSE) and Adult High School Diploma (AHS) programs, please visit edgecombe.edu/ccr or call (252) 618-6707 to reach the Rocky Mount office or 252-618-6680 to reach the Tarboro office.

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 the beginning, intermediate, and advanced levels.

The course curriculum is designed to develop or improve reading, writing, speaking, and listening skills. The English Language Acquisition Program is integrated with topics that prepare students for everyday life, citizenship, the workforce, and high school equivalency preparation.

Classes are 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 Initiatives

The Hispanic/Latino Initiatives aim 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 for individuals to improve their quality of life. The Hispanic/Latino community is offered to obtain and develop their personal, communication, and workplace skills.

Under this program, the college offers a variety of Spanish classes continuously 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.

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

For more information about the Hispanic/Latino Initiatives, interested persons should contact:

Kathy Webb, Lifelong Learning Coordinator

webbk@edgecombe.edu

Office 160, Fleming Building, Tarboro Campus

(252) 618-6614

Human Resources Development (HRD)

HRD is a state-funded program administered by the North Carolina Community College System. HRD focuses on developing 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 can customize the scope and duration of courses to meet their community's or targeted populations' needs. Thus, HRD programs offer short-term training classes, usually 4 to 10 hours, in addition to their traditional employability skills courses, from 40 to 115 hours. Course offerings include 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, emphasizing creative expression, social interaction, global understanding, and personal satisfaction.

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

The following are some different classes and programs at Edgecombe Community College. If you are interested in a course you do not see listed, please get in touch with us.

CREATIVE

Conversational Spanish
Crochet for Beginners
Crochet - Advanced

Photography
Spring Bows & Wreath Making
Upholstery Repair

CULINARY ARTS

Basic Cake Decorating

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

CONSTRUCTION and TRADES

Introduction to Auto Body Repair

Construction Academy

Gunsmithing

HVAC

Welding

MUSIC

Beginning Guitar
Intermediate Guitar

RELIGION

Essentials of Faith

Biblical Theology

TECHNOLOGY

Introduction to MS Word & PowerPoint
Introduction to MS Excel
Introduction to PowerPoint
Keyboarding
Simple Computers

Workforce Development

Activity Director- Basic

Food Sanitation and Safety

Forklift Operator

Natural Hair Care

Nail Technology

NC DMV Auto Dealer Pre-licensing

Notary Public

Real Estate

Small Engine Repair

For more information about Lifelong Learning, interested persons should contact the Continuing Education Program Administrator at 252-618-6660.

Occupational Extension Classes

Occupational Extension classes are designed to train individuals for employment, upgrade the skills of persons presently employed, and retrain 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, or 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; the average time required to complete each is about two hours. Because the book is online, there is no extra fee. A chat room and supplementary materials and assignments are available with the instructor and other students worldwide. Most 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 courses offered.

Recertification Classes

Courses can be custom-designed for recertification. Teachers can take occupational extension classes related 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 students can submit 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 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 the names of those completing the courses to the appropriate agencies and issues official certificates to the attendees.

Contact the Continuing Education Program Assistant at (252) 823-5166.

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 and 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 firm 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 directly producing 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. Customized Training funds require the company to pay trainees for all time during training hours.

Customized Courses for Individual Businesses

ECC can provide courses 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 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 Include:
 - 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 due to 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.

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

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

- 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
- It 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 about 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 about 99% of the jobs profiled by WorkKeys® in these skill areas
- The individual earns it 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)

- Local community colleges and NCWorks Career Centers administer the program.
- For more information about this testing service, visit the 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 at (252) 823-5166, or go to <https://edgecombe.edu/resources/crc/>.

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 various emergency medical and rescue-related programs. The Law Enforcement program provides Sworn Credentialed Law Enforcement Officers, Detention Officers, and Communication Personnel 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 included in the Emergency Management and local government emergency plans and recognized as first responders during disasters 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, and 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 recertification 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 is offered on the college campus or at various fire departments based on department needs and new training standards. Fire Service classes that require physical exertion and use specialized departmental equipment may only be restricted to credentialed fire service personnel.

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
- Hazardous Materials/Terrorism /Weapons of Mass Destruction
- Search & Rescue
- Basic Arson Awareness
- Clandestine Drug Lab Awareness

- First Responder / CPR / Basic First Aid
- NC Fire Incident Reporting System / Computer Basics
- Spanish for Fire Service
- Water Shuttle

Emergency Medical Services (EMS)

The EMS and Rescue program is designed to provide certification in various emergency medical and rescue-related programs. It offers full-time and volunteer Rescue Squads the opportunity to gain knowledge, practical skills, and advanced skills based on pre-hospital emergencies. Programs are open to all EMS providers. Based on needs and new training standards, various specialty classes are offered on the college campus or at multiple departments. Many of these classes may be provided 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 the opportunity to gain knowledge and skills based on new and existing technology. Programs are open to all Law Enforcement Agencies in the State. Based on department needs and new training standards, a broad range of mandated and specialty classes 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)

Many 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 accredited by 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 for entry-level employment as law enforcement officers with State, county, or municipal governments or private enterprises. 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 the:

- 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 included in the Emergency Management and local government emergency plans and designated first responders during disasters 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

Various 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.

Health Occupations

Edgecombe Community College currently offers various certificate training programs in healthcare. Courses include Personal Home Care Aide State Training (PHCAST), Community Health Worker, Nurse Aide I & II, Nurse Aide I Refresher, Phlebotomy, Medication Aide, and Medication Aide Instructor Training. Healthcare Provider CPR is included in all courses with a clinical component. The college partners with community organizations and develops programs to reach county residents interested in pursuing a health career. Visit the *Edgecombe Community College website* for registration and class schedules. Contact the Health Occupations Coordinator at 252-618-6569 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, trade journals, and 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 important local business and community leaders. As a North Carolina Business Alliance member, 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

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 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

Regardless of educational background, adults 18 years old or older 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, evening, 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 ensure 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 or Rocky Mount campus at 252-823-5166.

Fees

The NCCCS State Board sets tuition fees for occupational extension courses. Costs vary depending on the number of courses and 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 costs.

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 course's first session and request a 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 are 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, regardless of length. The college maintains all grades on a permanent record indefinitely.

Grade Significance

S	Satisfactory	Represents satisfactory completion of course requirements
U	Unsatisfactory	Given to students who do not complete course requirements or attend less than 75 percent of the classes.
DR	Dropped	Given students who register but do not attend the class again before the 10 percent point of classes.
P	Pass	Represents satisfactory completion of course requirements
A	93 - 100	
B	85 - 92	
C	77 - 84	
D	70 - 76	
F	0 - 69	
I	Incomplete	

Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) recognizes and records 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 for one CEU for every ten-course contact hours. Other groups, such as real estate brokers, 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

Following 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 reading, writing, and mathematics level 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. College admission requires a high school diploma or 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 required prerequisites and their scores indicate. Supplemental courses do not count toward the number of course credits required for graduation.

Associate Degree Programs

The college awards four types of 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, emphasizing 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 communication skills, mathematical reasoning skills, technological skills, cultural and global awareness, critical thinking, and sustainability skills.

Diploma Programs

Diploma programs are designed to train graduates to enter a technical occupation at the entry level and 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 complete an identified twelve to eighteen (12-18) semester hours of credit in a curriculum program receive a certificate. The courses earned in completing the certificate program count toward the diploma or associate degree in some curriculum areas.

Programs of Study

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 source of the raw material(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

or

- ACA - 122 College Transfer 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 source of the raw material(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

or

- ACA - 122 College Transfer 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

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) enable 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 junior status. Courses may also transfer through bilateral agreements between institutions.

During the course of their degree program, students will take courses aligned with a four-year degree pathway from a university of their choosing. Available pathways will be introduced to students through the ACA 122 course, as well as through their college transfer advisors.

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
- ART - 114 Art History Survey I Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British 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 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 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.

- ART - 111 Art Appreciation Credit: 3
- ART - 114 Art History Survey I Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- AST - 152 General Astronomy II Credit: 3
- AST - 152A General Astronomy II 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 115 Intro to Prog & Logic Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British Literature II Credit: 3
- GEL - 111 Geology Credit: 4
- GEO - 111 World Regional Geography Credit: 3
- HIS - 111 World Civilizations I Credit: 3

- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HUM - 110 Technology & Society Credit: 3
- HUM - 115 Critical Thinking Credit: 3
- 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
- MUS - 110 Music Appreciation Credit: 3
- PHI - 240 Introduction to Ethics Credit: 3
- PHY - 110 Conceptual Physics Credit: 3
- PHY - 110A Conceptual Physics Lab Credit: 1
- PHY - 151 College Physics I Credit: 4
- PHY - 152 College Physics II Credit: 4
- PHY - 251 General Physics I Credit: 4
- PHY - 252 General Physics II Credit: 4
- POL - 120 American Government Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions 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
- 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

- ART - 111 Art Appreciation Credit: 3
- ART - 114 Art History Survey I Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- AST - 152 General Astronomy II Credit: 3
- AST - 152A General Astronomy II Lab Credit: 1
- 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
- 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
- BUS - 110 Introduction to Business Credit: 3
- BUS - 115 Business Law I Credit: 3
- BUS - 137 Principles of Management Credit: 3
- 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 115 Intro to Prog & Logic Credit: 3
- CJC - 111 Intro to Criminal Justice Credit: 3
- CJC - 113 Juvenile Justice Credit: 3
- CJC - 121 Law Enforcement Ops Credit: 3
- CJC - 141 Corrections Credit: 3
- CJC - 212 Ethics & Comm Relations Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- CSC - 134 C++ Programming Credit: 3
- CSC - 151 JAVA Programming Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- EDU - 131 Child, Family, & Community Credit: 3
- EDU - 144 Child Development I Credit: 3
- EDU - 145 Child Development II Credit: 3
- EDU - 216 Foundations of Education Credit: 3
- EDU - 221 Children with Exceptionalities Credit: 3
- EGR - 150 Intro to Engineering Credit: 2
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British Literature II Credit: 3

- GEO - 111 World Regional Geography Credit: 3
- GEL - 111 Geology Credit: 4
- HEA - 110 Personal Health/Wellness Credit: 3
- HEA - 112 First Aid & CPR Credit: 2
- HIS - 111 World Civilizations I Credit: 3
- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HSE - 110 Intro to Human Services Credit: 3
- HUM - 115 Critical Thinking Credit: 3
- HUM - 110 Technology & Society Credit: 3
- MAT - 143 Quantitative Literacy Credit: 3
- MAT - 152 Statistical Methods I Credit: 4
- MAT - 171 Precalculus Algebra Credit: 4
- MAT - 271 Calculus I Credit: 4
- MAT - 272 Calculus II Credit: 4
- MAT - 273 Calculus III Credit: 4
- MUS - 110 Music Appreciation Credit: 3
- PED - 110 Fit and Well for Life Credit: 2
- PHI - 240 Introduction to Ethics Credit: 3
- PHY - 110 Conceptual Physics Credit: 3
- PHY - 110A Conceptual Physics Lab Credit: 1
- PHY - 151 College Physics I Credit: 4
- PHY - 152 College Physics II Credit: 4
- PHY - 251 General Physics I Credit: 4
- PHY - 252 General Physics II Credit: 4
- POL - 120 American Government Credit: 3
- POL - 130 State & Local Government Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions 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
- SPA - 111 Elementary Spanish I Credit: 3
- SPA - 112 Elementary Spanish II 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

Required to take

- ENG - 111 Writing & Inquiry Credit: 3

and 3 credits from the following:

- COM - 120 Intro to Interpersonal Comm Credit: 3

or

- COM - 231 Public Speaking Credit: 3

or

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

or

- 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
- 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
- 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
- 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
- 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 - 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 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
- ART - 111 Art Appreciation Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- BAF - 143 Financial Planning Credit: 3
- 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
- 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
- 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 - 240 Business Ethics Credit: 3
- CCT - 110 Intro to Cyber Crime Credit: 3

- 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 113 Computer Basics Credit: 1
- CIS - 115 Intro to Prog & Logic Credit: 3
- CJC - 111 Intro to Criminal Justice Credit: 3
- CJC - 113 Juvenile Justice Credit: 3
- CJC - 121 Law Enforcement Ops Credit: 3
- CJC - 141 Corrections Credit: 3
- CJC - 212 Ethics & Comm Relations Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- CSC - 151 JAVA Programming Credit: 3
- CTI - 110 Web, Pgm, & DB Foundation Credit: 3
- CTI - 120 Network & Sec Foundation Credit: 3
- CTS - 115 Info Sys Bus Concepts Credit: 3
- CTS - 130 Spreadsheet Credit: 3
- CTS - 210 Computer Ethics Credit: 3
- DBA - 120 Database Programming I Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- EDU - 144 Child Development I Credit: 3
- EDU - 145 Child Development II Credit: 3
- EDU - 216 Foundations of Education Credit: 3
- EDU - 221 Children with Exceptionalities Credit: 3
- EGR - 150 Intro to Engineering Credit: 2
- ENG - 112 Writing/Research in the Disciplines Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- GEL - 111 Geology Credit: 4
- GEO - 111 World Regional Geography Credit: 3
- GIS - 111 Intro to Geographic Info Sys Credit: 3
- GIS - 112 Introduction to GPS Credit: 3
- HEA - 110 Personal Health/Wellness Credit: 3
- HEA - 112 First Aid & CPR Credit: 2
- HEA - 130 Health-Adult Sexuality Credit: 3
- HIS - 111 World Civilizations I Credit: 3
- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HIT - 110 Intro to Healthcare & HIM Credit: 3
- HIT - 114 Health Data Sys/Standards Credit: 3
- HUM - 110 Technology & Society Credit: 3
- HUM - 115 Critical Thinking Credit: 3

- INT - 110 International Business Credit: 3
- INT - 210 International Trade Credit: 3
- LOG - 110 Introduction to Logistics Credit: 3
- MAT - 110 Math Measurement & Literacy Credit: 3
- 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
- MED - 121 Medical Terminology I Credit: 3
- MED - 122 Medical Terminology II Credit: 3
- MUS - 110 Music Appreciation Credit: 3
- OST - 131 Keyboarding Credit: 2
- OST - 134 Text Entry & Formatting Credit: 3
- OST - 138 Office Applications II Credit: 3
- OST - 145 Social Media for Office Professionals Credit: 3
- PED - 110 Fit and Well for Life Credit: 2
- PHI - 240 Introduction to Ethics Credit: 3
- 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
- POL - 120 American Government Credit: 3
- POL - 130 State & Local Government Credit: 3
- PSY - 118 Interpersonal Psychology Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions 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
- SPA - 111 Elementary Spanish I Credit: 3
- SPA - 112 Elementary Spanish II Credit: 3
- WBL - 111 Work Based Learning I Credit: 1

Total Semester Hours Credit 65

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 basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enable 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 junior status. Courses may also transfer through bilateral agreements between institutions.

During the course of their degree program, students will take courses aligned with a four-year degree pathway from a university of their choosing. Available pathways will be introduced to students through the ACA 122 course, as well as through their college transfer advisors.

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
- ART - 114 Art History Survey I Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British 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 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 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 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.

- ART - 111 Art Appreciation Credit: 3
- ART - 114 Art History Survey I Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- AST - 152 General Astronomy II Credit: 3
- AST - 152A General Astronomy II 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 115 Intro to Prog & Logic Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British Literature II Credit: 3
- GEO - 111 World Regional Geography Credit: 3
- GEL - 111 Geology Credit: 4
- HIS - 111 World Civilizations I Credit: 3
- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HUM - 110 Technology & Society Credit: 3
- HUM - 115 Critical Thinking Credit: 3
- 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
- MUS - 110 Music Appreciation Credit: 3
- PHI - 240 Introduction to Ethics Credit: 3
- PHY - 110 Conceptual Physics Credit: 3
- PHY - 110A Conceptual Physics Lab Credit: 1
- PHY - 151 College Physics I Credit: 4
- PHY - 152 College Physics II Credit: 4
- PHY - 251 General Physics I Credit: 4
- PHY - 252 General Physics II Credit: 4
- POL - 120 American Government Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions 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
- 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
- ART - 111 Art Appreciation Credit: 3
- ART - 114 Art History Survey I Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- AST - 152 General Astronomy II Credit: 3
- AST - 152A General Astronomy II 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
- 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
- BUS - 110 Introduction to Business Credit: 3
- BUS - 115 Business Law I Credit: 3
- BUS - 137 Principles of Management Credit: 3
- 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 115 Intro to Prog & Logic Credit: 3
- CJC - 111 Intro to Criminal Justice Credit: 3
- CJC - 113 Juvenile Justice Credit: 3
- CJC - 121 Law Enforcement Ops Credit: 3
- CJC - 141 Corrections Credit: 3
- CJC - 212 Ethics & Comm Relations Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- CSC - 134 C++ Programming Credit: 3
- CSC - 151 JAVA Programming Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- EDU - 131 Child, Family, & Community Credit: 3
- EDU - 144 Child Development I Credit: 3
- EDU - 145 Child Development II Credit: 3
- EDU - 216 Foundations of Education Credit: 3
- EDU - 221 Children with Exceptionalities Credit: 3
- EGR - 150 Intro to Engineering Credit: 2
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British Literature II Credit: 3
- GEL - 111 Geology Credit: 4
- GEO - 111 World Regional Geography Credit: 3
- HEA - 110 Personal Health/Wellness Credit: 3
- HEA - 112 First Aid & CPR Credit: 2
- HIS - 111 World Civilizations I Credit: 3
- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HSE - 110 Intro to Human Services Credit: 3
- HUM - 110 Technology & Society Credit: 3
- HUM - 115 Critical Thinking Credit: 3
- 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
- MUS - 110 Music Appreciation Credit: 3
- PED - 110 Fit and Well for Life Credit: 2
- PHI - 240 Introduction to Ethics Credit: 3
- PHY - 110 Conceptual Physics Credit: 3
- PHY - 110A Conceptual Physics Lab Credit: 1

- PHY - 151 College Physics I Credit: 4
- PHY - 152 College Physics II Credit: 4
- PHY - 251 General Physics I Credit: 4
- PHY - 252 General Physics II Credit: 4
- POL - 120 American Government Credit: 3
- POL - 130 State & Local Government Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions 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
- SPA - 111 Elementary Spanish I Credit: 3
- SPA - 112 Elementary Spanish II 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. Degree (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.

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

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

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer 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
Credits / Units: 2.0
- Major Elective
Credits / Units: 3.0

Fall - 4th Semester

- ACC - 121 Prin of Managerial Acct Credit: 4
- BUS - 240 Business Ethics Credit: 3
- ENG - 112 Writing/Research in the Disciplines Credit: 3

or

- ENG - 114 Prof Research & Reporting Credit: 3
- Humanities/Fine Arts Elective
Credits / Units: 3.0

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
Credits / Units: 3

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

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

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.

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

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

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer 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

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

Total Semester Hours Credit 42

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
- OST - 131 Keyboarding Credit: 2

Spring - 2nd Semester

- OST - 136 Word Processing Credit: 3
- OST - 138 Office Applications II Credit: 3

Fall - 3rd Semester

- OST - 233 Office Publications Design Credit: 3
- OST - 236 Adv Word/Info Processing Credit: 3

Total Semester Hours Credit 17

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.

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

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

Fall - 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

Automotive Systems Technology Diploma (D60160)

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.

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

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

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

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer 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)
Credits / Units: 2-4

Spring - 2nd Semester

- ATT - 140 Emerging Transp Tech Credit: 3
- 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)
Credits / Units: 2-4

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 43-45

Automotive Systems Technology - Basic Servicing Certificate (C60160A)

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.

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

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

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

Fall - 1st Semester

- AUT - 113 Automotive Servicing 1 Credit: 2

- 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

Biotechnology, A.A.S. (A20100)

Offered through a Collaborative Program Agreement with Pitt Community College

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

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

Graduates 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.

General Education

Communication

Take both

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

Humanities/Fine Arts

Take one course from the following:

- 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

Social/Behavioral Sciences

Take one course from the following:

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

Natural Sciences/Mathematics

- MAT - 152 Statistical Methods I Credit: 4

Major Hours

- BIO - 111 General Biology I Credit: 4
- CHM - 131 Introduction to Chemistry Credit: 3
- CHM - 131A Introduction to Chemistry Lab Credit: 1

or

- CHM - 151 General Chemistry I Credit: 4

Other Major Hours

- BIO - 112 General Biology II Credit: 4
- CHM - 132 Organic & Biochemistry Credit: 4

or

- CHM - 152 General Chemistry II Credit: 4
- MAT - 171 Precalculus Algebra Credit: 4
- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1

Total Semester Hours Credit 66-67

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

or

- ACA - 122 College Transfer 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 - 110 Math Measurement & Literacy Credit: 3

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 - 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
Credits / Units: 3.0

Fall - 4th Semester

- ACC - 121 Prin of Managerial Acct Credit: 4
- ENG - 112 Writing/Research in the Disciplines Credit: 3

or

- ENG - 114 Prof Research & Reporting Credit: 3
- MKT - 120 Principles of Marketing Credit: 3
- Major Elective
Credits / Units: 3.0

Spring - 5th Semester

- ACC - 131 Federal Income Taxes Credit: 3
- BUS - 125 Personal Finance Credit: 3
- BUS - 230 Small Business Mgmt Credit: 3

or

- BUS - 280 REAL Small Business Credit: 4
- BUS - 239 Bus Applications Capstone Credit: 3
- 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, HUM 110, HUM 115, 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 Promotion Credit: 3
- MKT - 224 International Marketing Credit: 3
- WBL - 111 Work Based Learning I Credit: 1

Total Semester Hours Credit 67

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

or

- ACA - 122 College Transfer 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

or

- ECO - 252 Principles of Macroeconomics Credit: 3

Summer - 3rd Semester

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

Total Semester Hours Credit 38

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

- INT - 210 International Trade Credit: 3
- MKT - 224 International Marketing Credit: 3

Total Semester Hours Credit 15

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

or

- ACA - 122 College Transfer 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
Credits / Units: 3
- Major Elective(s)
Credits / Units: 2-4

Fall - 4th Semester

- AUB - 131 Structural Damage I Credit: 4
- ENG - 114 Prof Research & Reporting Credit: 3
- TRN - 180 Basic Welding for Transportation 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

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 entrylevel 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

or

- ACA - 122 College Transfer 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 Transportation 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
- MAT - 110 Math Measurement & Literacy Credit: 3

Summer - 3rd Semester

- AUB - 150 Automotive Detailing Credit: 2
- ENG - 111 Writing & Inquiry Credit: 3
- Major Elective
Credits / Units: 1-4
- Major Elective
Credits / Units: 1-4

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
- BUS - 110 Introduction to Business Credit: 3

Total Semester Hours Credit 44-46

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 Transportation 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 Transportation 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.

The CT curriculum is offered twice per year: Summer-Fall (July-December) and Spring-Summer (January-June). Class meets one day per week.

- The Summer-Fall curriculum is offered at JCC in Smithfield, NC. Depending on enrollment, the curriculum may also be offered at Edgecombe Community College (Rocky Mount Campus) or Vance Granville Community College (Franklin Campus or South Campus).
- The Spring-Summer curriculum is offered in a hybrid format. The majority of the class days are conducted via LIVE video conference. This format provides interactive learning while allowing students the flexibility of attending live classes remotely.

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. Online ECC application for admission
2. Completed CT program application *Applying for spring-summer (January-June): Preference given to applications received by November 30. Applying for summer-fall (July-December): Preference is given to applications received by March 1*
3. Official high school transcripts or equivalency
4. Official transcripts of all prior college course work (current)
5. Verification of ARRT/other registration (if applicable)

Step II: Ranking

Eligible applicants are ranked based on the categories listed on the "Applicant Points Explanation Sheet." Eligibility is based on GPA and availability of all supporting documentation required in Step I.

Step III: Conditional Acceptance

Eligible applicants will receive a letter of conditional acceptance, a medical form, drug screen, background screen, and Healthcare Provider CPR instructions. Correspondence will be made via my.edgecombe.edu email.

- Accept or reject the seat in writing to the CT/MRI Admissions Counselor.
- Complete the medical form, background, drug screen, and CPR requirements by the deadlines.

Step IV: Clinical Placement & Final Acceptance

Applicants who meet the clinical agency's employee health standards, background and drug screen requirements will be notified of final acceptance.

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 47

Criminal Justice Technology - College Transfer, A.A.S. (A55180B)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. The 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 officers, deputy sheriffs, county detention officers, state troopers, intensive probation/parole surveillance officers, correctional officers, and loss prevention specialists.

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- CJC - 111 Intro to Criminal Justice Credit: 3
- CJC - 113 Juvenile Justice Credit: 3
- CJC - 131 Criminal Law Credit: 3
- COM - 120 Intro to Interpersonal 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
- Major Elective
Credits / Units: 2-4
- MAT - 143 Quantitative Literacy Credit: 3

or

- MAT - 152 Statistical Methods I Credit: 4

or

- MAT - 171 Precalculus Algebra Credit: 4
Summer - 3rd Semester
- POL - 130 State & Local Government Credit: 3
- PSY - 118 Interpersonal Psychology Credit: 3

or

- 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

or

- ENG - 114 Prof Research & Reporting Credit: 3
- Humanities/Fine Arts Elective
Credits / Units: 3
- SOC - 210 Introduction to Sociology Credit: 3
Spring - 5th Semester
- CJC - 231 Constitutional Law Credit: 3
- CJC - 212 Ethics & Comm Relations Credit: 3
- PSY - 281 Abnormal Psychology 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.

Major Electives

6 credit hours

- Take 4 credits; from BIO 110
- Select a minimum of 2 SHC from the following list of courses:

- CJC - 132 Court Procedure & Evidence Credit: 3
- CJC - 161 Intro to Homeland Security Credit: 3
- CJC - 215 Org & Administration Credit: 3
- CJC - 232 Civil Liability Credit: 3
- CJC - 241 Comm-Based Corrections Credit: 3

Total Semester Hours Credit 67

Criminal Justice Technology Certificate (C55180A)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. The 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 officers, deputy sheriffs, county detention officers, state troopers, intensive probation/parole surveillance officers, correctional officers, and loss prevention specialists.

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

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 - 168 Anatomy & Physiology I Credit: 4
- ENG - 111 Writing & Inquiry Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3

or

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

or

- COM - 231 Public Speaking Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3

and

- PSY - 150 General Psychology Credit: 3
- HUM - 115 Critical Thinking Credit: 3

Courses that must be taken at Halifax Community College

- BIO 175 - General Microbiology
- 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
- 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
- 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 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

or

- ACA - 122 College Transfer 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 Child Education 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

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 - 118 Interpersonal Psychology Credit: 3

or

- PSY - 150 General Psychology Credit: 3

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

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

Credits / Units: 3

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 64-65

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 Child Education Credit: 4
- EDU - 151 Creative Activities Credit: 3

Spring - 2nd Semester

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

Total Semester Hours Credit 12

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.

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 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

or

- ACA - 122 College Transfer Success Credit: 1
- CIS - 110 Introduction to Computers Credit: 3

- ENG - 102 Applied Communications II Credit: 3
- ELC - 112 DC/AC Electricity Credit: 5
- ELC - 113 Basic Wiring I Credit: 4
- ELC - 118 National Electrical Code Credit: 2
- ISC - 112 Industrial Safety Credit: 2

Spring - 2nd Semester

- ELC - 114 Commercial Wiring Credit: 4
- ELC - 117 Motors & Controls Credit: 4
- ELC - 126 Electrical Computations Credit: 3
- ELN - 229 Industrial Electronics Credit: 4
- MAT - 110 Math Measurement & Literacy Credit: 3
- MEC - 151 Mechanical Mfg Sys Credit: 2

Summer - 3rd Semester

- ELC - 128 Introduction to PLC Credit: 3
- ELN - 231 Industrial Controls Credit: 3

Total Semester Hours Credit 46

Electrical Systems Technology - 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 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

Spring - 2nd Semester

- ELC - 114 Commercial Wiring Credit: 4
- ELC - 117 Motors & Controls Credit: 4

Summer - 3rd Semester

- ELC - 128 Introduction to PLC Credit: 3

Total Semester Hours Credit 16

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

or

- ACA - 122 College Transfer Success Credit: 1
- AHR - 110 Intro to Refrigeration Credit: 5
- ENG - 102 Applied Communications II Credit: 3
- FMW - 102 Practical Wiring I Credit: 4
- PLU - 130 Plumbing Systems Credit: 6

Spring - 2nd Semester

- BPR - 130 Print Reading/Construction Credit: 3

- FMW - 105 Basic Heating Credit: 3
- FMW - 107 Introduction to Carpentry Credit: 3
- ISC - 112 Industrial Safety Credit: 2
- Major Elective(s)
Credits / Units: 1-3
- MAT - 110 Math Measurement & Literacy Credit: 3

Summer - 3rd Semester

- FMW - 100 Intro to Natl Electrical Code Credit: 1
- FMW - 108 Electrical Blueprints Credit: 2
- Major Elective(s)
Credits / Units: 1-3

Elective Courses

Major Elective(s)

Select 2 courses from the following list.

- AHR - 111 HVACR Electricity 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 - 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 - 112 Industrial Safety Credit: 2

Spring - 2nd Semester

- BPR - 130 Print Reading/Construction Credit: 3
- FMW - 107 Introduction to Carpentry Credit: 3

Total Semester Hours Credit 12

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

English Composition

- ENG - 111 Writing & Inquiry Credit: 3

Communications

Take 3 credits from:

- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- ENG - 112 Writing/Research in the Disciplines Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3

Humanities/Fine Arts

Take 3 credits from:

- 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
- SPA - 111 Elementary Spanish I Credit: 3
- SPA - 112 Elementary Spanish II Credit: 3

Social/Behavioral Sciences

- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- GEO - 111 World Regional Geography 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
- 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

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

Major Courses

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

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1

Total Semester Hours Credit 64

Geospatial Technology - Geographic Information Science, 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

or

- ACA - 122 College Transfer 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
- GEO - 111 World Regional Geography Credit: 3
- GIS - 112 Introduction to GPS Credit: 3
- GIS - 121 Georeferencing & Mapping 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

- Humanities/Fine Arts Elective

Credits / Units: 3

Fall - 4th Semester

- DBA - 120 Database Programming I Credit: 3

- GIS - 215 GIS Data Models 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 - 230 GIS Data Creation Credit: 3

- GIS - 249 Remote Sensing Credit: 3

- GIS - 255 Advanced Spatial Analysis Credit: 3

- GIS - 261 Programming in GIS Credit: 3

Elective Courses

Humanities/Fine Arts Elective

- HUM - 110 Technology & Society Credit: 3

- HUM - 115 Critical Thinking Credit: 3

- PHI - 240 Introduction to Ethics Credit: 3

Total Semester Hours Credit 64

Geospatial Technology - Internet Mapping Certificate (C40220AB)

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, and 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

- CTI - 110 Web, Pgm, & DB Foundation Credit: 3
- GIS - 121 Georeferencing & Mapping Credit: 3
- GIS - 222 Internet Mapping Credit: 3

Total Semester Hours Credit 18

Geospatial Technology - GIS Foundations for High Schools Certificate (C40220AC)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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, and 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

Spring - 2nd Semester

- GEO - 111 World Regional Geography Credit: 3
- GIS - 121 Georeferencing & Mapping Credit: 3

Total Semester Hours Credit 12

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 with or without the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
 - ENG-025 or ENG-002 P2
 - MAT-025 or DMA 010-050 or MAT-003 P2
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 - 163 Basic Anatomy & Physiology Credit: 5

or

- BIO - 168 Anatomy & Physiology I Credit: 4

and

- BIO - 169 Anatomy & Physiology II Credit: 4
- CIS - 110 Introduction to Computers Credit: 3
- HIT - 110 Intro to Healthcare & HIM Credit: 3
- HIT - 114 Health Data Sys/Standards Credit: 3
- HIT - 226 Pathophysiology & Pharmacology Credit: 3
- MAT - 152 Statistical Methods I Credit: 4
- MED - 121 Medical Terminology I Credit: 3
- MED - 122 Medical Terminology II Credit: 3

Spring - 2nd Semester

- ENG - 111 Writing & Inquiry Credit: 3
- HIT - 112 Health Law and Ethics Credit: 3
- HIT - 211 Diagnosis Coding & Reporting Credit: 3
- HIT - 213 Inpt Proc Coding & Reporting Credit: 2
- PSY - 150 General Psychology Credit: 3

Summer - 3rd Semester

- HIT - 214 OP Procedure Coding/Reporting Credit: 2
- HIT - 220 Electronic Health Records Credit: 2
- HUM - 115 Critical Thinking Credit: 3
- OST - 248 Diagnostic Coding Credit: 3

Fall - 4th Semester

- CTS - 130 Spreadsheet Credit: 3
- ENG - 112 Writing/Research in the Disciplines Credit: 3

or

- ENG - 114 Prof Research & Reporting Credit: 3
- HIT - 124 Prof Practice Exp II Credit: 1

- HIT - 215 Revenue Cycle Management Credit: 2
- HIT - 225 Healthcare Informatics Credit: 3

Spring - 5th Semester

- HIT - 217 Quality & Data Analysis Credit: 3
- HIT - 218 Mgmt Principles in HIT Credit: 3
- HIT - 224 Prof Practice Experience IV Credit: 2
- HIT - 280 HIM Capstone Credit: 2

Total Semester Hours Credit 73

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 - 163 Basic Anatomy & Physiology Credit: 5
- ENG - 111 Writing & Inquiry Credit: 3
- HIT - 114 Health Data Sys/Standards Credit: 3
- HIT - 226 Pathophysiology & Pharmacology Credit: 3
- MED - 121 Medical Terminology I Credit: 3
- MED - 122 Medical Terminology II Credit: 3

Spring - 2nd Semester

- HIT - 112 Health Law and Ethics Credit: 3
- HIT - 211 Diagnosis Coding & Reporting Credit: 3
- HIT - 213 Inpt Proc Coding & Reporting Credit: 2
- PSY - 150 General Psychology Credit: 3

Summer - 3rd Semester

- HIT - 214 OP Procedure Coding/Reporting Credit: 2
- OST - 248 Diagnostic Coding Credit: 3

Fall - 4th Semester

- HIT - 124 Prof Practice Exp II Credit: 1
- HIT - 215 Revenue Cycle Management Credit: 2

Total Semester Hours Credit 39

Health Information Tech - Protected Health Information Certificate (C45360B)

The Health Information Technology Protected Health Information Certificate provides a solid foundation for understanding data collection, storage, maintenance, and retrieval in any healthcare setting.

This program is designed for those currently working and seeking jobs in clerical support roles in HIM departments, physicians' offices, small to large group practice clinics, and hospital jobs ranging from staff positions as administrative assistants to unit coordinators, patient registration, billing and reimbursement, emergency department, and ancillary departments.

Graduates of this program may transfer their coursework into higher level programs offered by the Health Information Technology program.

Fall - 1st Semester

- CIS - 110 Introduction to Computers Credit: 3
- HIT - 110 Intro to Healthcare & HIM Credit: 3
- MED - 121 Medical Terminology I Credit: 3

Spring - 2nd Semester

- HIT - 112 Health Law and Ethics Credit: 3
- HIT - 114 Health Data Sys/Standards Credit: 3
- MED - 122 Medical Terminology II Credit: 3

Total Semester Hours Credit 18

Health Information Technology - Ambulatory Billing/Coding Certificate (C45360C)

The Ambulatory Billing/Coding Certificate program was established at Edgecombe Community College as part of the JobsNOW: 12 in 6 Initiative through the American Recovery and Reinvestment Act of 2009.

Medical billing and coding experts play an integral part in the health services industry and are valuable members of any healthcare facility. Medical billing specialists calculate charges, develop bills, prepare bills to be mailed to customers, and ensure that even the most complicated statements are accurate.

Skilled medical billing and coding professionals are in demand. Hospitals, private and public clinics, medical offices, chiropractors, optometrists, podiatrists, family doctors, nursing homes, children's clinics, and other healthcare practitioners are looking for career-minded people to fill these jobs.

Students interested in the Ambulatory Billing/Coding Certificate program must meet the Health Information Technology program criteria OR have a high school diploma or GED and a Silver Career Readiness Certificate. Students must follow the HIT program progression policy.

Graduates of this program may transfer eligible course work into higher level programs offered by the Health Information Technology program.

Fall - 1st Semester

- BIO - 163 Basic Anatomy & Physiology Credit: 5

or

- BIO - 168 Anatomy & Physiology I Credit: 4

and

- BIO - 169 Anatomy & Physiology II Credit: 4
- HIT - 211 Diagnosis Coding & Reporting Credit: 3
- MED - 121 Medical Terminology I Credit: 3
- MED - 122 Medical Terminology II Credit: 3

Spring - 2nd Semester

- HIT - 214 OP Procedure Coding/Reporting Credit: 2
- HIT - 215 Revenue Cycle Management Credit: 2

Total Semester Hours Credit 18

Healthcare Management Technology, A.A.S. (A25200)

Offered through a Collaborative Program Agreement with Pitt Community College

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, 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 Intro to Interpersonal Comm Credit: 3

or

- COM - 231 Public Speaking Credit: 3 *
- 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 *
- CTS 130 Spreadsheet Credits/Units: 3
- HMT 110 Introduction to Healthcare Management
Credits / Units: 3
- HMT 211 Long Term Care Administration Credits/Units: 3
- HMT 210 Medical Insurance
Credits / Units: 3
- HMT 212 Management of Healthcare Organization
Credits / Units: 3
- HMT 215 Legal Aspects of Healthcare Administration
Credits / Units: 3
- HMT 220 Healthcare Financial Management
Credits / Units: 4
- HMT 225 Practice Management Simulation
Credits / Units: 3
- MUS - 110 Music Appreciation Credit: 3 *

or

- PHI - 240 Introduction to Ethics 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 Credits/Units: 1

WBL 112 Work Based Learning Credits/Units: 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.

Social and Human Services /Addiction and Recovery Studies, A.A.S. (A45380)

The Social and Human Services/Addiction and Recovery Studies concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees. Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients. Graduates should qualify for positions as substance abuse counselors, DWI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Addiction Specialist Professional Practice Board.

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- ENG - 111 Writing & Inquiry Credit: 3
- HSE - 110 Intro to Human Services Credit: 3
- SAB - 120 Intake and Assessment Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3
- Major Elective Credits / Units: 3

Spring - 2nd Semester

- COM - 231 Public Speaking Credit: 3

or

- ENG - 114 Prof Research & Reporting Credit: 3
- HSE - 123 Interview Tech Human Service Credit: 3
- SAB - 135 Addictive Process Credit: 3

Humanities/Fine Arts Elective: 3 credits

Major Electives: 3 credits

Summer - 3rd Semester

- HSE - 225 Crisis Intervention Credit: 3
- SAB - 210 Addiction and Recovery Counsel Credit: 3
- Major Elective Credits / Units: 3

Fall - 4th Semester

- BIO - 110 Principles of Biology Credit: 4
- HSE - 220 Case Management Credit: 3
- HSE - 223 Counseling Theories & Skills Credit: 3

Major Electives: 3 credits

Spring - 5th Semester

- HSE - 210 Human Services Issues Credit: 2
- HSE - 212 Group Dynamics Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- SAB - 110 Intro to Addiction & Recovery Credit: 3
- SAB - 240 Diversity, Ethics, & Trends Credit: 3

Major Electives: 3 credits

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

Take 5 groups:

Group 1: Take 3 credits from

- HEA - 130 Health-Adult Sexuality Credit: 3

or

- POL - 120 American Government Credit: 3

Group 2: Take 3 credits from

- SOC - 213 Sociology of the Family Credit: 3

or

- SOC - 220 Social Problems Credit: 3

or

- SOC - 225 Social Diversity Credit: 3

Group 3: Take 3 credits from

- SWK - 110 Introduction to Social Work Credit: 3

or

- SWK - 113 Working with Diversity Credit: 3

Group 4: Take 3 credits from

- PSY - 150 General Psychology Credit: 3

or

- PSY - 241 Developmental Psychology Credit: 3

or

- PSY - 281 Abnormal Psychology Credit: 3

Group 5: Take 1 credit from

- WBL - 111 Work Based Learning I Credit: 1

Total Semester Hours Credit 69

Social and Human Services - Addiction and Recovery Services Certificate (C45380A)

The Social and Human Services curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. 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 the 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

***HSE-110 must be taken prior to HSE-220**

- SAB - 110 Intro to Addiction & Recovery Credit: 3
- SAB - 135 Addictive Process Credit: 3

Spring - 2nd Semester

- HSE - 123 Interview Tech Human Service Credit: 3
- SAB - 210 Addiction and Recovery Counsel Credit: 3
- SAB - 240 Diversity, Ethics, & Trends Credit: 3

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

- ELC - 112 DC/AC Electricity Credit: 5
- ELC - 117 Motors & Controls Credit: 4

Spring - 2nd Semester

- ELC - 114 Commercial Wiring Credit: 4

Summer - 3rd Semester

- ELC - 128 Introduction to PLC Credit: 3

Total Semester Hours Credit 16

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: JCC (Smithfield), ECC (Rocky Mount), VGCC - Franklin Campus (Louisburg), or VGCC - South Campus (Creedmoor).

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

Candidates for admission 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).

Regardless of the supporting imaging program, applicants that have completed a supporting imaging program must have a minimum GPA of 2.5 on all program course work. Students enrolled in a supporting imaging program at the time of application must have a 2.5 GPA on all course work through the fall term of their final year. Program participants must show evidence of supporting program certification to receive their MRI diploma.

Applications are accepted on an ongoing basis. Applicants who complete Step I by March 1 will receive priority placement at clinical sites based on ranking. Applications submitted after March 1st will be considered on a first-come, first-served basis, contingent upon the availability of remaining clinical sites.

Step I: Application process

Submit:

- An online ECC application for admission.
- Completed MRI program application.
- Official high school transcript or equivalency.
- Official transcript from an approved Radiography/Imaging Program that includes the fall semester of your senior year.
- Official transcripts supporting all other college courses.
- Verification of ARRT/Other registration (if applicable).

Step II: Ranking

The MRI program has a points based acceptance process. 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 with the other documents required in Step I by March 1.

Step III: Conditional Acceptance

- Eligible applicants will receive a letter of conditional acceptance, a medical form, drug screen, background screen, and Healthcare Provider CPR instructions. Correspondence will be made via my.edgecombe.edu email.
- Accept or reject the seat in writing to the MRI Admissions Counselor.
- Complete the medical form, background, drug screen, and CPR requirements by the deadlines

Step IV: Clinical Placement & Final Acceptance

Applicants who meet the clinical agency's employee health standards, background and drug screen requirements will be notified of final acceptance.

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
Credits / Units: 3
- 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 - 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

or

- ACA - 122 College Transfer Success Credit: 1
- CIS - 110 Introduction to Computers Credit: 3
- ELC - 131 Circuit Analysis I Credit: 4
- ENG - 111 Writing & Inquiry Credit: 3
- ISC - 132 Mfg Quality Control Credit: 3

- MEC - 145 Manufacturing Materials I Credit: 3

Spring - 2nd Semester

- ATR - 212 Industrial Robots Credit: 3
- MAT - 121 Algebra/Trigonometry I 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
- ISC - 243 Production & Ops Mgmt I Credit: 3

Fall - 4th Semester

- ELC - 128 Introduction to PLC Credit: 3
- ELN - 237 Local Area Networks Credit: 3
- 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

Total Semester Hours Credit 71-74

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 - 132 Mfg Quality Control Credit: 3
- MEC - 151 Mechanical Mfg Sys Credit: 2

Spring - 2nd Semester

- MEC - 181 Introduction to CIM Credit: 2

Summer - 3rd Semester

- ISC - 112 Industrial Safety Credit: 2
- ISC - 243 Production & Ops Mgmt I Credit: 3

Total Semester Hours Credit 12

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 Circuit Analysis I Credit: 4

Spring - 2nd Semester

- ATR - 212 Industrial Robots Credit: 3
- ATR - 218 Work Cell Integration Credit: 3

- ATR - 281 Automated Manufacturing Credit: 4

Total Semester Hours Credit 14

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
- ELC - 131 Circuit Analysis I Credit: 4
- ELN - 237 Local Area Networks Credit: 3

Spring - 2nd Semester

- ATR - 281 Automated Manufacturing Credit: 4

Total Semester Hours Credit 14

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
- MEC - 145 Manufacturing Materials I Credit: 3
- MEC - 151 Mechanical Mfg Sys Credit: 2

Spring - 2nd Semester

- MEC - 111 Machine Processes I Credit: 3
- MEC - 181 Introduction to CIM Credit: 2
- MEC - 231 Computer-Aided Mfg I Credit: 3

Summer - 3rd Semester

- ISC - 112 Industrial Safety Credit: 2

Total Semester Hours Credit 16-18

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

Medical assistants are multiskilled health professionals specifically educated to work in a variety of healthcare settings performing clinical and administrative duties. The practice of medical assisting necessitates mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

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 the CAAHEP-accredited medical assisting associate degree program 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. Please note that the certificates offered under this Associate Degree medical assisting program, while they may be part of the overall medical assisting program, are not CAAHEP-accredited.

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

9355 - 113th St. N, #7709
Seminole, FL 33775
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 11th.
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-110 with or without the RISE co-requisites by the program start date.
Prerequisite Coursework:
 - BIO-094 or Test Out
 - ENG-025 or ENG-002 P2
 - MAT-025 or DMA 010-050 or MAT-003 P2
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

Credits / Units: 3

Spring - 5th Semester

- COM - 231 Public Speaking Credit: 3

or

- 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 - 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

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

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 - 136 Word Processing 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

Credits / Units: 3

Fall - 4th Semester

- COM - 231 Public Speaking Credit: 3

or

- ENG - 114 Prof Research & Reporting Credit: 3
- OST - 148 Med Coding Billing & Ins Credit: 3
- OST - 181 Office Procedures Credit: 3
- OST - 236 Adv Word/Info Processing Credit: 3
- OST - 247 Procedure Coding Credit: 3

Spring - 5th Semester

- OST - 149 Medical Legal Issues Credit: 3
- OST - 184 Records Management Credit: 3
- OST - 243 Medical Office Simulation Credit: 3
- OST - 286 Professional Development Credit: 3
- OST - 289 Office Admin Capstone Credit: 3
- Major Elective(s)
Credits / Units: 3-4

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
- OST - 134 Text Entry & Formatting Credit: 3
- OST - 138 Office Applications II Credit: 3
- OST - 155 Legal Terminology Credit: 3
- OST - 284 Emerging Technologies Credit: 2
- OST - 249 Med Coding Certification Prep Credit: 3
- WBL - 111 Work Based Learning I Credit: 1

Total Semester Hours Credit 65

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 - 148 Med Coding Billing & Ins Credit: 3
- OST - 243 Medical Office Simulation Credit: 3

Total Semester Hours Credit 17

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 Med Coding Certification Prep Credit: 3

Total Semester Hours Credit 18

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, practice in a dynamic environment, and 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

Prerequisite Coursework:

- BIO 094 or Test Out
- ENG 002 with a Minimum Grade of P2 or ENG 025
- MAT 003 with a Minimum Grade of P1 or MAT 025 or MAT 110

Admission Requirements

ATI/TEAS

Scores must be within five years of the 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)

- Attend the mandatory Health Sciences Information Session.
- Complete a Nursing Information Session between September 1 and February 28.
- Submit all by March 1:
 - If not presently enrolled at ECC, please complete an updated 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

- The college ranks eligible applicants according to their point scores. 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 via email that they are on a waiting list (approximately three (3) weeks after letters of conditional acceptance go out to the top-ranked applicants). Many applicants will give up their seats 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 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

- The highest-ranked applicants will receive a letter via student email of conditional acceptance and a medical form.
- Accept or reject the seat via email to the Nursing Admissions Counselor by the due date.
- 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

- BIO - 168 Anatomy & Physiology I Credit: 4
- ENG - 111 Writing & Inquiry Credit: 3
- NUR - 111 Intro to Health Concepts Credit: 8
- PSY - 150 General Psychology Credit: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

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
- 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

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, practice in a dynamic environment, and 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 or MAT 025, 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

- Attend a mandatory Health Sciences Information Session.
- Complete a Nursing Information Session between September 1 and January 31 (Please submit certificates to Nursing Counselor by 5 p.m.).
- Submit all by February 1:
 - If not presently enrolled, complete an updated 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 5 years 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 an email notifying them of conditional acceptance.
- Students must accept or reject the seat via email to the Nursing Admissions Counselor.
- The college will email 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 122, BIO 275, ENG 112, PSY 241, and the Humanities/Fine Arts Elective.
 - Students should be MAT "ready" in order to enter the Nursing program.
 - Hold unencumbered license to practice as an LPN in NC.

- 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 - 241 Developmental Psychology Credit: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

Spring - 3rd Semester

- ENG - 112 Writing/Research in the Disciplines 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 74

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

Prerequisite Coursework:

- BIO 094 or test out
- ENG 002 with a minimum grade of P2 or ENG 025
- MAT 003 with a minimum grade of P1 or MAT 025 or MAT 110

Admission Requirements

ATI/TEAS

Scores must be within five years of the 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)

- Attend the mandatory Health Sciences Orientation.
- Complete a Nursing Information Session between September 1, and February 28 (Please submit certificates to the Nursing Counselor by 5:00 p.m.).
- Submit all by March 1:
 - If not currently enrolled, submit an updated 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

- The college ranks eligible applicants according to their point scores. 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 will initially remain at Step II and receive an email notification that they are on a waiting list. Many applicants will give up their seats for a variety of reasons, which opens up places for applicants still on the waiting list.
- Ranked applicants with a 2.5 admission GPA will move to Step III as seats become available over the summer.
- All applicants who remain at Step II at the end of the spring semester will have their point score recalculated with spring grades and will be re-ranked. Re-ranked applicants with a 2.5 admission GPA will move to Step III as seats become available over the summer.
- The admission application cycle ends July 31.

Step III: Conditional Acceptance

- The highest-ranked applicants will receive a letter via email of conditional acceptance and a medical form.
- Accept or reject the seat via email to the Nursing Admissions Counselor by the due date.
- 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

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

or

- ACA - 122 College Transfer 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 Office Procedures Credit: 3
- OST - 236 Adv Word/Info Processing Credit: 3

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 Office Admin Capstone Credit: 3
- Major Elective(s)
Credits / Units: 1-3

Elective Courses

Behavioral/Social Sciences Elective

Select 3 SHC from the following list of courses.

- 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
- MED - 121 Medical Terminology I Credit: 3
- MED - 122 Medical Terminology II Credit: 3
- OST - 138 Office Applications II Credit: 3
- OST - 155 Legal Terminology Credit: 3
- OST - 233 Office Publications Design Credit: 3
- WBL - 111 Work Based Learning I 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

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.

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

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

Fall - 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

Radiography, A.A.S. (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled healthcare professional who uses radiation to produce images of the human body.

Coursework includes clinical rotations to area healthcare facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

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

Admission Policy for the Radiography Program

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 into the sequence offered.

Radiography students are assigned clinical rotations with major and minor area healthcare agencies. The major healthcare agencies are Nash UNC, Wilson Medical Center - A DukeLife Point Hospital, and ECU Health North Hospital Roanoke Rapids. The minor agencies include ECU Health Orthopedics Roanoke Rapids, EmergeOrtho Wilson, Wilson Imaging Center, Boice Willis Clinic, ECU Health Plex Wilson, and ECU Health Edgemont Hospital Tarboro. 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 Edgemont 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 11th. The student must attend the session each year that the 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 last 5 years 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 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 radiography seat, the student must meet the following requirements to be fully accepted:

1. Attend mandatory Health Science Orientation and Radiography Pre-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-143 with or without the RISE co-requisites by the program start date.

Prerequisite Coursework:

- BIO-094 or Test Out
 - ENG-025 or ENG-002 P2
 - MAT-025 or DMA 010-050 or 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. Complete an 8-hour clinical shadowing/observation by the required deadline.
 - 9. 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

or

- MAT - 152 Statistical Methods I Credit: 4

or

- MAT - 171 Precalculus Algebra Credit: 4
- 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
- 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
Credits / Units: 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 Commission on Accreditation for Respiratory Care (Co ARC). Priyank Desai, M.D. provides local oversight. Serving as Medical Director of the Respiratory Therapy Program since 2019, Dr. Desai is board certified and specializes in both Internal Medicine, Critical Care, and Pulmonary Diseases.

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 11th 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 58%.
 - Testing occurred within the last 5 years 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 58% 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 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 with or without the RISE co-requisites by the program start date.
Prerequisite Coursework:
 - BIO-094 or Test Out
 - ENG-025 or ENG-002 P2
 - MAT-025 or DMA 010-050 or 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 by 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
- ENG - 111 Writing & Inquiry Credit: 3
- MAT - 143 Quantitative Literacy Credit: 3
- RCP - 110 Intro to Respiratory Care Credit: 4
- RCP - 117 Respiratory Care Pharmacology Credit: 2
- RCP - 132 Respiratory Clinical Practice I Credit: 2

Spring - 2nd Semester

- BIO - 169 Anatomy & Physiology II Credit: 4
- CIS - 113 Computer Basics Credit: 1
- RCP - 111 Therapeutics/Diagnostics Credit: 5
- RCP - 114 Cardio Anatomy & Physiology Credit: 3
- RCP - 145 Respiratory Clinical Practice II Credit: 5

Summer - 3rd Semester

- RCP - 112 Patient Management Credit: 4

- RCP - 115 Cardio Pathophysiology Credit: 2
- RCP - 123 Special Practice Lab Credit: 1
- RCP - 152 RCP Clinical Practice III Credit: 2

Humanities/Fine Arts Elective: 3 credit hours

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 - 214 Neonatal/Peds RC 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 - 221 Religion in America Credit: 3

Total Semester Hours Credit 76

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 47

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 Promotion 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.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
 9355 - 113th St. N, #7709
 Seminole, FL 33775
 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 Edgewcombe 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 11th. 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 last 5 years 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 with or without the RISE co-requisites by the program start date.
Prerequisite Coursework:
 - BIO-094 or Test Out
 - ENG-025 or ENG-002 P2
 - MAT-025 or DMA 010-050 or 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
Credits / Units: 3

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

Total Semester Hours Credit 67

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 Edgewcombe 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 Edgewcombe 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

- MED - 140 Exam Room Procedures I Credit: 5

Spring - 5th Semester

- MED - 262 Clinical Perspectives Credit: 1

Total Semester Hours Credit 18

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 the 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

or

- ACA - 122 College Transfer 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

- 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 - 118 Interpersonal Psychology Credit: 3

or

- 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 67

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 source of the raw material(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

or

- ACA - 122 College Transfer 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
- LOG - 120 Global Logistics Credit: 3
- LOG - 220 Logistics Management Credit: 3
- GEO - 111 World Regional Geography Credit: 3

Summer - 3rd Semester

- ENG - 114 Prof Research & Reporting Credit: 3
- CIS - 110 Introduction to Computers Credit: 3
- MAT - 143 Quantitative Literacy Credit: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

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

Humanities/Fine Arts

Take 3 credits from:

- 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

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 source of the raw material(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

or

- ACA - 122 College Transfer 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
- GEO - 111 World Regional Geography Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3
- TOM - 130 Fleet Maintenance Credit: 3

Summer - 3rd Semester

- ENG - 114 Prof Research & Reporting Credit: 3
- CIS - 110 Introduction to Computers Credit: 3

- MAT - 143 Quantitative Literacy Credit: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

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
- 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

Total Semester Hours Credit 65

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 source of the raw material(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 - 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 source of the raw material(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

Criminal Justice Technology - Crime Assessment Certificate (C55180B)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. The 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 officers, deputy sheriffs, county detention officers, state troopers, intensive probation/parole surveillance officers, correctional officers, and loss prevention specialists.

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

Information Technology - Support Services, A.A.S. (A25590A)

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 115 Info Sys Bus Concepts Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CTI - 110 Web, Pgm, & DB Foundation Credit: 3
- CTI - 140 Virtualization 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

Credits / Units: 3

- Humanities/Fine Arts Elective

Credits / Units: 3

Fall - 4th Semester

- CTI - 141 Cloud & Storage Concepts Credit: 3
- CTS - 120 Hardware/Software Support Credit: 3
- CTS - 155 Tech Support Functions Credit: 3
- DBA - 120 Database Programming I Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 5th Semester

- CIS - 115 Intro to Prog & Logic Credit: 3

- CTS - 210 Computer Ethics Credit: 3
- CTS - 220 Adv Hard/Software Support 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 - 118 Interpersonal Psychology Credit: 3
- PSY - 150 General Psychology Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3
- SOC - 225 Social Diversity Credit: 3

Humanities/Fine Arts

- 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 - Networking & Security, 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 115 Info Sys Bus Concepts Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CTI - 110 Web, Pgm, & DB Foundation Credit: 3
- CTI - 140 Virtualization Concepts Credit: 3
- NET - 125 Introduction to Networks 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
Credits / Units: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

Fall - 4th Semester

- CTI - 141 Cloud & Storage Concepts Credit: 3
- CTS - 120 Hardware/Software Support Credit: 3
- NET - 126 Switching and Routing Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 5th Semester

- CTS - 220 Adv Hard/Software Support Credit: 3
- CTS - 287 Emerging Technologies Credit: 3
- NET - 225 Enterprise Networking 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 - 118 Interpersonal Psychology 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.

- 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 115 Info Sys Bus Concepts 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
- CTI - 140 Virtualization 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

Credits / Units: 3

- Humanities/Fine Arts Elective

Credits / Units: 3

Fall - 4th Semester

- CSC - 121 Python Programming Credit: 3
- CTI - 141 Cloud & Storage Concepts Credit: 3
- DBA - 120 Database Programming I Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 5th Semester

- CSC - 122 Python Application Development Credit: 3
- CSC - 151 JAVA Programming Credit: 3
- SEC - 110 Security Concepts Credit: 3
- WEB - 115 Web Markup and Scripting Credit: 3

Elective Courses

Behavioral/Social Sciences

- ECO - 251 Principles of Microeconomics Credit: 3
- POL - 120 American Government Credit: 3
- PSY - 118 Interpersonal Psychology Credit: 3
- PSY - 150 General Psychology Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3
- SOC - 225 Social Diversity Credit: 3

Humanities/Fine Arts

- 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 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 115 Info Sys Bus Concepts Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CTI - 110 Web, Pgm, & DB Foundation 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
- NET - 110 Networking Concepts Credit: 3

Fall - 3rd Semester

- CTS - 120 Hardware/Software Support Credit: 3
- CTS - 155 Tech Support Functions Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 4th Semester

- CTS - 220 Adv Hard/Software Support Credit: 3
- NOS - 230 Windows Administration I Credit: 3

Total Semester Hours Credit 37

Information Technology - Networking & Security 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 115 Info Sys Bus Concepts Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3

Spring - 2nd Semester

- CTI - 110 Web, Pgm, & DB Foundation 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
- NET - 125 Introduction to Networks Credit: 3

Fall - 3rd Semester

- CTS - 120 Hardware/Software Support Credit: 3
- NET - 126 Switching and Routing Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 4th Semester

- CTS - 220 Adv Hard/Software Support Credit: 3
- NOS - 230 Windows Administration I Credit: 3

Total Semester Hours Credit 37

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 the 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

or

- ACA - 122 College Transfer Success Credit: 1
- CIS - 110 Introduction to Computers Credit: 3
- MAT - 121 Algebra/Trigonometry I 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

- ENG - 111 Writing & Inquiry 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

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 source of the raw material(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

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.

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

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

Fall - 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

Agribusiness Technology, A.A.S. (A15100)

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business

management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- AGR - 170 Soil Science Credit: 3
- AGR - 212 Farm Business Management Credit: 3
- ANS - 110 Animal Science Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3

Spring - 2nd Semester

- ACM - 111 Health Care for Animals Credit: 3
- AGR - 140 Agricultural Chemicals Credit: 3
- AGR - 261 Agronomy Credit: 3
- BIO - 140 Environmental Biology Credit: 3
- BIO - 140A Environmental Biology Lab Credit: 1

Summer - 3rd Semester

- AGR - 139 Intro to Sustainable Agriculture Credit: 3
- AGR - 213 Agriculture Law & Finance Credit: 3
- AGR - 214 Agricultural Marketing Credit: 3
- AGR - 220 Ag Mechanization Credit: 3

Fall - 4th Semester

- AGR - 111 Basic Farm Maintenance Credit: 2
- ANS - 115 Animal Feeds & Nutrition Credit: 3
- BUS - 110 Introduction to Business Credit: 3

or

- HOR - 124 Nursery Operations Credit: 3
- HOR - 150 Intro to Horticulture Credit: 2
- HUM - 110 Technology & Society Credit: 3

Spring - 5th Semester

- ANS - 150 Animal Health Management Credit: 3
- ANS - 160 Animal Waste Management Credit: 3
- COM - 231 Public Speaking Credit: 3
- BUS - 137 Principles of Management Credit: 3

or

- HOR - 275 Horticulture Production Mgmt Credit: 4
- WBL - 111 Work Based Learning I Credit: 1

Total Semester Hours Credit 67

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 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

Credits / Units: 3

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 - 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

Credits / Units: 3

- Behavioral/Social Sciences Elective

Credits / Units: 3

Elective Courses

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

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

Total Semester Hours Credit 60

Information Technology - Support Services 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 120 Hardware/Software Support Credit: 3
- CTS - 155 Tech Support Functions Credit: 3

Spring - 2nd Semester

- CTS - 220 Adv Hard/Software Support Credit: 3
- NET - 110 Networking Concepts 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 120 Hardware/Software Support Credit: 3

Spring - 2nd Semester

- CTS - 220 Adv Hard/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 - 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- NET - 125 Introduction to Networks Credit: 3
- NOS - 230 Windows Administration I Credit: 3

Fall - 3rd Semester

- NET - 126 Switching and Routing Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 4th Semester

- NET - 225 Enterprise Networking Credit: 3

Total Semester Hours Credit 18

Information Technology - Software & 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3

- CTS - 115 Info Sys Bus Concepts 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

- 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 - 3rd Semester

- CSC - 121 Python Programming Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 4th Semester

- NET - 110 Networking Concepts Credit: 3
- NOS - 230 Windows Administration I Credit: 3
- WEB - 115 Web Markup and Scripting Credit: 3

Total Semester Hours Credit 37

Information Technology - Software & Web 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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 121 Python Programming Credit: 3

Spring - 3rd Semester

- CSC - 122 Python Application Development Credit: 3
- CSC - 151 JAVA Programming Credit: 3
- WEB - 115 Web Markup and Scripting 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 the welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Fall - 1st Semester

- WLD - 112 Basic Welding Processes Credit: 2
- WLD - 115 SMAW (Stick) Plate Credit: 5

Spring - 2nd Semester

- WLD - 110 Cutting Processes Credit: 2
- WLD - 121 GMAW (MIG) FCAW/Plate Credit: 4

Total Semester Hours Credit 13

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 - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- EDU - 119 Intro to Early Child Education 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 - 118 Interpersonal Psychology Credit: 3

or

- PSY - 150 General Psychology Credit: 3
- Behavioral/Social Sciences Elective

Credits / Units: 3

- Humanities/Fine Arts Elective

Credits / Units: 3

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: 3
- EDU - 250 Teacher Licensure Preparation Credit: 3
- EDU - 284 Early Child Capstone Prac Credit: 4
- Natural Sciences Elective

Credits / Units: 4

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 - 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 - 151 General Astronomy I Credit: 3

or

- AST - 151A General Astronomy I Lab Credit: 1
- CHM - 151 General Chemistry I Credit: 4
- GEL - 111 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 - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- EDU - 119 Intro to Early Child Education 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 - 118 Interpersonal Psychology Credit: 3

or

- PSY - 150 General Psychology Credit: 3
- Behavioral/Social Sciences Elective
Credits / Units: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

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
Credits / Units: 4

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 - 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 - 151 General Astronomy I Credit: 3

and

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

and

- PHY - 110A Conceptual Physics Lab Credit: 1

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, and 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

Associate in General Education - Nursing Licensed Practical (A1030NL)

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 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

Credits / Units: 3

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 - 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
- Behavioral/Social Sciences Elective
Credits / Units: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

Elective Courses

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

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

Total Semester Hours Credit 60

Associate in General Education - Nursing Registered (A1030NR)

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 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
Credits / Units: 3

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 - 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
- Behavioral/Social Sciences Elective
Credits / Units: 3
- Humanities/Fine Arts Elective
Credits / Units: 3

Elective Courses

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

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

Total Semester Hours Credit 60

Emergency Medical Science, A.A.S. (A45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills, and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational, and government agencies.

* Applicants to the Emergency Medical Science program at Edgecombe Community College must hold a current, NC Paramedic Certification. ECC will award 45 SHC for the Paramedic credential. Students will complete an additional 29 SHC at ECC to complete the Emergency Medical Science degree program.

Fall - 1st Semester

- ACA - 122 College Transfer Success Credit: 1
- BIO - 168 Anatomy & Physiology I Credit: 4
- EMS - 280 EMS Bridging Course Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3
- Behavioral/Social Sciences Elective
Credits / Units: 3

Spring - 2nd Semester

- BIO - 169 Anatomy & Physiology II Credit: 4
 - EMS - 125 EMS Instructor Methodology Credit: 3
- or**
- EMS - 235 EMS Management Credit: 2
 - ENG - 112 Writing/Research in the Disciplines Credit: 3
- or**
- ENG - 114 Prof Research & Reporting Credit: 3
 - MAT - 110 Math Measurement & Literacy Credit: 3
- or**
- MAT - 143 Quantitative Literacy Credit: 3

- Humanities/Fine Arts Elective
Credits / Units: 3

Electives

Behavioral/Social Sciences

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

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

Credits for EMS-Paramedic Credential 45

Credits for EMS Bridging Courses 29

Total Semester Hours Credit 74

Agribusiness Technology Diploma (D15100)

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- AGR - 111 Basic Farm Maintenance Credit: 2
- AGR - 170 Soil Science Credit: 3
- AGR - 212 Farm Business Management Credit: 3
- ANS - 110 Animal Science Credit: 3

Spring - 2nd Semester

- ACM - 111 Health Care for Animals Credit: 3
- AGR - 139 Intro to Sustainable Agriculture Credit: 3
- AGR - 140 Agricultural Chemicals Credit: 3
- AGR - 261 Agronomy Credit: 3

Summer - 3rd Semester

- AGR - 214 Agricultural Marketing Credit: 3
- AGR - 220 Ag Mechanization Credit: 3
- ENG - 111 Writing & Inquiry Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3

Total Semester Hours Credit 36

Agribusiness Technology - Animal Science Certificate (C15100A)

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- AGR - 212 Farm Business Management Credit: 3
- ANS - 110 Animal Science Credit: 3
- ANS - 115 Animal Feeds & Nutrition Credit: 3

Spring - 2nd Semester

- ACM - 111 Health Care for Animals Credit: 3
- ANS - 150 Animal Health Management Credit: 3
- ANS - 160 Animal Waste Management Credit: 3

Total Semester Hours Credit 18

Agribusiness Technology - Horticulture Certificate (C15100B)

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- AGR - 212 Farm Business Management Credit: 3
- HOR - 124 Nursery Operations Credit: 3
- HOR - 150 Intro to Horticulture Credit: 2

Spring - 2nd Semester

- AGR - 139 Intro to Sustainable Agriculture Credit: 3
- AGR - 140 Agricultural Chemicals Credit: 3
- HOR - 275 Horticulture Production Mgmt Credit: 4

Total Semester Hours Credit 18

Agribusiness Technology - Agriculture Certificate (C15100C)

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- AGR - 111 Basic Farm Maintenance Credit: 2
- AGR - 212 Farm Business Management Credit: 3
- ANS - 110 Animal Science Credit: 3

Spring - 2nd Semester

- AGR - 140 Agricultural Chemicals Credit: 3
- AGR - 220 Ag Mechanization Credit: 3
- AGR - 261 Agronomy Credit: 3

Total Semester Hours Credit 17

Electrical Systems Technology - 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 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 Commercial Wiring Credit: 4

- ELC - 126 Electrical Computations Credit: 3

Total Semester Hours Credit 18

Information Technology - Exploration for High Schools Certificate (C25590AA)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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
- CTS - 115 Info Sys Bus Concepts Credit: 3

Spring - 2nd Semester

- CTI - 110 Web, Pgm, & DB Foundation Credit: 3
- CTI - 120 Network & Sec Foundation Credit: 3

Total Semester Hours Credit 12

Information Technology - Support Services Foundations for High Schools Certificate (C25590AB)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3
- CTS - 120 Hardware/Software Support Credit: 3

Spring - 2nd Semester

- CTS - 220 Adv Hard/Software Support Credit: 3

Fall - 3rd Semester

- CTS - 155 Tech Support Functions Credit: 3

Total Semester Hours Credit 12

Information Technology - System Admin Certificate (C25590AG)

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- CTI - 140 Virtualization Concepts Credit: 3

- NOS - 230 Windows Administration I Credit: 3

Fall - 3rd Semester

- CTI - 141 Cloud & Storage Concepts Credit: 3
- NOS - 220 Linux Admin I Credit: 3

Spring - 4th Semester

- SEC - 110 Security Concepts Credit: 3

Total Semester Hours Credit 18

Information Technology - CCNA Core for High Schools Certificate (C25590BA)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- NET - 125 Introduction to Networks Credit: 3

Fall - 3rd Semester

- NET - 126 Switching and Routing Credit: 3

Spring - 4th Semester

- NET - 225 Enterprise Networking Credit: 3

Total Semester Hours Credit 12

Information Technology - Networking & Security Certificate (C25590BB)

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 120 Network & Sec Foundation Credit: 3

Spring - 2nd Semester

- NET - 125 Introduction to Networks Credit: 3
- SEC - 110 Security Concepts Credit: 3

Fall - 3rd Semester

- NET - 126 Switching and Routing Credit: 3

Spring - 4th Semester

- NET - 225 Enterprise Networking Credit: 3
- SEC - 160 Security Administration I Credit: 3

Total Semester Hours Credit 18

Information Technology - Software Development Foundations for High Schools Certificate (C25590CB)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 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 the development of a student's ability to create, store, communicate, exchange, and use the 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 - 121 Python Programming Credit: 3

Spring - 3rd Semester

- CSC - 151 JAVA Programming Credit: 3

Total Semester Hours Credit 12

Geospatial Technology - Geographic Information Science Diploma (D40220A)

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, and 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

or

- ACA - 122 College Transfer 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

- CTI - 110 Web, Pgm, & DB Foundation Credit: 3
- GIS - 112 Introduction to GPS Credit: 3
- GIS - 121 Georeferencing & Mapping Credit: 3

Fall - 3rd Semester

- GEO - 111 World Regional Geography Credit: 3
- GIS - 235 Raster GIS Credit: 3

Spring - 4th Semester

- GIS - 222 Internet Mapping Credit: 3
- GIS - 230 GIS Data Creation Credit: 3
- GIS - 249 Remote Sensing Credit: 3

Total Semester Hours Credit 37

Geospatial Technology - Geographic Information Science Certificate (C40220AA)

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

Total Semester Hours Credit 18

Geospatial Technology - Internet Mapping Foundations for High Schools Certificate (C40220AD)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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, and 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

Spring - 2nd Semester

- GIS - 121 Georeferencing & Mapping Credit: 3
- GIS - 222 Internet Mapping Credit: 3

Total Semester Hours Credit 12

Geospatial Technology - UAS Foundations for High Schools Certificate (C40220BB)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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, and 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

- UAS - 230 UAS Aerial Photo Surveys Credit: 3

Total Semester Hours Credit 12

Medical Assisting - Medical Assistant for High Schools Certificate (C45400CH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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, and 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 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/or drug screening requirements of the agency at the student's expense prior to or after beginning the program.

Fall - 1st Semester

- MED - 114 Professional Interactions in Health Care Credit: 1
- MED - 118 Medical Law and Ethics Credit: 2
- MED - 121 Medical Terminology I Credit: 3

Spring - 2nd Semester

- MED - 122 Medical Terminology II Credit: 3
- MED - 140 Exam Room Procedures I Credit: 5

Total Semester Hours Credit 14

Criminal Justice Technology - Career Entry, A.A.S. (A55180A)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. The 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 officers, deputy sheriffs, county detention officers, state troopers, intensive probation/parole surveillance officers, correctional officers, and loss prevention specialists.

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- CJC - 111 Intro to Criminal Justice Credit: 3
- CJC - 113 Juvenile Justice Credit: 3
- CJC - 131 Criminal Law Credit: 3
- COM - 120 Intro to Interpersonal 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
- Major Elective(s)
Credits / Units: 2-4
- MAT - 143 Quantitative Literacy Credit: 3

or

- MAT - 152 Statistical Methods I Credit: 4

or

- MAT - 171 Precalculus Algebra Credit: 4

Summer - 3rd Semester

- POL - 130 State & Local Government Credit: 3
- PSY - 118 Interpersonal Psychology Credit: 3

or

- 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

or

- ENG - 114 Prof Research & Reporting Credit: 3

- Humanities/Fine Arts Elective

Credits / Units: 3

- SOC - 210 Introduction to Sociology Credit: 3

Spring - 5th Semester

- CJC - 212 Ethics & Comm Relations Credit: 3

- CJC - 231 Constitutional Law Credit: 3

- Major Elective(s)

Credits / Units: 2-4

- SOC - 225 Social Diversity 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.

Major Electives

Select 6 SHC from the following courses:

- BIO - 110 Principles of Biology Credit: 4
- CCT - 110 Intro to Cyber Crime Credit: 3
- CJC - 132 Court Procedure & Evidence Credit: 3
- CJC - 161 Intro to Homeland Security Credit: 3
- CJC - 215 Org & Administration Credit: 3
- CJC - 232 Civil Liability Credit: 3
- CJC - 241 Comm-Based Corrections Credit: 3
- HEA - 112 First Aid & CPR Credit: 2
- SOC - 220 Social Problems Credit: 3
- WBL - 111 Work Based Learning I Credit: 1

Total Semester Hours Credit 67

Accounting and Finance for High Schools Certificate (C25800AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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

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

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

Fall - 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 - 149 Intro to Acct Spreadsheets Credit: 2

Total Semester Hours Credit 13

Agribusiness Technology - Animal Science for High Schools Certificate (C15100AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- ANS - 110 Animal Science Credit: 3

- ANS - 115 Animal Feeds & Nutrition Credit: 3

Spring - 2nd Semester

- ACM - 111 Health Care for Animals Credit: 3
- ANS - 160 Animal Waste Management Credit: 3

Total Semester Hours Credit 12

Agribusiness Technology - Agriculture for High Schools Certificate (C15100CH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- AGR - 212 Farm Business Management Credit: 3
- ANS - 110 Animal Science Credit: 3

Spring - 2nd Semester

- AGR - 140 Agricultural Chemicals Credit: 3
- AGR - 261 Agronomy Credit: 3

Total Semester Hours Credit 12

Agribusiness Technology - Management for High Schools Certificate (C15100DH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- AGR - 212 Farm Business Management Credit: 3
- ANS - 110 Animal Science Credit: 3

Spring - 2nd Semester

- BUS - 110 Introduction to Business Credit: 3
- BUS - 137 Principles of Management Credit: 3

Total Semester Hours Credit 12

Automotive Systems Technology for High Schools Certificate (C60160AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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.

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

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

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

Fall - 1st Semester

- AUT - 113 Automotive Servicing 1 Credit: 2
- 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 12

Business Administration for High Schools Certificate (C25120GH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 businesses or industries.

Fall - 1st Semester

- BUS - 110 Introduction to Business 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

Total Semester Hours Credit 12

Collision Repair and Refinishing for High Schools (C60130AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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

Spring - 2nd Semester

- AUB - 111 Painting & Refinishing I Credit: 4

- TRN - 180 Basic Welding for Transportation Credit: 3

Total Semester Hours Credit 12

Cosmetology for High Schools (D55140AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 that 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 - 111AB Cosmetology Concepts I Credit: 2
- COS - 112AB Salon I Credit: 4

Spring - 2nd Semester

- COS - 111BB Cosmetology Concepts I Credit: 2
- COS - 112BB Salon I Credit: 4

Additional Classes for Diploma

- COS - 117 Cosmetology Concepts IV Credit: 2
- COS - 118 Salon IV Credit: 7
- COS - 113 Cosmetology Concepts II Credit: 4
- COS - 114 Salon II Credit: 8
- COS - 115 Cosmetology Concepts III Credit: 4
- COS - 116 Salon III Credit: 4
- ENG - 102 Applied Communications II Credit: 3
- MAT - 110 Math Measurement & Literacy Credit: 3

Total Semester Hours Credit 47

Criminal Justice Technology for High Schools Certificate (C55180AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe

County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. The 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 officers, deputy sheriffs, county detention officers, state troopers, intensive probation/parole surveillance officers, correctional officers, and loss prevention specialists.

Fall - 1st Semester

- CJC - 112 Criminology Credit: 3
- CJC - 131 Criminal Law Credit: 3

Spring - 2nd Semester

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

Total Semester Hours Credit 13

Early Childhood Education for High Schools Certificate (C55220CH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 Child Education Credit: 4
- EDU - 151 Creative Activities Credit: 3

Spring - 2nd Semester

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

Total Semester Hours Credit 12

Electrical Systems Technology - AMP for High Schools Certificate (C35130GH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 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
- ISC - 112 Industrial Safety Credit: 2

Spring - 2nd Semester

- ELC - 117 Motors & Controls Credit: 4
- ELC - 126 Electrical Computations Credit: 3

Total Semester Hours Credit 14

Facility Maintenance Worker - Construction for High Schools Certificate (C50170BH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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

- BPR - 130 Print Reading/Construction Credit: 3
- FMW - 107 Introduction to Carpentry Credit: 3

Spring - 2nd Semester

- FMW - 102 Practical Wiring I Credit: 4
- ISC - 112 Industrial Safety Credit: 2

Total Semester Hours Credit 12

Social and Human Services for High Schools Certificate (C45380BH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

The Social and Human Services curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. 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 the 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 - 110 Intro to Human Services Credit: 3
- HSE - 123 Interview Tech Human Service Credit: 3
- PSY - 150 General Psychology Credit: 3

Spring - 2nd Semester

- SAB - 110 Intro to Addiction & Recovery Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3

Total Semester Hours Credit 15

Manufacturing Technology for High Schools Certificate (C50320IH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 Circuit Analysis I Credit: 4
- MEC - 145 Manufacturing Materials I Credit: 3

Spring - 2nd Semester

- HYD - 110 Hydraulics/Pneumatics I Credit: 3
- MEC - 151 Mechanical Mfg Sys Credit: 2
- MEC - 231 Computer-Aided Mfg I Credit: 3

Total Semester Hours Credit 15

Medical Office Administration for High Schools Certificate (C25310AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 - 148 Med Coding Billing & Ins Credit: 3

Spring - 2nd Semester

- MED - 122 Medical Terminology II Credit: 3
- OST - 149 Medical Legal Issues Credit: 3

Total Semester Hours Credit 12

Supply Chain Management - Distribution Mgmt for High Schools (C25620AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 source of the raw material(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

Spring - 2nd Semester

- LOG - 120 Global Logistics Credit: 3
- LOG - 211 Distribution Management Credit: 3

Total Semester Hours Credit 12

Supply Chain Management - Trucking Operations for High Schools (C25620BH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 source of the raw material(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

Spring - 2nd Semester

- TOM - 130 Fleet Maintenance Credit: 3
- TOM - 250 Operations of Trucking I Credit: 3

Total Semester Hours Credit 12

Welding Technology for High Schools Certificate (C50420AH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 the welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Fall - 1st Semester

- WLD - 112 Basic Welding Processes Credit: 2
- WLD - 115 SMAW (Stick) Plate Credit: 5

Spring - 2nd Semester

- WLD - 110 Cutting Processes Credit: 2
- WLD - 121 GMAW (MIG) FCAW/Plate Credit: 4

Total Semester Hours Credit 13

Early Childhood Education - Infants & Toddlers Certificate (C55220D)

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 Child Education Credit: 4
- EDU - 146 Child Guidance Credit: 3
- EDU - 151 Creative Activities Credit: 3

Spring - 2nd Semester

- EDU - 131 Child, Family, & Community Credit: 3

Summer - 3rd Semester

- EDU - 184 Early Childhood Intro Practicum Credit: 2
- EDU - 234 Infants, Toddlers, & Twos Credit: 3

Total Semester Hours Credit 18

Agribusiness Technology - Management Certificate (C15100D)

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

These curricula are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Fall - 1st Semester

- AGR - 212 Farm Business Management Credit: 3
- BUS - 110 Introduction to Business Credit: 3

Spring - 2nd Semester

- ANS - 110 Animal Science Credit: 3
- BUS - 137 Principles of Management Credit: 3

Total Semester Hours Credit 12

Applied Engineering Technology (A40130)

Applied Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and

problemsolving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas. Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

Fall - 1st Semester

- ACA - 111 College Student Success Credit: 1

or

- ACA - 122 College Transfer Success Credit: 1
- MEC - 110 Intro to CAD/CAM Credit: 2
- ENG - 111 Writing & Inquiry Credit: 3
- MAT - 121 Algebra/Trigonometry I Credit: 3

or

- MAT - 171 Precalculus Algebra Credit: 4
- ELC - 131 Circuit Analysis I Credit: 4
- EGR - 111 Engineer Comp and Careers Credit: 3

Spring - 2nd Semester

- CIS - 110 Introduction to Computers Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3
- EGR - 150 Intro to Engineering Credit: 2
- ELC - 117 Motors & Controls Credit: 4
- PHY - 110 Conceptual Physics Credit: 3

and

- PHY - 110A Conceptual Physics Lab Credit: 1

or

- PHY - 151 College Physics I Credit: 4

Summer - 3rd Semester

- ISC - 112 Industrial Safety Credit: 2
- ELC - 128 Introduction to PLC Credit: 3
- PHI - 240 Introduction to Ethics Credit: 3

or

- HUM - 110 Technology & Society Credit: 3

Fall - 4th Semester

- PSY - 150 General Psychology Credit: 3

or

- ECO - 251 Principles of Microeconomics Credit: 3
- ELC - 127 Software for Technicians Credit: 2
- ATR - 112 Intro to Automation Credit: 3
- ATR - 212 Industrial Robots Credit: 3
- EGR - 130 Engineering Cost Control Credit: 3
- BUS - 110 Introduction to Business Credit: 3

Spring - 5th Semester

- HYD - 110 Hydraulics/Pneumatics I Credit: 3
- MNT - 165 Mechanical Industrial Systems Credit: 2
- ATR - 218 Work Cell Integration Credit: 3
- ATR - 281 Automated Manufacturing Credit: 4
- WBL - 111 Work Based Learning I Credit: 1
- CIS - 115 Intro to Prog & Logic Credit: 3

or

- CSC - 151 JAVA Programming Credit: 3

Total Semester Hours: 72-73

Automotive Systems Technology - Alternative Transportation Technology Certificate (C60160C)

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.

Curriculums in the Alternative Transportation Technology pathway prepare individuals for employment as alternative transportation 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 suspension and steering, brake systems technology, basic electric transport and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to enter careers as entry-level technicians in the transportation industry.

Spring

Spring Semester

- ATT - 140 Emerging Transp Tech Credit: 3

- AUT - 141 Suspension & Steering Sys Credit: 3
- AUT - 151 Brake Systems Credit: 3
- TRN - 120 Basic Transport Electricity Credit: 5
- TRN - 130 Intro to Sustainable Transport Credit: 3

Total Semester Hours: 17

Automotive Systems Technology - Emerging Transport Technology (C60160B)

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.

Curriculums in the Emerging Transport Technology pathway prepare individuals for employment as emerging transportation 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 basic transportation electricity, automotive servicing, basic electric transport and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to enter careers as entry-level technicians in the transportation industry.

Fall - 1st Semester

- AUT - 113 Automotive Servicing 1 Credit: 2

Spring - 2nd Semester

- ATT - 140 Emerging Transp Tech Credit: 3
- TRN - 120 Basic Transport Electricity Credit: 5
- TRN - 130 Intro to Sustainable Transport Credit: 3

Total Semester Hours Credits 13

Business Administration - Healthcare Management Technology Prep Certificate (C25120H)

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
- CIS - 110 Introduction to Computers Credit: 3

Spring - 2nd Semester

- BUS - 121 Business Math Credit: 3
- BUS - 153 Human Resource Mgmt Credit: 3

Total Semester Hours Credit 12

Business Administration - Healthcare Management Technology Prep for High School Certificate (C25120HH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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
- CIS - 110 Introduction to Computers Credit: 3

Spring - 2nd Semester

- BUS - 121 Business Math Credit: 3
- BUS - 153 Human Resource Mgmt Credit: 3

Total Semester Hours Credit 12

Electrical Systems Technology - Electronics for High School (C35130FH)

This certificate is designed for Edgecombe County High School students only as part of the Career and College Promise (CCP) program and through the partnership between Edgecombe Community College (ECC) and Edgecombe County Public Schools (ECPS) and North East Carolina Preparatory school (NECP). Through CCP, qualified high-

school-age students in North Carolina have the opportunity to pursue these options, tuition-free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. For further information on ECC's commitment to helping high school students reach their educational goals, please contact Shawn Dawes, High School Liaison via email at dawess@edgecombe.edu or by phone at (252) 618-6546.

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 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 - 126 Electrical Computations Credit: 3

Spring - 2nd Semester

- ELN - 229 Industrial Electronics Credit: 4
- ELN - 231 Industrial Controls Credit: 3

Total Semester Hours Credit 15

Dental Assisting Diploma - (D45440)

Offered through a Collaborative Program Agreement with Pitt Community College

Edgecombe Community College has entered a Cooperative Agreement with Pitt Community College's Dental Assisting Program.

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

ECC students who complete COM 231, PSY 150, BIO 163, and ACA 111 with a 3.0 average or higher and meet all other admission requirements for Pitt Community College's Dental Assisting Program are eligible to apply.

Upon successful completion of the course requirements, the Diploma in Dental Assisting will be awarded by Pitt Community College.

Pitt Community College's Dental Assisting Program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The commission is a specialized

accreditation body recognized by the US Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Ave, Chicago, IL 60611.

General Education Courses

Take 6 credits from:

- COM - 231 Public Speaking Credit: 3
- PSY - 150 General Psychology Credit: 3

Major Hours

Take 5 credits from:

- BIO - 163 Basic Anatomy & Physiology Credit: 5

Other Major Hours

Take 1 credit from:

- ACA - 111 College Student Success Credit: 1

Total Semester Hours Credit at ECC: 12

Industrial Systems Technology - Mechanical Maintenance Certificate (C50240B)

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

- MEC - 130 Mechanisms Credit: 3
- MNT - 110 Intro to Maintenance Procedures Credit: 2

Spring - 2nd Semester

- ELC - 112 DC/AC Electricity Credit: 5
- HYD - 110 Hydraulics/Pneumatics I Credit: 3

Total Semester Hours Credit 13

Associate in Arts in Teacher Preparation - AATP (A1010T)

The Associate in Arts in Teacher Preparation (AATP) degree is designed for students who want to become teachers (elementary, middle, or high school) and allows them to take the first two years of their education program at a community college before transferring to a four-year university. The AATP degree provides a pathway for aspiring teachers to complete the initial portion of their teacher education program at a community college. Students can transfer to a four-year university in North Carolina with junior status after completing the AATP degree. The program is geared towards students who want to teach in the humanities or social sciences, although some community colleges may offer variations or specializations. Students take a mix of general education courses, as well as specific courses related to teacher education, such as teaching and learning, foundations of education, and literacy development.

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

Take 6 credits from the following:

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

Humanities/Fine Arts/Communications

Take 9 credits from the following:

- ART - 111 Art Appreciation Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- ENG - 242 British Literature II Credit: 3
- MUS - 110 Music Appreciation Credit: 3
- PHI - 240 Introduction to Ethics Credit: 3

Minimum of 2 subjects

Social/Behavioral Sciences

Take 6 credits from the following:

- 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 of 2 subjects

Mathematics

Take 3 credits from the following:

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

Natural Sciences

Take 1 of 6 groups:

Group 1

Take 4 credits from the following:

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

Group 2

Take 4 credits from the following:

- BIO - 110 Principles of Biology Credit: 4

Group 3

Take 4 credits from the following:

- BIO - 111 General Biology I Credit: 4

Group 4

Take 4 credits from the following:

- CHM - 151 General Chemistry I Credit: 4

Group 5

Take 4 credits from the following:

- GEL - 111 Geology Credit: 4

Group 6

Take 4 credits from the following:

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

Additional General Education Courses

Take 14 credits from the following:

- ART - 111 Art Appreciation Credit: 3
- ART - 114 Art History Survey I Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- AST - 152 General Astronomy II Credit: 3
- AST - 152A General Astronomy II Lab Credit: 1
- 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 115 Intro to Prog & Logic Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3
- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- ENG - 242 British Literature II Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3

- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- GEL - 111 Geology Credit: 4
- GEO - 111 World Regional Geography Credit: 3
- HIS - 111 World Civilizations I Credit: 3
- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HUM - 110 Technology & Society Credit: 3
- HUM - 115 Critical Thinking Credit: 3
- 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
- MUS - 110 Music Appreciation Credit: 3
- PHI - 240 Introduction to Ethics Credit: 3
- PHY - 110 Conceptual Physics Credit: 3
- PHY - 110A Conceptual Physics Lab Credit: 1
- PHY - 151 College Physics I Credit: 4
- PHY - 152 College Physics II Credit: 4
- PHY - 251 General Physics I Credit: 4
- PHY - 252 General Physics II Credit: 4
- POL - 120 American Government Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3
- SOC - 213 Sociology of the Family Credit: 3
- SOC - 220 Social Problems Credit: 3
- SPA - 111 Elementary Spanish I Credit: 3
- SPA - 112 Elementary Spanish II Credit: 3

Other Required Hours

Education Electives

Take 14 credits from the following:

- EDU - 216 Foundations of Education Credit: 3
- EDU - 250 Teacher Licensure Preparation Credit: 3

Academic Transition

- ACA - 122 College Transfer Success Credit: 1

Total Semester Hours Credit 60

Associate in Science in Teacher Preparation - ASTP (A1040T)

The Associate in Science in Teacher Preparation degree in North Carolina is a two-year program designed to provide a foundation for students who plan to pursue a bachelor's degree in education and become teachers. It's a pathway that prepares students for smoother transfer to a four-year university's education program. The AS in Teacher Prep is specifically designed for students who want to transfer to a four-year university to major in education and become teachers. It provides a broad liberal arts foundation in writing, math, science, humanities, and social sciences. It also includes foundational education courses to prepare students for the teaching profession.

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

Take 6 credits from the following:

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

Humanities/Fine Arts/Communications

Take 6 credits from the following:

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

Minimum 2 subjects

Social/Behavioral Sciences

Take 3 credits from the following:

- 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

Take 8 credits from the following:

- 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

Take 1 of 6 groups:

Group 1

Take 8 credits from the following:

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

Group 2

Take 8 credits from the following:

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

Group 3

Take 8 credits from the following:

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

Group 4

Take 8 credits from the following:

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

Group 5

Take 8 credits from the following:

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

Group 6

Take 8 credits from the following:

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

Additional General Education Courses

Take 2 groups

Group 1

Take 3 credits from the following:

- SOC - 225 Social Diversity Credit: 3

Group 2

Take 11 credits from the following:

- ART - 111 Art Appreciation Credit: 3
- ART - 114 Art History Survey I Credit: 3
- AST - 151 General Astronomy I Credit: 3
- AST - 151A General Astronomy I Lab Credit: 1
- AST - 152 General Astronomy II Credit: 3
- AST - 152A General Astronomy II 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
- CIS - 110 Introduction to Computers Credit: 3
- CIS - 115 Intro to Prog & Logic Credit: 3
- COM - 120 Intro to Interpersonal Comm Credit: 3

- COM - 231 Public Speaking Credit: 3
- DRA - 111 Theatre Appreciation Credit: 3
- ECO - 251 Principles of Microeconomics Credit: 3
- ECO - 252 Principles of Macroeconomics Credit: 3
- ENG - 242 British Literature II Credit: 3
- ENG - 114 Prof Research & Reporting Credit: 3
- ENG - 231 American Literature I Credit: 3
- ENG - 232 American Literature II Credit: 3
- ENG - 241 British Literature I Credit: 3
- GEL - 111 Geology Credit: 4
- GEO - 111 World Regional Geography Credit: 3
- HIS - 111 World Civilizations I Credit: 3
- HIS - 131 American History I Credit: 3
- HIS - 132 American History II Credit: 3
- HUM - 110 Technology & Society Credit: 3
- HUM - 115 Critical Thinking Credit: 3
- 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
- MUS - 110 Music Appreciation Credit: 3
- PHI - 240 Introduction to Ethics Credit: 3
- PHY - 110 Conceptual Physics Credit: 3
- PHY - 110A Conceptual Physics Lab Credit: 1
- PHY - 151 College Physics I Credit: 4
- PHY - 152 College Physics II Credit: 4
- PHY - 251 General Physics I Credit: 4
- PHY - 252 General Physics II Credit: 4
- POL - 120 American Government Credit: 3
- PSY - 150 General Psychology Credit: 3
- PSY - 241 Developmental Psychology Credit: 3
- PSY - 281 Abnormal Psychology Credit: 3
- REL - 110 World Religions Credit: 3
- SOC - 210 Introduction to Sociology Credit: 3
- SOC - 213 Sociology of the Family Credit: 3
- SOC - 220 Social Problems Credit: 3
- SPA - 111 Elementary Spanish I Credit: 3
- SPA - 112 Elementary Spanish II Credit: 3

Other Required Hours

Education Electives

- EDU - 216 Foundations of Education Credit: 3
- EDU - 250 Teacher Licensure Preparation Credit: 3

Academic Transition

- ACA - 122 College Transfer Success Credit: 1

Total Semester Hours Credit 60

Physical Therapist Assistant (A45620)

Offered through a Collaborative Program Agreement with Martin Community College

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Coursework includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life-span. Clinical Education is provided at cooperating hospitals, public healthcare facilities, and private physical therapy centers.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Martin Community College will accept two students from ECC each year who meet admission requirements for the Physical Therapist Assistant program. The Physical Therapist Assistant program at Martin Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085. For specific admission requirements, students should consult the Halifax Community College catalog or contact an ECC counselor.

General Education Courses

The following courses may be taken by students at ECC:

English/Communications

Take 6 credit hours from the following:

ENG 110 Freshman Composition

or

- ENG - 111 Writing & Inquiry Credit: 3

ENG 115 Oral Communication

or

- ENG - 231 American Literature I Credit: 3

Social/Behavioral Sciences

Take 3 credits from the following:

- PSY - 150 General Psychology Credit: 3

or

- SOC - 210 Introduction to Sociology Credit: 3

Natural Sciences/Mathematics

Take 11-12 credits from the following:

- BIO - 168 Anatomy & Physiology I Credit: 4

and

- BIO - 169 Anatomy & Physiology II Credit: 4
- MAT - 110 Math Measurement & Literacy Credit: 3

or

- MAT - 171 Precalculus Algebra Credit: 4

Other Major Hours

Take 1 credit from the following:

- ACA - 111 College Student Success Credit: 1

or

ACA 115 Success and Study Skills

or

- ACA - 122 College Transfer Success Credit: 1

Other Required Hours

Take 3 credits from the following:

- CIS - 110 Introduction to Computers Credit: 3

or

CIS 111 Basic PC Literacy

Course Notation & Descriptions

Course Notations

Curriculum courses are designated by a three-letter prefix denoting the subject area, such as BIO (Biology), EDU (Education), or WLD (Welding). 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, clinical, and 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.

Courses

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

Agriculture

AGR - 111 Basic Farm Maintenance

AGR - 139 Intro to Sustainable Agriculture

AGR - 140 Agricultural Chemicals

AGR - 170 Soil Science

AGR - 212 Farm Business Management

AGR - 213 Agriculture Law & Finance

AGR - 214 Agricultural Marketing

AGR - 220 Ag Mechanization

AGR - 261 Agronomy

Air Conditioning, Heating, & Refrigeration

AHR - 110 Intro to Refrigeration

AHR - 111 HVACR Electricity

AHR - 160 Refrigerant Certification

Animal Care and Management

ACM - 111 Health Care for Animals

Animal Science

ANS - 110 Animal Science

ANS - 115 Animal Feeds & Nutrition

ANS - 150 Animal Health Management

ANS - 160 Animal Waste Management

Art

ART - 111 Art Appreciation

ART - 114 Art History Survey I

Astronomy

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 - 112 Intro to Automation

ATR - 212 Industrial Robots

ATR - 218 Work Cell Integration

ATR - 281 Automated Manufacturing

Automotive

ATT - 140 Emerging Transp Tech

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

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 - 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 - 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 Capstone

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 - 231 Public Speaking

Computed Tomography

CAT - 210 CT Physics & Equipment

CAT - 211 CT Procedures

CAT - 231 CT Clinical Practicum

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 - 220 Adv Hard/Software Support

CTS - 287 Emerging Technologies

Computer Science

CSC - 121 Python Programming

CSC - 122 Python Application Development

CSC - 134 C++ Programming

CSC - 151 JAVA Programming

Computer Technology Integration

CTI - 110 Web, Pgm, & DB Foundation

CTI - 120 Network & Sec Foundation

CTI - 140 Virtualization Concepts

CTI - 141 Cloud & Storage Concepts

Cosmetology

COS - 111 Cosmetology Concepts I

COS - 111AB Cosmetology Concepts I

COS - 111BB Cosmetology Concepts I

COS - 112 Salon I

COS - 112AB Salon I

COS - 112BB 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 - 125 Esthetics Concepts II

COS - 126 Esthetics Salon 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 - 161 Intro to Homeland Security

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 - 241 Comm-Based Corrections

Cyber Crime Technology

CCT - 110 Intro to Cyber Crime

Database Management Technology

DBA - 120 Database Programming I

Developmental Disabilities

DDT - 110 Intellectual/Dev Disabilities

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

Economics

ECO - 251 Principles of Microeconomics

ECO - 252 Principles of Macroeconomics

Education

EDU - 119 Intro to Early Child Education

EDU - 131 Child, Family, & Community

EDU - 144 Child Development I

EDU - 145 Child Development II

EDU - 146 Child Guidance

EDU - 151 Creative Activities

EDU - 153 Health, Safety, & Nutrition

EDU - 184 Early Childhood Intro Practicum

EDU - 216 Foundations of Education

EDU - 221 Children with Exceptionalities

EDU - 234 Infants, Toddlers, & Twos

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 - 284 Early Child Capstone Prac

Electricity

ELC - 111 Intro to Electricity

ELC - 112 DC/AC Electricity

ELC - 113 Basic Wiring I

ELC - 114 Commercial Wiring

ELC - 117 Motors & Controls

ELC - 118 National Electrical Code

ELC - 126 Electrical Computations

ELC - 127 Software for Technicians

ELC - 128 Introduction to PLC

ELC - 131 Circuit Analysis I

Electronics

ELN - 229 Industrial Electronics

ELN - 231 Industrial Controls

ELN - 237 Local Area Networks

Emergency Medical Science

EMS - 125 EMS Instructor Methodology

EMS - 235 EMS Management

EMS - 280 EMS Bridging Course

Engineering

EGR - 111 Engineer Comp and Careers

EGR - 130 Engineering Cost Control

EGR - 150 Intro to Engineering

English

ENG - 025 College English Skills

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

ENG - 241 British Literature I

ENG - 242 British Literature II

Facilities Maintenance Worker

FMW - 100 Intro to Natl Electrical Code

FMW - 101 Basic Natl Elec Code Problems

FMW - 102 Practical Wiring I

FMW - 105 Basic Heating

FMW - 106 Domestic Air Conditioning

FMW - 107 Introduction to Carpentry

FMW - 108 Electrical Blueprints

Geographic Information Systems

GIS - 110 Survey of GIS/GPS

GIS - 111 Intro to Geographic Info Sys

GIS - 112 Introduction to GPS

GIS - 120 Introduction to Geodesy

GIS - 121 Georeferencing & Mapping

GIS - 215 GIS Data Models

GIS - 222 Internet Mapping

GIS - 230 GIS Data Creation

GIS - 235 Raster GIS

GIS - 245 Intro to Spatial Analysis

GIS - 249 Remote Sensing

GIS - 255 Advanced Spatial Analysis

GIS - 261 Programming in GIS

Geography

GEO - 111 World Regional Geography

Geology

GEL - 111 Geology

Health

HEA - 110 Personal Health/Wellness

HEA - 112 First Aid & CPR

HEA - 130 Health-Adult Sexuality

Health Information Technology

HIT - 110 Intro to Healthcare & HIM

HIT - 112 Health Law and Ethics

HIT - 114 Health Data Sys/Standards

HIT - 124 Prof Practice Exp II

HIT - 211 Diagnosis Coding & Reporting

HIT - 213 Inpt Proc Coding & Reporting

HIT - 214 OP Procedure Coding/Reporting

HIT - 215 Revenue Cycle Management

HIT - 217 Quality & Data Analysis

HIT - 218 Mgmt Principles in HIT

HIT - 220 Electronic Health Records

HIT - 224 Prof Practice Experience IV

HIT - 225 Healthcare Informatics

HIT - 226 Pathophysiology & Pharmacology

HIT - 280 HIM Capstone

Health Sciences Careers

HSE - 223 Counseling Theories & Skills

History

HIS - 111 World Civilizations I

HIS - 131 American History I

HIS - 132 American History II

Horticulture

HOR - 124 Nursery Operations

HOR - 150 Intro to Horticulture

HOR - 275 Horticulture Production Mgmt

Human Services

HSE - 110 Intro to Human Services

HSE - 112 Group Process I

HSE - 123 Interview Tech Human Service

HSE - 125 Counseling

HSE - 210 Human Services Issues

HSE - 212 Group Dynamics

HSE - 220 Case Management

HSE - 225 Crisis Intervention

SAB - 120 Intake and Assessment

SAB - 135 Addictive Process

SAB - 240 Diversity, Ethics, & Trends

Humanities

HUM - 110 Technology & Society

HUM - 115 Critical Thinking

HUM - 120 Cultural Studies

HUM - 211 Humanities I

Hydraulics

HYD - 110 Hydraulics/Pneumatics I

Industrial Science

BPR - 111 Print Reading

ISC - 112 Industrial Safety

ISC - 132 Mfg Quality Control

ISC - 135 Principles of Industrial Management

ISC - 243 Production & Ops Mgmt I

MEC - 130 Mechanisms

MNT - 110 Intro to Maintenance Procedures

MNT - 160 Industrial Fabrication

MNT - 165 Mechanical Industrial Systems

Information Systems

CIS - 110 Introduction to Computers

CIS - 113 Computer Basics

CIS - 115 Intro to Prog & Logic

NOS - 220 Linux Admin I

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 Promotion

MKT - 224 International Marketing

Mathematics

MAT - 025 Concepts of Essential Math/Sta

MAT - 035 Concepts of Algebra

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 - 110 Intro to CAD/CAM

MEC - 111 Machine Processes I

MEC - 145 Manufacturing Materials I

MEC - 151 Mechanical Mfg Sys

MEC - 180 Engineering Materials

MEC - 181 Introduction to CIM

MEC - 231 Computer-Aided Mfg I

Medical Assisting

MED - 110 Orientation to Medical Asst

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 - 140 Exam Room Procedures I

MED - 150 Laboratory Procedures I

MED - 183 Electronic Medical Records I

MED - 232 Medical Insurance Coding

MED - 240 Exam Room Procedures II

MED - 260 MED Clinical Externship

MED - 262 Clinical Perspectives

MED - 264 Medical Assisting Overview

MED - 270 Symptomatology

MED - 272 Drug Therapy

Medical Office Administration

OST - 138 Office Applications II

OST - 155 Legal Terminology

Music

MUS - 110 Music Appreciation

Networking Operating System

NOS - 120 Linux/UNIX Single User

NOS - 230 Windows Administration I

Networking Technology

NET - 110 Networking Concepts

NET - 125 Introduction to Networks

NET - 126 Switching and Routing

NET - 225 Enterprise Networking

Nurse Aide

NAS - 101 Nurse Aide I

NAS - 102 Nurse Aide II

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 - 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 - 131 Keyboarding

OST - 134 Text Entry & Formatting

OST - 136 Word Processing

OST - 145 Social Media for Office Professionals

OST - 148 Med Coding Billing & Ins

OST - 149 Medical Legal Issues

OST - 164 Office Editing

OST - 181 Office Procedures

OST - 184 Records Management

OST - 233 Office Publications Design

OST - 236 Adv Word/Info Processing

OST - 243 Medical Office Simulation

OST - 247 Procedure Coding

OST - 248 Diagnostic Coding

OST - 249 Med Coding Certification Prep

OST - 284 Emerging Technologies

OST - 286 Professional Development

OST - 289 Office Admin Capstone

Philosophy

PHI - 240 Introduction to Ethics

Physical Education

PED - 110 Fit and Well for Life

Physics

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

Psychology

PSY - 118 Interpersonal Psychology

PSY - 150 General Psychology

PSY - 241 Developmental 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 - 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

RAD - 231 Image Production III

RAD - 251 Radiography Clinical Ed IV

RAD - 261 Radiography Clinical Ed V

RAD - 271 Radiography Capstone

Religion

REL - 110 World Religions

REL - 211 Intro to Old 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 - 117 Respiratory Care Pharmacology

RCP - 123 Special Practice Lab

RCP - 132 Respiratory Clinical Practice I

RCP - 145 Respiratory Clinical Practice II

RCP - 152 RCP Clinical Practice III

RCP - 153 Respiratory Clinical Practice III

RCP - 210 Critical Care Concepts

RCP - 211 Adv Monitoring/Procedures

RCP - 213 Neonatal/Peds Concepts

RCP - 214 Neonatal/Peds RC

RCP - 215 Career Prep - Adv Level

RCP - 235 Respiratory Clin Practice IV

RCP - 246 Respiratory Clin Practice V

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

Spanish

SPA - 111 Elementary Spanish I

SPA - 112 Elementary Spanish II

Substance Abuse

SAB - 110 Intro to Addiction & Recovery

SAB - 210 Addiction and Recovery Counsel

Surgical Technology

SUR - 110 Intro to Surgical Technology

SUR - 111 Perioperative Patient Care

SUR - 122 Surgical Procedures I

SUR - 123 Surgical Clinical Practice I

SUR - 134 Surgical Procedures II

SUR - 135 Surgical Clinical Practice II

SUR - 137 Professional Success Preparation

SUR - 210 Adv SUR Clinical Practice

SUR - 211 Adv Theoretical Concepts

Transportation Technology

TRN - 110 Intro to Transport Technology

TRN - 120 Basic Transport Electricity

TRN - 130 Intro to Sustainable Transport

TRN - 170 PC Skills for Transportation

TRN - 180 Basic Welding for Transportation

Trucking Operations Management

TOM - 130 Fleet Maintenance

TOM - 250 Operations of Trucking I

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

Web Technologies

WEB - 115 Web Markup and Scripting

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

Board of Trustees

Rev. Jerry. W. Spruell, Chair
Dr. Patrick Heins, Vice Chair
Mr. John Batts III
Mrs. Joy Chafin
Mrs. June Cherry
Ms. Barbara Campbell Davis
Mrs. Josie Brown Davis
Mr. William “Trey” Lewis III
Rev. William “Kenny” Parker
Mr. Earl Leo Taylor

Personnel

Visit the [Edgecombe Community College Personnel page](http://edgecombe.edu/resources/employee-directory/) (edgecombe.edu/resources/employee-directory/) on the college website. There you will find information for frequently used contacts and a searchable directory for employees and departments of the college that includes names, departments, positions, locations, phone numbers, and email addresses.