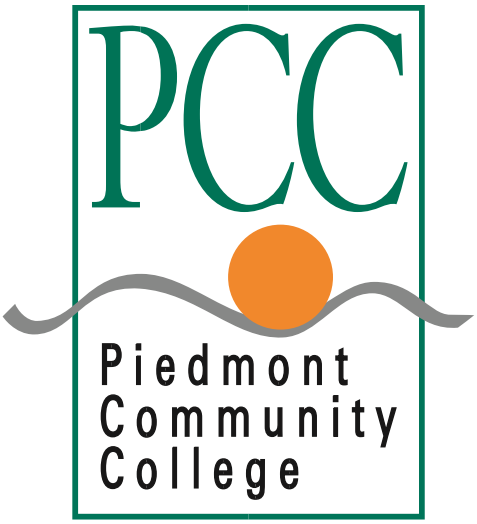

2020-2021 General Catalog & Student Handbook

Last updated August 31, 2020

Piedmont Community College updates its catalog each academic year prior to the beginning of Fall Semester. Additional information is available on the PCC website and in the Student Development offices on both campuses.

Accreditation

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

The Piedmont Community College Associate Degree 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). Contact the Review Board at MAERB. Commission on Accreditation of Allied Health Education Programs 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606 or call (800) 228-2262.

Notice of Non-discrimination

Piedmont Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President, Administrative Services, P.O. Box 1197, Roxboro, NC 27573-1197, (336) 599-1181. For further information on notice of non-discrimination, the OCR office for North Carolina is located at: Washington DC (Metro), Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Telephone Number: (202) 453-6020; e-mail: OCR.DC@ed.gov.

An Equal Opportunity/Affirmative Action Institution A Unit of the North Carolina Community College System

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the catalog, for maintaining the grade average required and knowing their academic standing and for meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All statements in this publication and announcements of present policies are subject to change at any time without prior notice. Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations and in fees, the college also reserves the right to discontinue at any time any program or courses described in this publication. While every effort will be made to give advance notice of any change of program or course, such notice is not guaranteed or required.

For additional information, contact Piedmont Community College

Person County Campus
P.O. Box 1197, Roxboro, N. C. 27573
Phone: (336) 599-1181
FAX: (336) 597-3817

Caswell County Campus
P.O. Box 1150, Yanceyville, N.C. 27379
Phone: (336) 694-5707
FAX: (336) 694-7086

You can also visit www.piedmontcc.edu.

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2020-21 Academic Calendars

SUMMER SEMESTER 2020

March 16-April 30	Summer and Fall Registration/Faculty Advising
May 20-21	Late Registration
May 27	Classes Begin
July 1-4	Student Break
July 6	First Class Day after Break
July 20-25	Final Exams
July 25	Last Day of Classes

FALL SEMESTER 2020

July 20-21	Fall Registration
August 3	Curriculum Faculty Return
August 4	Convocation and Professional Development (College Closed)
August 12-13	Late Registration
August 17	Classes Begin
September 7	Labor Day (Holiday – College Closed)
October 13-14	Fall Break for Students
October 15	First Class Day after Break
November 11	Veterans Day (Holiday – College Closed)
November 24-28	Thanksgiving (Student Holiday; College Closed Nov. 26-28)
November 30	First Class Day after Break
October 19-November 30	Spring Registration/Faculty Advising
December 10-16	Final Exams
December 16	Last Day of Classes

SPRING SEMESTER 2021

January 4	Curriculum Faculty Return
January 4-5	Late Registration
January 6	Classes Begin
January 18	Martin Luther King, Jr. Day (Holiday – College Closed)
March 4-6	Spring Break for Students
March 8	First Day after Class Break
March 15-April 30	Summer and Fall Registration/Faculty Advising
April 2	Good Friday (Holiday – College Closed)
April 3-8	Break for Students
May 3-8	Final Exams
May 8	Last Day of Classes
May 14	Graduation

2021-22 Academic Calendars

SUMMER SEMESTER 2021

March 15-April 30	Summer and Fall Registration/Faculty Advising
May 19-20	Late Registration
May 24	Classes Begin
May 31	Memorial Day (Holiday – College Closed)
July 5-10	Student Break
July 12	First Class Day after Break
July 20-26	Final Exams
July 26	Last Day of Classes

FALL SEMESTER 2021

July 19-20	Fall Registration
August 2	Curriculum Faculty Return
August 3	Convocation and Professional Development (College Closed)
August 11-12	Late Registration
August 16	Classes Begin
September 6	Labor Day (Holiday – College Closed)
October 12-13	Fall Break for Students
October 14	First Class Day after Break
November 11	Veterans Day (Holiday – College Closed)
November 23-27	Thanksgiving (Student Holiday; College Closed Nov. 25-27)
November 29	First Class Day after Break
October 18-November 30	Spring Registration/Faculty Advising
December 10-16	Final Exams
December 16	Last Day of Classes

SPRING SEMESTER 2022

January 3	Curriculum Faculty Return
January 3-4	Late Registration
January 5	Classes Begin
January 17	Martin Luther King, Jr. Day (Holiday – College Closed)
March 3-5	Spring Break for Students
March 7	First Day after Class Break
March 14-April 30	Summer and Fall Registration/Faculty Advising
April 15	Good Friday (Holiday – College Closed)
April 16-21	Break for Students
May 2-7	Final Exams
May 7	Last Day of Classes
May 13	Graduation

Adopted by the PCC Board of Trustees August 6, 2019, Revised October 14, 2019

Dear PCC Friends,

Welcome to Pacer Nation! Congratulations on investing in YOUR future by continuing your education at Piedmont Community College (PCC). We are excited to have you join us and have been hard at work to ensure YOU will experience an enhanced learning environment.

Here are a few examples of recent improvement:

- Renovations to Building D & E include an updated Café, classrooms, and student mural;
- Boosted Wi-Fi signals and parking lot hot spots;
- Internship opportunities for ALL students, even virtually;
- "Last dollar" funding to help eligible students earn an AAS degree DEBT FREE through the Pacer Promise Program;
- New Public Safety Administration program (first in the State of NC!);
- Funds secured to construct the new Center for Education and Agricultural Development (CEAD) facility in Caswell County;
- PCC has been recognized by UNC World View as a School of Global Distinction and offers numerous classes with global exposure;
- Expanded online offerings and new pathways for high school students, including the new Teacher Preparation programs.

We all wish you the best over the upcoming academic year.

Yours in service,
Dr. Pamela G. Senegal
President, Piedmont Community College

About PCC's 5th President, Dr. Pamela Senegal:

Dr. Pamela G. Senegal began her presidency at Piedmont Community College (PCC) in July 2017, bringing more than 20 years of higher education leadership, business experience, and community service to her new role.

Her previous academic leadership experience includes:

- Vice President of Economic and Community Development - Central Carolina Community College
- Dean of Career and Technical Programs and Tech Prep coordinator - Durham Technical Community College
- Dean of Corporate Education - Durham Technical Community College
- Assistant to the President for Hispanic Community Outreach -Durham Technical Community College
- Executive Director for the Services Corporation - Central Piedmont Community College

Since arriving at PCC, Dr. Senegal has become a member of the following:

- Person County Economic and Community Development Board
- Caswell County Economic and Community Development Board
- Person Memorial Hospital Board
- Delta Sigma Theta Sorority, Person County Alumnae Chapter
- UNC World View Council of Advisors

In 2018-19, she was name the Roxboro Sertoma Club Service to Mankind Award recipient.

Dr. Senegal holds undergraduate degrees in Political Science and Spanish, a master's in Public Administration and a doctorate in Adult and Community College Education, all from N.C. State University. She also completed a Training and Development certificate from UNC-Charlotte and the American Society for Training and Development.

Piedmont Community College Board of Trustees

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Mr. David Owen
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History

Piedmont Community College is celebrating 50 years in 2020-2021!

It all commenced when progressive minded citizens in Person County recognized the need for a local institution to offer job training and educational opportunities for high school graduates and other adults. Person County Technical Institute began with the appointment of a Board of Trustees, operating under the North Carolina State Board of Education and the Department of Community Colleges.

The Institute began operation on July 1, 1970, with the first full-time students enrolling on September 23, 1970. During the general election of November 1970, the citizens of Person County approved a referendum authorizing local financial support and endorsing a charter to be issued to Person Technical Institute.

Name Changes

- August 1970: Person County Technical Institute became Person Technical Institute.
- May 1971: Person Technical Institute became Piedmont Technical Institute.
- October 1979: Piedmont Technical Institute became Piedmont Technical College.
- January 1988: Piedmont Technical College name changed to Piedmont Community College.

Campus Growth

July 1974: The Board of Trustees requested that the County Commissioners authorize a $2.5 million bond issue. The voters of Person County showed overwhelming support for the bond issue in November 1974. The Person County Campus facilities were built, and the institution moved to its permanent campus in November 1977. The campus was formally dedicated on June 4, 1978.

Effective July 1, 1985, Piedmont Technical College was designated by the North Carolina General Assembly as the primary service provider for Caswell County. The initial building on the Caswell County Campus was constructed on property provided by the Caswell County Board of Commissioners after funds were allocated through special appropriations from the North Carolina General Assembly.

1993: A positive vote of the citizens of North Carolina resulted in additions to both campuses that were approved for construction by the Board of Trustees from 1995-1997. The Adult Learning Center addition to the Caswell County Campus, occupied in 1997, nearly doubled the size of the Caswell County Campus facilities. The new Classroom/Faculty Office Building on the Person County Campus opened in 1998.

2000: The Student Success Center (renamed the Academic Success Center in fall 2009) began providing educational support services to students in addition to providing access to computers and the Internet.

2000: The Science Lab Initiative, led by the PCC Foundation, resulted in the renovation of science labs on the Person County Campus, equipping the labs with modern equipment and technology.

2000: North Carolina citizens approved a $3.1 billion Higher Education Bond, providing $600 million to colleges in the North Carolina Community College System for new construction and for repair and renovation of existing facilities.

2005-2010: Resulting facility improvements on the Person County Campus included the renovation of the gymnasium to house the Learning Commons and Distance Education in 2005. In 2006, the former location of the Learning Commons was renovated to house Student Development services in one location, as well as to provide office space for two Continuing Education programs, Human Resources Development, and Adult Basic Skills. The Student Center was remodeled to include a new entrance, additional restrooms, and other upgrades.

2006: On the Caswell County Campus, an additional classroom building was constructed in 2006 with special facilities to accommodate two of the College's signature programs, Film and Video Production Technology and Digital Effects and Animation Technology.

2009: In 2009, the Technical Education Building was constructed on the Person County Campus. It includes a large meeting room with a serving kitchen and classrooms for Electrical Power Production and Electrical/Electronics.

2011: PCC and Person County Government developed a partnership to improve the space and use at the Kirby Cultural Art Complex on Main Street in Roxboro. In addition to adding a Learning Studio classroom for PCC's Fine Arts program, the Kirby Rebirth: Upstairs-Uptown campaign raised significant dollars to renovate the second floor of the current facility. That space now includes music rooms, visual art rooms, and gathering spaces available to the community. PCC assists with the operations of the Kirby, in partnership with Person County Government and Person County Arts Council.

2016: Person Early College for Innovation and Leadership opened on PCC's Person County Campus in 2016 and in 2019, a building was added to the campus landscape specifically for this early college program.

2019: A community partnership developed between PCC, Caswell County Government, and the citizens of Caswell County in 2019 that will increase the education opportunities in the area of agriculture and agribusiness. The agreement between the County and the College approved property in the Pelham Industrial Park for a future agricultural center called CEAD, Center for Education and Agricultural Development.

2020: A Science Lab is installed on PCC's Caswell County Campus, with assistance from the PCC Foundation.

Other Milestones

- The Piedmont Technical Institute Foundation (now known as the Piedmont Community College Foundation) was organized in December 1978 to support the students, faculty, and staff of the College through private solicitation of financial support.
- Piedmont Community College, along with all community colleges in the state, converted from the quarter system to the semester system of instruction in the fall of 1997.
- The PCC Alumni Partnership was organized in 2004 to engage alumni in ongoing support of the College.
- The College was designated multi-campus status in May 2005, which increased the resources available to the Caswell County Campus.
- A model of cooperation has been developed among the College, the Person and Caswell County Boards of Education, and the Person and Caswell County Boards of Commissioners. This model enhances the capability of the College to provide post-secondary education, and job training opportunities to new and expanding industries in Person and Caswell Counties.

Presidents

1970-1973	Dr. Craven H. Sumerell
1973-1987	Dr. Edward W. Cox
1987-2009	Dr. H. James Owen
2009-2017	Dr. Walter C. Bartlett
2017-	Dr. Pamela G. Senegal

Mission, Vision and Values

Our Mission

Piedmont Community College enriches lives by providing education, training, and cultural opportunities for lifelong learning and professional success in local, regional, and global communities.

Our Vision

Piedmont Community College strives to be the leading contributor to the economic, educational, and cultural vitality of our communities by providing high-quality services and programs that ensure student success in personal development and professional achievement

Our Values

The College accomplishes its Mission as it embraces the following *LEADERS* values:

- **Learning-Centered Philosophy**
  The College embraces a learning-centered instructional environment supporting multiple student learning styles.
- **Economic Development**
  The College acts as a catalyst for local and regional economic development by providing education and training to address current and emerging workforce needs.
- **Accessibility**

The College provides affordable and accessible education and training.

- **Diversity/Globalism Citizenship**
  The College promotes understanding and appreciation of diverse cultures and global citizenship.
- **Ethics/Social Responsibility**
  The College values the principles of personal ethics, integrity, academic honesty, civic responsibility, and accountability.
- **Resources**
  The College provides learning resources and student development support designed to address diverse student learning styles and academic needs.
- **Student Success**
  The College values individual student success as the single best indicator of institutional effectiveness in the community.

Curriculum Information

The Business Office is responsible for collection of out of pocket tuition and fees. Office hours are 8 a.m. to 5 p.m. Monday through Thursday; 8 a.m. to 4 p.m. on Friday, with extended hours during registration periods. Summer hours do vary. Tuition and fees for each semester are payable at the time of registration.

Curriculum Programs

In-State Tuition: $76 per semester hour but not to exceed $1,216 plus fees per Fall, Spring, or Summer semester (subject to change by the NC General Assembly and/ or State Board of Community Colleges).

Out-of-State Tuition: $268 per semester hour but not to exceed $4,288 plus fees per Fall, Spring, or Summer semester *(subject to change by the NC General Assembly and/or the State Board of Community Colleges).*

Fees: *(Subject to change by Board of Trustees)*

Student Activity Fees: are charged to support student activities. Non-curriculum students are not required to pay the fee, but have an option to do so if they wish to participate in student activity programs.

$20 per semester (Fall and Spring)
$10 per semester (Summer)

Instructional Technology Fees are charged to support the procurement, operation of, and repair of instructional technology including supplies and materials that accompany the technology

$16 per semester (Fall and Spring)
$10 per semester (Summer)

Campus Access, Parking, and Security (CAPS) Fees are charged to use the campus facilities, including parking, and to access College resources through distance learning.

$20 per semester (Fall and Spring)
$10 per semester (Summer)

Required Specific Fee is charged to students whose course of study requires malpractice liability insurance.

$8 per semester (Fall, Spring and Summer)

Student Accident Insurance: $1 per semester (Fall, Spring, and Summer)

Other Fees includes one printed credential (certificate diploma, or associate degree), cap and gown, and participation in PCC's annual Commencement Ceremony

$5 per semester (Fall, Spring, and Summer)

* NOTE: Dually enrolled high school students and Adult Basic Skills students do not pay fees and will therefore be required to pay $30 to participate in PCC's annual Commencement Ceremony.

Student Nursing Fee: $116 per semester (Fall, Spring, and Summer)

Nursing Clinical Fee: $25 per Fall semester

Books and Supplies: *(average per semester)*: $975

A student is not eligible for re-registration if he or she has an outstanding debt due the institution or to any other North Carolina technical or community college.

Any student having an outstanding delinquent account is not allowed to graduate or receive his or her degree, diploma, or certificate. Additionally, a transcript or record, or any information concerning the student's permanent record, is not forwarded to any other person or institution.

A fee of $ 25 is charged to students for each check returned for "insufficient funds". No other personal checks will be accepted during that semester or the following semester.

Residence Status for Tuition Purposes

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to the IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state tuition, you must show that:

- You have established your legal residence (domicile) in North Carolina.

- You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the term.
- You have a residentiary presence in the state.
- You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college).

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina "resident for tuition purposes" and will be charged out-of-state tuition. To learn more about residency and complete a determination go to www.ncresidency.org.

Residency Determination Service (RDS)
The purpose and mission of RDS is to provide leadership and administration of residency determinations in accordance with North Carolina residency laws and applicable federal statutes. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate and straight forward manner. All students must claim NC residency at www.ncresidency.org.

As residency is determined at the state level by RDS, if you have questions or concerns regarding the residency determination, you will need to call the RDS help line (844) 319-3640 or e-mail them at rdsinfo@ncresidency.org

Financial Obligation and Collection of Debts Owed to PCC
Any student having an outstanding debt to PCC, including charges, fees, fines, resources checked out from the Learning Commons, defaulted payments or student aid overpayments, is not allowed to register, receive grades, participate in commencement activities, receive a degree, diploma or certificate, receive a transcript or have a transcript forwarded to any institution or other person. The records of such students are withheld until the indebtedness has been removed.

Tuition Refund Policy
I. A refund shall not be made except under the following circumstances:

a. A 100% refund shall be made, if the student officially deletes classes prior to the first day of classes of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

b. A 75% refund shall be made, if the student officially drops class(es) prior to or on the official semester Census Date*.

c. For the classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially deletes the class prior to the first class meeting. A 75% refund shall be made if the student officially drops the class prior to or on the Census Date* of the class.

d. For contact hour classes, apply as Part Ic of this Rule except use 10 calendar days from the first day of the class(es) as the determination date.

II. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

III. When a student, having paid the required tuition for the semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

IV. For a class(es) which the College collects receipts which are not required to be deposited into the State Treasury account, the College shall adopt appropriate local refund policies.
**For Census Date, contact the Office of Student Development.*

Military Tuition Refund
Curriculum:
Pursuant to 23 NCAC 02D .0202 (f), upon request of the student, each college shall:

- Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and,
- Buy back textbooks through the Colleges' bookstore operations to the extent possible. The College shall use distance learning technologies and other educational methodologies to help these students complete their course requirements under the guidance of faculty and administrative staff.

Extension:
Pursuant to 23 NCAC 02D .0203 (e), upon request of the student, each college shall:

- Grant a full refund of registration fees to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and,
- Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Registration
The College operates on the semester system. The fall and spring semesters are 16 weeks in length (excluding holidays) and summer semester is eight weeks in length (excluding holidays). Each individual must officially register for each class he/she plans to attend. Semester registration is held at designated times as indicated on the academic calendar.

Early registration and payment of fees is encouraged. Tuition and fees must be paid on or before the published payment deadlines. Early payment reserves a seat in class.

The validated registration form must be presented to each instructor upon enrolling in any class. No person can participate in or attend any class unless she/he is officially registered for the class. There should be at least ten (10) students enrolled in a class for the class to be conducted unless special circumstances exist. Any student registering for classes at Piedmont Community College and at another community college for the same semester must contact the Cashier in the Business Office. The Cashier will ensure that tuition charges are not excessive.

Admissions

Piedmont Community College subscribes to the open door policy established by the North Carolina State Board of Community Colleges. The College provides educational opportunities for high school graduates or equivalents, high school leavers eighteen years old or older, high school leavers sixteen years old who have been granted release from a school system, or high school juniors and seniors who have obtained required approval from the high school/ homeschool they attend. The open door policy applies to admission to Piedmont Community College programs which do not have restricted admissions. Procedures for special admissions programs are available upon request. The institution's graduation rate is available upon request from Office of Vice President, Student Development.

Applicants are encouraged to complete admissions procedures at least thirty days prior to registration. Early application is important since some program enrollments may be limited. There is no application fee. Applications may be obtained by visiting the College website (www.piedmontcc.edu).

Eligibility Requirements:

Associate Degree Programs

High school graduation or the equivalent is required of all applicants for Associate Degree programs. The Adult High School Diploma or the High School Equivalency is acceptable in lieu of a high school diploma. PCC will only recognize high school diplomas from accredited schools and private high schools, or home schools registered with the appropriate educational agency.

Diploma and Certificate Programs

Applicants for admission to all Diploma and Certificate programs must be: a high school graduate or equivalent; or 18 years old; or a high school leaver sixteen years old who has been granted release from a public school system; or an individual high school juniors and seniors who has obtained required approval from the high school/homeschool they attend.

All applicants receive counseling for financial assistance upon request.

Admission Procedures:

- Associate in Applied Science
- Associate in General Education, and
- General Occupational Technology Degree Programs
    1. Complete an online admissions application.
    2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions.

3. High School Equivalency scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
4. Submit report of scores on SAT or ACT. if available. Scores may determine course selection. The College Entrance Examination Board sponsors an advanced placement program, which enables high school students to complete college level courses by demonstrating their mastery of college level material through examinations. The scores on the examinations, if acceptable, will allow students to earn college course credit. The examinations are scored by the Educational Testing Service. Based upon the earned score, up to one year of credit may be granted
5. Additional requirements are necessary for applicants who wish to enter Nursing and Medical Assisting programs. Students should contact the Office of Admissions for more information about this program.
6. Assistance from a counselor concerning career planning and enrollment in classes is available upon request.

- **University Transfer Program, including: Associate in Arts, Associate in Science, Associate in Fine Arts Degree Programs**
    1. Complete an online admissions application.
    2. Submit a transcript(s) of high school education and all post-high school course work to the Office of Admissions.
    3. High School Equivalency scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
    4. Submit report of scores on SAT or ACT, if available. Scores may determine course selection.
    5. Assistance from a counselor concerning career planning and enrollment in classes is available upon request.

- **Diploma and Certificate Programs**
    1. Complete an online admissions application.
    2. Submit a transcript(s) of high school education and all post high school course work to the Office of Admissions.
    3. High School Equivalency scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
    4. Submit report of scores on SAT or ACT. if available. Scores may determine course selection. The College Entrance Examination Board sponsors an advanced placement program, which enables high school students to complete college level courses by demonstrating their mastery of college level material through examinations. The scores on the examinations, if acceptable, will allow students to earn college course credit. The examinations are scored by the Educational Testing Service. Based upon the earned score, up to one year of credit may be granted
    5. Assistance from a counselor concerning career planning and enrollment in classes is available upon request.

- **Special Students** (students who do not plan to earn a certificate, diploma or degree)
    1. Special students must complete an online application for admissions.
    2. Special Students are exempt from placement testing and are ineligible to receive financial assistance from the College.
    3. Special students seeking enrollment in English or mathematics must provide documentation of required pre-requisites and/or enroll in the appropriate courses.
    4. Special students will not be permitted to accumulate more than 16 credit degree/diploma/certificate hours without completing the regular admissions requirements.

- **Foreign Students**
    1. Complete an online admissions application.
    2. Provide evidence of sufficient financial resources. Documentation may be in the form of an official bank statement or other certified evidence of financial support.
    3. Provide evidence of proficiency in the English language.*
    4. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. If the records are not in English, an official translation must be included.
    5. Complete Admissions Placement Tests.
    6. Have an admission interview.

  **Evidence of English proficiency must come in the form of a statement from the American Embassy in the prospective student's country of origin or a score of 550 on the Test of English as a Foreign Language Examination (TOEFL). The institution code for Piedmont Community College is 5518.*

- **Transfer Students**
    1. Complete an online admissions application.
    2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions.
    3. High School Equivalency scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
    4. Request post-secondary transcript evaluation by the Records Office.
    5. Have an admissions interview with a counselor concerning career planning and enrollment in classes.
    6. Submit report of scores on SAT or ACT, if available.
    7. Additional requirements are necessary for applicants who wish to enter the restricted enrollment programs of Nursing and Medical Assisting. Students should contact the Office of Admissions for more information about these programs.

- **Readmission**
    1. Students who miss a Fall and Spring semester by not registering shall update their application to the College before being readmitted.

2. Students dismissed for disciplinary or academic reasons may be readmitted only upon the recommendation of a counselor and faculty advisor to the Vice President of Student Development.

- **Pathways for High School Students - College Transfer Pathway**
    1. The Career and College Promise College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics, and ACA 122 – College Transfer Success.
    2. To be eligible for enrollment, a high school student must meet the following criteria:
        a. Be a high school junior or senior;
        b. Have an unweighted GPA of 2.8 on high school courses; *OR*
        c. Demonstrate college readiness on an assessment or placement test (see attachment A). A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.
    3. To maintain eligibility for continued enrollment, a student must
        a. Continue to make progress toward high school graduation; and
        b. Maintain a 2.0 GPA in college coursework after completing two courses.
        c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
    4. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
    5. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
    6. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science.
    7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

- **Pathways for High School Students - Career Technical Education Pathway** *(Juniors & Seniors)*
    1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.
    2. To be eligible for enrollment, a high school student must meet the following criteria:
        a. Be a high school junior or senior;
        b. Have an unweighted GPA of 2.8 on high school courses; *OR*
        c. Demonstrate college readiness on an assessment or placement test (see attachment A);
        d. Meet the prerequisites for the career pathway.

3. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
4. To maintain eligibility for continued enrollment, a student must:
    a. Continue to make progress toward high school graduation; and
    b. Maintain a 2.0 in college coursework after completing two courses.
    c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
5. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

- **Pathways for High School Students - Career Technical Education Pathway** *(Freshmen and Sophomores)*

The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(4)a.2 to allow "academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies.

1. The Career and College Promise Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.
2. The college may enroll high school freshmen and sophomores only in Industrial Technologies (Program Code 50xxx) and Engineering Technologies (Program Code 40xxx) certificate and diploma programs.
3. To be eligible for enrollment, a high school student must meet the following criteria:
    a. Be a high school freshman or sophomore;
    b. A qualified freshman must:
        i. have passed Math I with a grade of "C" or better;
        ii. scored a scored a 3 ,4, or 5 on the 8th grade End of Grade ELA assessment.;
        iii. meet prerequisites for the career pathway; and
        iv. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
    c. A qualified sophomore must:
        i. have passed Math I with a grade of "C" or better;
        ii. scored a 3,4, or 5 on the 8th grade End of Grade ELA assessment.;
        iii. have a weighted GPA of 2.8 on high school courses:

iv. meet prerequisites for the career pathway; and
v. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
    a. Continue to make progress toward high school graduation; and
    b. Maintain a 2.0 in college coursework after completing two courses.
    c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major to another industrial or engineering program of study with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

Financial Aid

Piedmont Community College offers financial aid to qualified students from a variety of Federal, State and private sources. Students may apply for financial aid at www.fafsa.gov. All applicants for financial aid must possess a high school diploma, high school equivalency, or prove ability to benefit, prior to awarding of funds. Financial aid options include the following:

- Federal Pell Grant awards are based on financial need. A recipient must complete the Free Application for Federal Student Aid (FAFSA).
- Federal Supplemental Educational Opportunity Grant (FSEOG) is funded by the Federal Government. A student must demonstrate need by completing the Free Application for Federal Student Aid (FAFSA).
- Federal Work-Study (FWS) provides jobs for students who have a demonstrated financial need as determined by the Expected Family Contribution. Eligible students are employed at the institution on a part-time basis. The financial aid administrator will consider the student's need for financial assistance, class schedule, and academic progress, when assigning a job and determining how many hours a week a student may work under this program. The rate of pay is at least equal to the current minimum wage. A student must demonstrate need by completing the Free Application for Federal Student Aid (FAFSA).
- North Carolina Community College Grant Program consists of need based, state funded grants. Apply by filing the Free Application for Federal Student Aid (FAFSA).
- North Carolina Education Lottery Scholarship Program consists of need based, state funded grants. Apply by filing the Free Application for Federal Student Aid (FAFSA).
- North Carolina Community Colleges Foundation Scholarships for Health Careers were created to assist students interested in attaining associate degrees in fields of high demand that will allow them to join the health care profession. The scholarships are available to full time students with a cumulative GPA of 3.0 enrolled in the second year of an Allied Health program of high demand at a community college. Contact the Financial Aid Office for more details.
- The Allen Ryan Todd Scholarship was established to honor the life and enthusiasm for learning of Allen Ryan Todd. The scholarship symbolizes his family's belief that we are here not just to further our own ends, but also to contribute to a larger purpose. The recipients of the scholarship will be selected each year by a scholarship committee at the North Carolina Community College System Office. Factors to be considered in the selection process will include, but will not be limited to, scholastic achievement, participation in outside activities, and a demonstrated commitment to the students' chosen disciplines: Education, Health, or Environmental Science. Contact the Financial Aid Office for more details.

- The State Employees Credit Union Foundation
  "People Helping People" two-year scholarship program was established to assist North Carolina Community College System (NCCCS) students achieve academic success. Piedmont Community College may award two scholarships with a value of up to $5,000 each. These scholarships are distributed semi-annually in two payments. Contact the Financial Aid Office for more details.

- The Rodney B. Powell Memorial Scholarship will award one or more scholarships, depending on availability of funds. Applicants must be North Carolina residents, be enrolled as a full-time student in an Associate in Applied Science Degree program of study in Electrical/Electronic Technology within the Progress Energy service area. In addition, all applicants must maintain a 3.0 grade point average. Contact the Financial Aid Office for more details.

- The Wells Fargo Technical Scholarship Program offers one $500 scholarship per North Carolina Community College per year. This scholarship is distributed in two payments. Contact the Financial Aid Office for more details.

- The Golden LEAF Scholars Program offers scholarships for permanent residents of counties designated as an economically distressed highly tobacco dependent county and demonstrates an economic need under the federal TRIO formula (Person and Caswell Counties are included). Applicants must demonstrate the effect of the declining economy on the student's family, successful academic record (grade point average of 3.0 or higher) and involvement in leadership and/or community service. Contact the Financial Aid Office for more details.

- The GlaxoSmithKline Teacher Preparation Scholarship will award up to $2,500 per semester for up to two years of consecutive full time study if funds are available. The scholarship supports selected community college students who want to serve North Carolina as a public school teacher. The recipient will be selected by a committee established by the North Carolina Community College System. Contact the Financial Aid Office for more details.

- The Trustees Scholarship is awarded to the high school senior from Person High School, Roxboro Community School, Bartlett Yancey High School with the highest GPA who plans to attend Piedmont Community College after graduation. The Foundation also awards one Trustees Scholarship to a student who has demonstrated excellence in academic achievement while enrolled in Piedmont Community College's High School Equivalency Program and who was the winner of the High School Equivalency Graduates' Essay competition. The Trustees Scholarship has a value of $1,500, and it is to be used to pay tuition, fees, and books.

Piedmont Community College Foundation

The Piedmont Community College Foundation administers private scholarships three times each year with application periods open in March, June, and October. Criteria for the

scholarships listed below have been determined by each donor. By completing an application for Piedmont Community College Foundation scholarships, students are matched with all available funds to which they are eligible based upon the established criteria. Final selection of scholarship recipients is the responsibility of the Foundation's Scholarship Committee, comprised of representatives from the organization's board of directors. With just one application, every applicant has the opportunity to be considered for any scholarship for which he or she meets the requirements. Students may apply as often as they choose.

Scholarships offered through the PCC Foundation:

- Alan C. Duncan Young Alumni Leadership Scholarship
- Anne Rogers Brooks Memorial Scholarship Endowment
- Barbara Jean Hiskey Memorial Scholarship Endowment
- Bartlett-Ellis Scholarship Endowment
- Becky Williamson Memorial Scholarship Endowment
- Betty Long Scholarship Endowment
- Bill Green Memorial Scholarship Endowment
- Billy and Kay Reynolds Scholarship
- Blake Johnson Memorial Scholarship
- Brianna Marie Wrenn Memorial Scholarship
- Brookland Home Extension Club Scholarship Endowment
- CJ and Vera Moore White Scholarship Endowment
- Catherine Rogers Jernigan Scholarship Endowment
- Charles E. Hubbard, NC/VA State Trooper Honorary Scholarship
- Cogentrix Scholarship Endowment
- Crown Crafts Scholarship Endowment
- Dialight Corporation Scholarship Endowment
- Donald and Becky Gentry Wilson Endowment
- Dr. Andres` T. Melero Memorial Scholarship Endowment
- Dr. H. James Owen Scholarship Endowment
- Duke Energy Scholarship Endowment
- Duke Energy-Mayo Plant Scholarship Endowment sponsored by Employees
- Duke Energy Scholarship
- Durham Coca Cola Scholarship Endowment in Memorial of Herbert Lea
- Earl E. Bradsher Scholarship Endowment
- Ed and Grace Cox Memorial Scholarship Endowment
- Elbert and Mary Moore Scholarship Endowment
- Ella R. and Casper Timberlake Scholarship Endowment
- Enos "Country" Slaughter Scholarship Endowment
- Exchange Club of Roxboro Scholarship Endowment
- Forever Remembering PFC Richie Jones Memorial Scholarship Endowment
- Fred and Frances Barwick Scholarship Endowment

- F. L. “Hugh” Moore Memorial Scholarship Endowment
- GKN Automotive Inc. Endowment
- Gordon P. Allen Family Scholarship Endowment
- Jacqueline Hall Moore Ambassador Scholarship Endowment
- Jack and Mabel Moore Hester Scholarship Endowment
- James Obadiah and Ida T. Pearce Memorial Scholarship Endowment
- Jean K. Andrews Scholarship Endowment
- Jimmy and Delores White Scholarship Endowment
- John R. Bradsher Scholarship Endowment
- Judson Clint Regan Memorial Scholarship
- J. Henderson Munday Memorial Scholarship Endowment
- Landon and Mildred Bradsher Scholarship Endowment
- Leona Page Aldridge Memorial Scholarship
- Mary Ruth Moore Gentry Scholarship Endowment
- Mr. and Mrs. L. P. Cox Memorial Scholarship
- Morgan Family Scholarship
- Nightingale Scholar
- Patricia Knott Horner Scholarship Endowment
- PCC Alumni Partnership Scholarship Endowment
- PCC Alumni Partnership High School Scholarship
- PCC Alumni Partnership New Beginnings Scholarship
- PCC Ambassador
- P&A Industrial Fabrications, LLC Scholarship
- Person County Veterans Agricultural Fair Association Endowment
- Person Memorial Hospital Auxiliary Scholarship Endowment
- Phillip Kerns Memorial Scholarship Endowment
- Piedmont Community College Trustees’ Scholarship
- Piedmont Community College Foundation Scholarship
- Piedmont Electric Helping Hands Foundation Scholarship
- R. Arnold Rogers Scholarship Endowment
- R. D. Bumpass Scholarship for Academic Excellence
- Reed and Pauline Clayton Scholarship Endowment
- Richard and Kathy Cates Scholarship Endowment
- Rose Rogers Woodall Scholarship Endowment
- Rossie Jeffers Holloway Scholarship
- Rotary Club of Roxboro, Person County World War II Veterans Scholarship Endowment
- Rowan Walters Scholarship Endowment
- Roxboro Kiwanis Club
- Roxboro Lion’s Club Scholarship
- Roxboro Savings Bank Scholarship Endowment
- Roxboro Woman’s Club Scholarship Endowment

- Royal Jackson and Carrie Crumpton Rogers Memorial Scholarship Endowment
- Ruth Clayton Memorial Scholarship
- Ruth Martin Owen Memorial Scholarship Endowment
- S. Ray and Nancy Crews Scholarship Endowment
- Samuel M. Oakley, Jr. Scholarship
- Stovall Family Scholarship Endowment
- The Arc of Person County Scholarship Endowment
- The Hugh Gravitt Scholarship Endowment
- The Westmoreland Family Scholarship Endowment
- Thomas Carter Florance Memorial Scholarship Endowment
- Thomas Gold and Maude Meadows Brooks Scholarship Endowment
- Thomas R. and Vickie B. Gilliam Scholarship Endowment
- Victor and Dorothy Williford Scholarship Endowment
- Victoria Cox Buresch Scholarship Endowment
- W. Henry Hicks Scholarship Endowment
- W. Knox and Zelma Whitefield Moore Scholarship Endowment
- W. T. “Billy” Watkins Scholarship Endowment
- Walter, Alpha, Neil Humphries Scholarship Endowment
- Wells Fargo Scholarship Endowment
- Wheeler L. Carver, Sr. Memorial Scholarship Endowment
- Womack Scholarship Endowment
- Zeke & Pam Smith Family and Friends 327 Scholarship Endowment

External Scholarships

- Becky Williamson Memorial Scholarship Endowment (CE)
- Educational Opportunity Scholarship
- GKN Automotive Inc. Endowment
- Nightingale Scholar
- PCC Alumni Partnership High School Scholarship
- PCC Alumni Partnership New Beginnings Scholarship
- PCC Ambassadors
- Person Memorial Hospital Auxiliary Scholarship Endowment
- Pete Slaughter Person County Rescue Squad Memorial Scholarship
- Duke Energy Direct
- Rowan Walters Scholarship Endowment

Student Consumer Rights and Responsibilities Students have the right to ask:

- What financial assistance is available, including information on all Federal, State and institutional financial aid programs?
- What the deadlines are for submitting application for each of the financial aid programs available.
- What the cost of attending is, and what the refund policy is.
- What criteria are used to select financial aid recipients?

- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in each budget.
- What resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of need?
- How much financial need, as determined by the institution, has been met?
- About the various programs in the student aid package. If the students believe they have been treated unfairly, they may request reconsideration of the award made.
- What portion of the financial aid received must be repaid, and what portion is grant aid. If the aid is a loan, the students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, and the length of time to repay the loan and when the repayment is to begin.
- How the school determines whether the students are making satisfactory academic progress and what happens if the students are not.

It is the student's responsibility to:

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place.
- Understand errors on financial aid application can delay processing and awarding of financial aid.
- Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which the application was submitted.
- Accept responsibility for all agreements signed.
- Notify the loan servicer of changes in name, address, or school status if the student has a loan.
- Perform in a satisfactory manner the work that is agreed upon in accepting a Federal Work Study award.
- Know and comply with the deadlines for application or reapplication for aid, the College's refund procedures, and the requirements for the return of federal aid when a student withdraws from school.

All students receiving financial aid, or any other aid administered by Piedmont Community College should be aware that their financial assistance is conditional upon maintaining good standing and satisfactory academic progress.

Violations of Piedmont Community College's Code of Conduct may result in a loss of all financial aid. Failure to maintain satisfactory academic progress may result in placement of the student on financial aid warning or financial aid suspension.

Financial aid may be reinstated upon regaining good standing and satisfactory academic progress.

Satisfactory Academic Progress Policy

Minimum Grade Point Average (GPA)

Students must maintain a cumulative grade point average at or above 2.0. If the cumulative GPA falls below a 2.0 after any term, the student will be placed on financial aid warning. Students will remain on financial aid warning until satisfactory academic progress is evaluated the following term. Students that do not have a cumulative 2.0 grade point average at this time will be placed on financial aid suspension.

Minimum semester Credit Hour Completion Rate Requirement

The student must complete 67% of the cumulative credit hours attempted. Only grades of A, B, C, D, P or CE (Credit by Exam) will be considered as earned hours. W, WP, F, I, and R Grades count as attempted hours but not earned hours. Grades of WE and IE will be excluded from attempted hours. The percentage earned will be evaluated after each term to determine Quantitative Satisfactory Academic Progress. For example, a first year student enrolls in 12 hours for the fall term. This student must have 8.04 hours completed at the end of the fall term. Effective Fall 2011 transfer credit is also included in the quantitative standard.

Completion of a degree within a maximum number of credit hours attempted

Students receiving financial aid will have a maximum time frame in which they are expected to complete their program of study. The maximum time frame at Piedmont Community College is 150% of the published length of the program of study per the student handbook/catalog. For example, a student enrolled in the Business Administration Associate Degree program (65 hours required) will be able to attempt 97.5 hours. Once students have attempted the maximum number of credit hours for their program of study, they will be placed on financial aid suspension. Transfer credits applicable to the program of study are included in the determination of maximum time frame.

Financial Aid Warning

Students not making satisfactory academic progress will be put on financial aid warning. Students on financial aid warning may be allowed one semester to achieve satisfactory academic progress. During the warning period, the student is eligible to receive financial aid. At the end of the warning period, academic progress will be evaluated to determine whether requirements have been met. If not, financial aid will be suspended until satisfactory academic progress is achieved or an appeal is approved.

Financial Aid Suspension

Students who fail to reestablish satisfactory academic progress during a period on financial aid warning will be placed on financial aid suspension.

Appeal Process
Students on financial aid suspension may appeal their SAP if they have mitigating circumstances. Examples of mitigating circumstances may include injury to student, illness of student or immediate family member, death of a relative or undue hardship due to special circumstances beyond a student's control. Students should submit their appeal form, along with their supporting documentation to the Financial Aid office. The Appeals Committee reviews the student's appeal and the Financial Aid Office notifies the student in writing of the committee's decision. If an appeal is denied, a student may follow the college's grievance and appeals procedure.

Students on appeal must complete an Academic Plan. Students on an Academic Plan must achieve a 100% pass rate of all courses and a GPA of 2.5 or better during their terms on the plan. If they do not meet the requirements of the appeal, they will be placed back on financial aid suspension. Students with extreme mitigating circumstances during their term(s) on appeal may submit a second and final appeal to the Vice President of Student Development.

The complete Satisfactory Academic Progress policy can be found on the Piedmont Community College website on the Financial Aid page.

Return of Title IV Refund Policy

For those financial aid students who completely withdraw from classes on or before the 60 percent point of the enrollment period for which they are charged, the College will calculate a return of Title IV refund. The unearned portion of Title IV Aid (Pell and SEOG Grants) must be returned to the Federal Government. Future eligibility for federal funding may be affected when a student withdraws from classes.

State Grant Return of Funds Policy

When a student withdraws before the end of a term, an institution must determine how much, if any, state grant funds must be returned. Students receiving state grants will be required to return any unearned portion of their state grants. Calculations as to the amount to be returned will be made using the return of funds policy outlined by the NC State Education Approving Agency.

*Alternative guidance from federal, state and/or institutional regulations may be applied to financial aid and/or veterans affairs policies during a declared state of emergency issued by governmental agencies.

Veterans Educational Assistance Program

Persons who serve active duty in the Army, Air Force, Navy, Marines, and Coast Guard, as well as members of the National Guard and the five service components of the selected Reserve, may earn entitlement to educational assistance benefits as a veteran, or while on active duty or as a drilling Guard or Reservist*.

Educational Assistance Benefits are available for Veterans, Active Duty Military, National Guard and Selected Reserve and, in some instances, spouse, surviving spouse, or child of the veteran who is totally disabled due to service connection or deceased as the result of service-connected disability. Individuals must qualify based upon conditions and benefits in effect at the time of entry into the service and kind of discharge insured upon separation.

**Visit the Department of Veterans Affairs GI Bill® website* at www.benefits.va.gov/gibill *for information on eligibility requirements.*

North Carolina Veterans Scholarships are available to children of certain deceased or disabled veterans or of veterans who were listed as POW/MIA. The veteran must have been a legal resident of North Carolina at the time of entry into service, or a child must have been born in North Carolina and resided here continuously.

Visit www.doa.nc.gov/vets for more information regarding these scholarships.

Veterans Benefits Procedures

Veterans who enroll in the College for the first time and wish to receive benefits should consult with the Veterans Affairs certifying officials in Building E, Person County Campus.

Veterans cannot receive benefits until they have completed all of the admission procedures of the College; therefore, it is advisable to submit an application as early as possible. The Veterans Administration requires about six to eight weeks to approve an application for benefits. Veterans need to supply appropriate information upon request, and failure to do so jeopardizes their receipt of benefits.

Veterans enrolling in approved courses must pursue the exact curriculum listed in the College catalog, unless adequate documentation is received from the corresponding program administration. Students must adhere to the college's attendance policy, maintain satisfactory academic progress, and exhibit satisfactory conduct for continued eligibility for benefits.

Independent study classes will be certified as distance learning unless the class meets the requirement to be certified as a resident class.

Standards of Progress

Veterans are not certified for auditing a course or distance learning remedial courses. Grade "W" will be reported as a reduction in the number of certified hours to the Department of Veterans Affairs based on the last date the student attended class.

The student must maintain satisfactory academic progress as required by the College. If the student does not maintain satisfactory academic progress, the student is placed on academic probation. A veteran may receive Veterans Administration benefits for only (1) semester while on academic probation.

*Alternative guidance from federal, state and/or institutional regulations may be applied to financial aid and/or veterans affairs policies during a declared state of emergency issued by governmental agencies.

Student Life

Housing

Piedmont Community College does not have dormitory facilities nor assumes responsibility for housing.

Identification Cards (ID)

Piedmont Community College is committed to providing a safe, healthy, and nurturing environment for all campus activities. In keeping with that purpose, the College issues student identification cards.

Student identification (ID) cards will be issued when the student is officially registered for classes. ID machines are located in the Student Development Office on the Person County Campuses and in a designated area on the Caswell County Campus. Visitors may obtain a temporary campus ID at the reception desk on the Caswell and Person County Campuses.

Student ID cards will admit students to social, cultural, and educational events on campus, and students must have an ID card available for identification on campus at all times. Student ID cards help PCC maintain a safe and secure environment, and students must provide identification when requested by any College official. Students who do not display or cannot produce a College-issued ID card will be escorted to the Student Development Office for verification of enrollment. Students losing ID's will be charged a $5 replacement fee.

First Aid and Illness

Any student who is ill or requires first aid should contact the instructor or the nearest employee of Piedmont Community College. First aid kits are provided in all buildings in the following locations:

Building	Location
A	Kitchen
B	B104/105
C	C101
D	D107
E	E110, E120, E201 & Student Development
F	F101, F201, F204B, F208, F107, F201A, F209
G	G109, G201, G204B, G206
H	H201, H208, LRC Reference Desk
I	I110, I114, I115
K	K103, K106, K116, K121, K129, K157, K213

L	K105
M	M101
P	P116, FVPT Grip Truck
S	S100, S110, S120, S130

Automated External Defibulators (AED) are provided in all buildings in the following locations:

Building	Location
A	A198
E	D146
G	G107B
H	Lobby
K	Lobby
S	S106

College Colors and Mascot

Piedmont Community College's school colors are green (#008061 RGB), orange (# F78E1E and F15A29) and white. The mascot is a horse called a "Pacer."

Student Center (Building E)

- The Student Center is open during regular College hours.
- Food service hours are determined by the food service contractor, in consultation with the Vice President, Administrative Services, and posted in the Student Center.
- Vending machine service will be available during the open hours of the Student Center.
- All students, faculty, and staff have priority use of the Student Center. Visitors may eat in the Student Center.
- Community groups wishing to use the Student Center must use procedures as spelled out in the PCC Policy 4.4 and must indicate when booking the facility if they plan to serve food.
- The Student Center facility, furniture, and equipment will be the responsibility of each person who uses the Student Center. In the event of damage or vandalism, the individual or individuals responsible will be held liable. Each case must be brought before the Vice President of Administrative Services for disposition.
- All violations of the Student Code of Conduct must be reported to the Vice President, Student Development.
- Each person is responsible for throwing personal trash in the waste cans or recycling receptacles as appropriate.

Bookstore (Building E, Lower Level)

Hours & Policies

- Bookstore Hours

  Mon. – Thurs., 8 a.m. – 5 p.m.
  Fri. – 8 a.m. – 12:30 p.m.
  Summer hours vary

- Smoking, eating, and drinking are not allowed in the Bookstore.
- Buyback Policy: Contact bookstore for current buyback policy.
- Textbook Refund Period

a) Textbooks must be returned within 10 days of the first day of classes. (Purchase receipt must be presented to receive refund, and textbook must be in new condition).

b) Refunds will be mailed for purchases made by cash and check. Please allow three weeks for processing. Purchases from financial aid will be credited to the appropriate financial aid account.

- Shoplifters will be prosecuted.

Career Services

Piedmont Community College provides a number of resources and support services to help students prepare for careers, learn job skills and identify employment opportunities. Career serves are available to all students and graduates of our programs: certificate, diplomas, and associate degrees. Staff members are available to assist students in the Student Development Suite in Building E on the Person County Campus. The hours are Monday-Thursday from 8 a.m. - 5 p.m. and Friday 8 a.m. - 4 p.m.; other hours can be made by appointment. Walk-ins are also welcome. On the Caswell County Campus, careers services are available in the Student Development Office in K122.

The following services are offered:

- Career Coach Platform: A free online software program available to all PCC students. It is designed to assist students in identifying a viable career using the most current data on wages, employment, job posting and associated education and training.
- Career Fairs: Annually, PCC offers career fairs to introduce students to employers and professional from various fields of study. Students are afforded the opportunity to complete job applications, speak directly with hiring managers, and share their resumes.
- Job Postings: Employment opportunities are posted in the Student Center (Building E- Person County Campus) and the Student Development Office (Caswell County Campus). Copies of select job postings are also sent to instructors and students via campus email.

Additional services such as resume development, proof reading, job search strategies, and interviewing techniques are offered through the Workforce Development Department, located at the Business Development and Entrepreneurship Center, 105 North Main Street, Roxboro, NC.

Counseling Services

Counseling services for students are provided by the personnel of the Counseling Center during business hours at the Person and Caswell County Campuses. Information concerning entrance and graduation requirements, financial aid, employment trends, job opportunities, and student policies and procedures are part of the services provided by the Counseling Center staff. By the request of the student, counselors may administer and interpret

assessment instruments to help the student better understand his/her strengths, needs, interests and values.

Disabilities Services
Piedmont Community College is in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans, with Disabilities Act of 1990 (ADA) and the ADA Amendments of 2008. PCC ensures that policies, procedures, activities, and facilities are appropriately accessible to all students.

Federal Law prohibits PCC from making pre-admissions inquiries about disabilities. It is the responsibilities of the student to self-identify through contact with Disabilities Services. The student must provide appropriate documentation to the Counselor/Disabilities Services.

It is strongly suggested that the student begin this process at least 30 days before the start of the semester in which they plan to enroll.

Faculty Advisement
Each student is assigned a faculty advisor during the admissions process. The advisor provides the student with information about educational, administrative, career, and extracurricular matters; guides the student through the chosen program of study; and helps the student plan a class schedule each semester. The advisor approves all forms affecting the student's schedule. Students are encouraged to visit their advisor's office soon after they begin their first semester. The advisor can help students make the most of their educational experiences.

TRiO Educational Opportunity Center (EOC)
The TRiO Educational Opportunity Center (EOC) is a federally funded program that is designed to afford the opportunity of a college education to first-generation, low-income participants. The goal of the TRiO EOC Program is to increase the number of adults' participants who enroll in post-secondary education institutions.

Types of Services
TRiO EOC services are free. The services include academic and personal advice; career workshops; information on postsecondary education opportunities and student financial assistance; help in completing applications for college admissions, testing, and financial aid; coordination with nearby postsecondary institutions; media activities designed to involve and acquaint the community with higher education opportunities; and tutoring.

Target Areas
The TRiO EOC serves 2500 participants annually. The program is hosted by Piedmont Community College. The counties served include Alamance, Caswell, Chatham, Durham, Franklin, Granville, Person, Rockingham, Vance, and Warren. To serve each student more effectively, EOC partners with a number of agencies. These agencies include NC Works, NC

Department of Social Services, county schools, churches, correction facilities, local housing authorities, and area colleges and universities.

All are encouraged to contact the TRiO EOC Office at (336) 322-2280 for additional information.

Title III (Strengthening Institutional Programs)
Title III is a five-year federally funded grant initiative awarded to Piedmont Community College in 2018. The program targets the College's most at-risk population including students who are financial aid recipients as well as those enrolled in one or more transition courses.

The Title III program has several objectives that assist with student success. Funding has provided the opportunity for the development of a new Transition Center, which makes it possible for transition students to receive individual counseling services and tutoring. Title III also offers a First-Year Experience program, which consists of a summer bridge program, first-year seminar opportunities, and mentoring services for program participants. The Center for Excellence in Teaching and Learning is another program intervention made available to all PCC faculty, staff, and students compliments of Title III. This facility provides opportunities for faculty and staff development, a first year instructor academy, a leadership academy, and service learning. Also, student data tracking and analysis will reduce and bridge the academic gap by decreasing the length of time students are enrolled in transition classes and by providing a more consistent pathway and progression into curricular programs.

Incorporating these strategies and the utilization of holistic and intrusive approaches, it is the goal of Title III to increase persistence rates, improve retention, increase student completion, and ultimately, to ensure academic success for students. Additionally, the Title III program is data driven, reduces academic deficits, and addresses the personal, social/ emotional, and academic needs of the Piedmont Community College student.
For more information on Title III, please contact the Title III Executive Director at (336) (322-2220.

Learning Commons
Located on the Person County Campus, the Gordon P. Allen Learning Commons serves as the central location for resources to help students succeed. The Learning Commons is a welcoming space that incorporates distance education, collaborative work- spaces, resources for research, tutoring and testing, a writing center, meeting areas, library instruction, and professional development. The goal of the Learning Commons is to be a one-stop shop to meet student needs and encourage diversity in an academic setting. The Caswell County Campus Learning Commons provides additional access to services and resources including an open computer lab, academic workshops, group study areas and walk-in tutoring for a variety of subjects. The Learning Commons has access to over 100 electronic reference sources and aggregation services which include NC Live. The audiovisual collection includes a variety of CDs and DVDs. Other available services include library orientation and instruction, research guides, Embedded

Librarian Program, and audiovisual production. Educational resources are available for use by Piedmont Community College faculty, staff, students, and residents of Person, Caswell, and surrounding counties.

Through Community College Libraries in North Carolina
(CCLINC), Piedmont Community College is networked with 50 community colleges in the state, making the college a part of the third largest library in North Carolina's public education institutions. The iLink online catalog gives users access to the collections of all CCLINC libraries. Patrons can request items from in-state or out-of-state libraries through an interlibrary loan system. Any fees for this service are paid by the patron. Most requests are filled within one to two weeks. The staff of the Learning Commons consists of specialists in several areas. The Learning Commons is responsible for print, electronic, and Internet resources, and for information literacy instruction. Learning Commons staff members are trained to assist patrons in locating and using materials that meet individual needs and interests.

Learning Commons policies and procedures are published on the college's web site and are posted in the Learning Commons. Fines are charged for overdue or damaged materials. Students with overdue library materials are not permitted to register for classes, to receive grades or an official transcript, or to have a transcript forwarded to an institution or individual.

Learning Commons Hour (subject to change and have a reduced schedule during Summer Semester and semester breaks.)

Person County Campus
Mon. – Thurs.: 8 a.m. – 8 p.m.
Fri.: 8 a.m. - 4 p.m.
Sat. - Sun.: Closed

Caswell County Campus
Mon. – Thurs.: 8 a.m. – 8 p.m.
Fri.: 8 a.m. - 4 p.m.
Sat - Sun.: Closed

Student's Role in Institutional Decision-Making
The President of the SGA is an ex-officio, non-voting member of the Board of Trustees. Students appointed by the SGA and approved by the President of the College serve as active members on the following standing committees of the College: Curriculum, Distance Learning, Diversity/Global Awareness, Environment/Safety, Institutional Effectiveness, Learning Commons, QEP, Student Affairs, and Technology. Other ad hoc committees or task force groups are established periodically and may seek student representation. Students serving on program advisory committees are appointed by faculty in the program area.

Student Government Association (SGA)
Piedmont Community College's SGA serves as the official student body organization representing the best interests of the students and the College. The SGA will provide opportunities for students to engage in professional development activities and will serve as a liaison to the administration of the College. The SGA will act as the coordinating body for all student clubs and organizations.

The executive officers (as defined in the SGA Constitution) will serve as the governing body of the student government and will focus on the following activities:

- Communication—Finding better ways to communicate what is happening on campus through campus social media, flyers emails, and community resources.
- Community Relations—Activities such as the Angel Tree, bloodmobile, and other community services.
- Funding—Managing, allocating, and evaluating the use of budgeted funds generated by the Student Activity Fee and other sources.
- Leadership Development—Utilizing workshops and conferences to expand the development of student leadership.
- Student Clubs—Reviewing the activities of current clubs and organizations on campus along with chartering new clubs and organizations.
- Student Involvement—Increasing students involved in activities, organizations on campus, and encouraging the formation of new clubs and organizations that will encourage increased student involvement.
- Student Issues—Current issues, needs of students, and needs of future students to be addressed in accordance with SGA policies.
- Student Representation—The SGA Executive Council will make sure that all students have the opportunity to have their issues heard and addressed.

Student Clubs, Organizations, and Committees

A student's experience at Piedmont Community College does not begin and end in the classroom. Various activities, opportunities and functions of a social and professional nature are offered in order to provide a well-rounded campus atmosphere. The College encourages participation in student organizations and activities.

All student organizations must be approved by the administration and chartered by the Student Government Association. Activities of the organization must be approved by the assigned faculty or staff advisor under the supervision of the Vice President, Student Development. Each organization must meet and adhere to the criteria and procedures established by the administration and the Student Government Association. Copies of the criteria and procedures may be obtained from the Office of Student Development.

- Animation Club: The animation club is an open club for all students but focuses mainly on the digital and video interests of the DEAT and Film programs. The club's goal is to get at least one student to the ACM SIGGRAPH Annual conference each year. In the meantime, members enjoy extracurricular learning lessons, game nights and field trips!

- C.A.R.E. (Caring About Reaching Everyone): CARE is the organization for human services students (although all students are welcome). CARE supports students in their education goals through conferences and service opportunities and also supports their community through service projects.

- Creative Minds Club: The Creative Minds Club is a place where students interested in the arts can meet, work, and share their passion with the PCC community. We have had art sales and trips and have participated in several campus activities, all of which have helped foster a sense of purpose for students of the arts.

- Glee Club: The Glee Club uses the power of voices to inspire through music. Students come together to study, practice, and perform music. Participating students also share their love of music through concerts and performances, both on campus and in the community.

- Medical Assisting Club: PCC students in their first and second year of the medical assisting program have the opportunity to participate in field trips, fundraisers and various community outreach to promote healthy lifestyles and the importance of caring for one another.

- Piedmont Community College Ambassadors: The Piedmont Community College Ambassadors are an honorary group of students who have been nominated and selected by faculty and staff to represent the College at special events on campus and in the community. The PCC Ambassadors receive financial support from the Piedmont Community College Foundation. Duties of an ambassador include giving campus tours, hosting campus activities, speaking to community groups, assisting with Foundation activities, assisting with student activities and welcoming groups to the campus.

- Phi Theta Kappa (PTK): Phi Theta Kappa is an international honor and service society. The major purposes of Phi Theta Kappa are to encourage scholastic effort and reward academic merit, to stand for and promote worthy character and high ideals and to foster, disseminate and improve education through service projects. Phi Theta Kappa is open to students who have completed at least 12 semester hours in an associate degree program with a cumulative grade point average of at least 3.5.

- STEM Club: The purpose of the STEM (Science, Technology, Engineering and Math) Club is to promote interest, understanding, and knowledge of STEM related fields and enhance career awareness in STEM industries through field trips, lectures, and related activities as well as through campus and community service projects. The club shall seek to foster the type of honest skepticism that is necessary for life-long learning.

- Student Nursing Association (SNA): The purpose of the Student Nursing Association is to promote health care in the community, supplement the cost of the nursing program at Piedmont Community College for students, and promote awareness and recognition of the Associate Degree Nursing program at Piedmont Community College.

Social and Cultural Activities
The Student Government Association sponsors socials, dances films, art shows, musical entertainment and related activities of interest to the students and the community. Students may participate in the planning and choice of these activities through working with SGA committees. All students are notified of these events by announcements electronic signage, campus bulletin boards, flyers, emails, etc.

Awards and Honors
Each year Piedmont Community College faculty nominates outstanding students for a variety of honors. These honors include Outstanding Graduate Student in each curriculum program, Who's Who Among Junior Colleges, College Marshals. The Student Government Association may also recognize students for outstanding achievements in the areas of student participation, sports or academics.

Student Publications
All student publications operate under the jurisdiction of the SGA and Vice President of Student Development. The designated advisor is responsible for supervising, budget control and editing of student publications. Faculty and other staff assist the advisor as necessary. Contributions of articles and assistance in layout, editing and other duties are welcome. Students interested in working on student publications should visit the SGA office or Student Development Office for more information.

The President's designee must approve student publications, before any distribution. The College requests that the student publications be consistent with the policies and the responsibilities of Piedmont Community College.

Policies and Procedures

Administrative Office Hours

The administrative offices are open Monday through Thursday from 8 a.m. to 5 p.m.; Friday 8 a.m.-4 p.m. unless otherwise posted. Office hours are subject to change during the summer months. Evening and weekend supervision is provided on both the Person and Caswell County campuses in coordination with course offerings.

Inclement Weather Policy and Procedures Curriculum and Off-site Classes

If weather conditions are sufficiently severe to cause hazardous highway driving conditions and/or limit accessibility to the campus, the President or his designee may cancel classes.

Announcements regarding the cancellation of classes due to inclement weather will be made as soon as possible in order to eliminate the need of telephoning or the unnecessary start of travel. Attempts to publicize decisions affecting day classes will be made by 6 a.m. at the latest, and evening class cancellations will be made by 4 p.m. on the affected day.
Class cancellations will be publicized on the following radio stations:

- WKRX-Roxboro (1430 AM)
- WRXO-Roxboro (96.7 FM)
- WAKG-Danville, VA (103.3 AM)
- WRAL Raleigh (101.5 FM)
- WPCM-Burlington (920 AM)

The following television stations will carry notices of class cancellations:

- WTVD-Durham (Channel 11)
- WRAL-Raleigh (Channel 5)
- WFMY-Greensboro (Channel 2)

Individuals may also receive notices of class cancellations via the Emergency Alert System described below.

Emergency Alert System

The Emergency Alert System (EAS) is activated when the switchboard is notified of an incident and contacts a College Safety Official, the President or any available Vice President. Notifications of emergencies will be communicated via Blackboard Connect (includes text message, voice recorded calls, and e-mail), Voice/IP speaker phones and verbally via College Safety Officials.

The President or designee will determine when a message is to be broadcast and activate the Emergency Alert System.

It is extremely important that all faculty and staff assist with announcements of emergency information as all visitors and students may not hear or understand the emergency message.

The Emergency Alert System via Blackboard Connect is an opt-out process. You must visit www.piedmontcc.edu and click on the Campus Alert button to connect to your account. Follow the directions on the sign up page to your preferred contact information. Only PCC students and employees may receive the notification service.

Campus Visitations

Visitors to the campus who are driving their own vehicles must check in at the Administration Building reception area. If the visitor is staying for over one hour, he or she is asked to park in the student parking lot.

While friends and relatives of students or other visitors are welcome on the Piedmont Community College campus, these persons must agree to conduct themselves according to the Student Code of Conduct. Visitors who refuse to abide by this Code are asked to leave by security personnel or by other administrative personnel. Any problems are referred to the civil authorities if necessary. All visitors may be asked to present their identification and state their business by staff members of Piedmont Community College.

Visitors who are waiting for students are requested to remain in the Campus Center. Visitors who would like a tour of the campus may request this at the reception area of the Administration Building and arrangements will be made for a guide.

While students are encouraged to invite their families to campus for planned student activities such as Awards Night and Graduation, visits on campus by young children are discouraged except for these appropriate occasions. Children must always be under adult supervision. The College will not assume responsibility or liability for unsupervised children. Family pets are not permitted on campus.

Bringing children to campus for extended periods of time or on a regular basis is prohibited. When attending classes, students should not bring children with them to campus. Children should not be brought to other campus facilities such as the Student Center, Student Success Center, or Learning Commons except for brief and occasional visits.

Facilities Utilization

All community groups wishing to use the Piedmont Community College facilities must apply to the Vice President for Administrative Services.

Staff and Student Responsibilities

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss from class or have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. Students are encouraged to express their opinions and ideas in class in an orderly manner since a free exchange of views enhances the learning process. However, verbal combat and abuse between or among students and instructors is not condoned and is unacceptable in the teaching/learning situation.

Piedmont Community College honors the right of free discussion and expression, peaceful picketing and demonstrations and the rights of petition and assembly. However, willful disruption of the educational process, destruction of property and interference with the rights of others are not tolerated. It is the policy of the College to deal with any such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs. Persons who engage in, or incite others to engage in, disruptive acts shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the College. Further policies and procedures regarding disruptive acts, including appeals procedures, may be found in Article XI, Bylaws of the Piedmont Community College Board of Trustees, on file in the Learning Commons, the President's Office and the Dean of Student Development's Office.

All students are encouraged to maintain and take pride in neat, clean and appropriate clothing and appearance while on campus. Safety in vocational shop areas requires the wearing of shoes, safety glasses and, in some cases, protective clothing. Instructors explain to students the clothing necessary in their areas.

Violations of the Piedmont Community College Code of Conduct may result in disciplinary action, and expulsion from the College and/or legal action against the violators. For more information on the Code of Conduct see PCC Policy 7.5 on the College's website or the Student Handbook & Planner.

Code of Conduct

All students at Piedmont Community College have the same rights and privileges of any adult citizen of the United States. The students at Piedmont Community College are required to conduct themselves at all times as responsible adults. Therefore, such acts as stealing, cheating, plagiarizing, gambling, using profane language, engaging in personal, physical or verbal combat, smoking in unauthorized areas, damaging or destroying school property or possessing dangerous weapons, explosive devices, fireworks, alcoholic beverages or narcotics on campus are prohibited. Any type of illegal, immoral or improper act that would have an adverse effect on the educational pursuits of Piedmont Community College cannot be tolerated. Students must not engage in any activity that is disruptive to orderly classroom instruction including use of cellular telephones or pagers. Students are therefore required to disengage all such devices when present in a classroom. Any violation of the above-stated Code of Conduct could result in disciplinary action and ultimately expulsion from Piedmont Community College and/or legal action against the perpetrators. For more information on the Code of Conduct see PCC Policy 7.5 on the College's website or the Student Handbook & Planner.

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All students are encouraged to maintain and take pride in neat, clean and appropriate clothing and appearance while on campus. Safety in vocational shop areas requires the wearing of shoes, safety glasses and, in some cases, protective clothing. Instructors explain to students the clothing necessary in their areas.

1. Academic Dishonesty – Students may not receive any official of the College by cheating on any assignment, examination, or paper. This prohibition includes plagiarism, the intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes, but is not limited to, paraphrasing or summarizing another's words or works without proper acknowledgement, using direct quotes of material without proper acknowledgement, or purchasing or using a paper or presentation written or produced by another.
2. Alcoholic Beverages – Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus.
3. Assault and/or Battery – Students may not strike or threaten to strike another person for any reason. Threatening or attempting to strike another person is defined as assault; striking another person is defined as battery.
4. Bullying – Students may not intimidate or threaten to harm another individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (i) places a person in actual and reasonable fear of harm to his/her person or damage to his/her property; or (ii) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of his/her job." Students should report bullying to the campus safety officer or another member of the College staff.
5. Classroom Conduct – Students may not violate any of the rules pertaining to Classroom Conduct as published in the PCC Student Handbook. Additionally, classroom rules for specific courses will be included in the course syllabus. The President or his/her designee is responsible for creating and amending these rules annually and for publishing them in the PCC Student Handbook.
6. Damage to Property – Students may not damage property of the College or the property of another person working at or attending the College.
7. Disobedience – Students may not disobey the reasonable directions of College employees, including administrators, faculty members, safety officers, and other employees.
8. Disorderly Conduct – Students may not engage in conduct which will interrupt the academic mission of the College or which will disturb the peace of the College.

9. Disrespect – Students are expected to treat all college employees with respect and courtesy, particularly when and if disagreements arise
10. Disruption – Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
11. Drugs – Students may not possess, use, or be under the influence of any narcotic or illegal drug on campus in violation of the laws of the State of North Carolina or of the United States.
12. False Information – Students may not present to the College or its employees' false information; neither may you knowingly withhold information which may have an effect on your enrollment or your status at the College and which is properly and legally requested by the College.
13. Gambling – Students may not gamble on campus.
14. Possession of Weapons – Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in your possession on campus. Law enforcement officers are exempt from this prohibition. This prohibition includes facsimiles of weapons.
15. Professional Conduct – Various curricula have specific codes of professional conduct for which students may be held accountable if you are enrolled in those curricula.
16. Public Laws – Any violations of any federal, state, or local laws that occur on campus may lead to legal action as well as disciplinary action. Any violations of federal, state, or local laws that occur off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and the order of the campus.
17. Sexual and Other Unlawful Harassment – Students may not harass any member of the College community, including other students, employees, or other persons. This prohibition includes sexual, verbal, or physical harassment for any reason including race, color, religion, gender, national origin, disability, veteran's status, creed, sexual orientation, or political affiliation.
18. Skateboards and Roller Skates – Skateboards and roller skates are not permitted to be used on campus.
19. Stalking – Students may not follow another individual in a threatening or suspicious manner. Stalking is defined as any severe intrusion on a victim's personal privacy and autonomy. It includes, but is not limited to, a pattern of observing or monitoring the victim or committing violent or intimidating acts, regardless of the means, against the victim.
20. Theft – Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as disciplinary action by the College.
21. Threats – Students may not engage in any behavior that constitutes a clear and present danger to the physical and/ or emotional well-being of yourself or other students, faculty, and staff.

22. Use of the Internet – The College has an extensive policy for appropriate use of the Internet. Users of College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music or other copyrighted works. E-mail accounts are provided for student use; however, no right of privacy exists for use of e-mail.

Tobacco Use Policy

Effective August 1, 2017, PCC prohibits the use of tobacco product on PCC property. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

Students who repeatedly violate this policy will be referred to the student disciplinary process. Visitors, volunteers, contractors, or other service providers who repeatedly violate this policy will be asked to leave PCC property.

Alcohol and Drug Abuse Policy

It is the policy of Piedmont Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), as implemented by regulations contained in 34 CFR Part 86, Subpart B. Therefore, it is the policy of Piedmont Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the College's campuses or at any site or activity operated by Piedmont Community College is prohibited. Any student violating this policy will be subject to disciplinary action up to and including permanent expulsion.

Students who violate the College's policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing use and possession of a controlled substance. North Carolina General Statute 90-95 prohibits the unlawful manufacture, sale or delivery or possession of controlled substances.

Persons who violate this statute may be convicted of a felony and may be imprisoned up to 10 years or fined up to $10,000 or both at the discretion of the court. Use of alcoholic beverages may result in referral to counseling programs and/or legal agencies for prosecution under federal and state laws.

Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state or local criminal drug statute or alcoholic beverage control statute. A conviction means a finding of guilt or the imposition of a sentence by a judge or jury in any federal or state court.

Those who desire counseling or treatment for the abuse of alcohol or drugs, you should contact any of the following agencies:

Those who desire counseling or treatment for the abuse of alcohol or drugs, you should contact any of the following agencies:

- Alcohol-Drug Council of NC 1-800-688-4232
- Person Counseling Center 355-C S. Madison Blvd. Roxboro, NC 27573 (336) 599-8366
- Durham Co. Substance Abuse Service, District 32P.O. Box 61281, Durham, NC 27705 (919) 286-9499
- Alcoholics Anonymous Alcoholism Information Center (919) 286-9499
- Alamance-Caswell-Rockingham Area Local Management Entity (336) 694-4333

Infectious Disease Policy

Piedmont Community College will inform students and employees about communicable diseases, warning signs and protective measures. The educational program will include, but will not be limited to, written publications, audio and video publications and seminars.

Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to College services or facilities, unless medically based judgments in individual cases established that exclusion or restriction is necessary to the welfare of other members of the College.

Any student or College employee who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the Dean of Student Development or appropriate supervising Vice President in the case of an employee.

Persons who know, or have reasonable basis for believing that they are infected, are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

Piedmont Community College will publicize and carefully observe the safety guidelines by the U.S. Public Health Service for handling of blood and other body fluids and secretions in all healthcare programs on campus and in other institutional contexts in which such fluids or secretions may be encountered. Copies of the guidelines are in the office of the Vice President Student Development. All faculty and staff in these areas have been notified of their role in following these guidelines.

All Questions concerning PCC policy and procedures on educational records may be directed to the Student Development Office.

FERPA

The Family Educational Rights and Privacy Act (the “Buckley Amendment”) provides students the following explicit rights with respect to their education records:

- To inspect and review information contained in records covered under the Act;
- To challenge the content of the records.
- To a hearing if necessary, for fair consideration of a challenge;
- To submit an explanatory statement for inclusion in the record if the outcome of the hearing is satisfactory unsuccessful;

- To prevent disclosure, with certain exceptions, of personally identifiable information.
- To secure a copy of the Piedmont Community College policy on education records which lists the locations of all education records maintained

For additional information about FERPA and College procedures concerning student records refer to College Policy 7.6 – The Family Educational Rights and Privacy Act of 1974. Students may obtain a copy of "Student Records Policies and Procedures for Piedmont Community College" explains the procedures for compliance. Students may obtain copies of the Policy in the Student Development Office. The policy includes a list of locations of all education records maintained by the College.

The following information is categorized as "directory information" and release does not require consent of the student: student's name, city, major field of study, dates of attendance, and degrees and awards received. Currently enrolled students may request that directory information not be disclosed by completing the appropriate form available in the Student Development Office by the end of late registration each semester.

Questions concerning PCC policy and procedures on educational records may be directed to the Student Development Office

Grievance and Student Appeal Procedure

Resolution of all grievances through open and informal communication between the affected parties is encouraged. However, where this is not possible students may utilize the PCC student grievance and appeals procedure. Copies of the current official student grievance policy and the Student Appeal Procedure may be obtained from the Office of Student Development.

Final Course Grade Appeal Procedure

Piedmont Community College encourages the resolution of all final course grade disputes through open and informal communication between the affected parties. If a final course grade-related dispute remains unresolved, students are provided due process to seek a resolution.

When a student is appealing a final course grade, he/she is required to discuss their final grade with the instructor who assigned the grade within five (5) business days of the end of the term in which the grade is received. If no resolution is reached, a student has the right to file a written request for review in accordance with the procedure outlined below. If a student is still in the Appeals process after a semester or summer session has started, he/she will be allowed to enroll in the next course level with the understanding that if the appeal is denied, he/she will have to withdraw from the course.

Level 1 - If the student continues to believe that the grade is inaccurate, the student may continue with an appeal. Appeals should be addressed in writing, using the Request for Appeal Form, available through the Office of Student Development. The notification must state the rationale for the grade appeal to the instructor and must be submitted within ten (10) business days of the end of the term in which the grade is received. The instructor will resolve the complaint within five (5) business days, notify the student of the decision in writing, and provide

a copy of the record to the Office of the Vice President, Student Development and the departmental Dean. Should the matter take longer than five (5) business days (for example, due to the time required to coordinate a meeting or discussion), the Office of the Vice President, Student Development will notify the student of an extension, in writing, and specify a date by which this review step will be completed.

A student may appeal the final grade for a course if there are grounds to believe that:

- A mechanical error occurred in the determination of the final grade;
- The grade assigned is contrary to formally stated initial criteria;
- Course requirements or procedures violate College policy or regulations.

Level 2 – If the complaint is not resolved at Level 1, the student may present a Request for Appeal Form addressed directly to the departmental Dean within five (5) business days of the final decision of the instructor. Copies of written materials and petitions presented at the previous level, along with any written responses received from the instructor, must be included with the form at the time of submission. The Request for Appeal Form along with the attached materials will be forwarded to the chair of the Grade Appeals Committee, who will distribute copies to the members of the Committee. The chair of the Committee will arrange a hearing to be attended by the student, the instructor, and the members of the Grade Appeals Committee or their designated alternates.

Prior to the hearing, the instructor should be given a copy of the student's appeal form and supporting materials. If members of the Committee feel that additional factual information is needed prior to or after the hearing to render a decision, the chair of the Committee should inform the departmental Dean of that request in writing, and that office should make every effort to provide that information in writing to the Committee. The Committee members will have the opportunity to ask questions to both the student and instructor. At the end of the meeting, the student and then the instructor will be given the opportunity for brief closing statements.

The student and the faculty member will each have the right to have one person of his or her choice present as an advisor in the hearing. That person must be a student, faculty or staff person of the College or (in the case of the student) his/her parent. The advisor may not participate directly in the hearing and is only present to consult with or support the student or faculty member involved.

The chair of the Committee should inform the student, the instructor, the Dean, and the Office of Student Development of the Committee's decision in writing within five (5) business days of the hearing. If a majority of the Committee agrees that the grade should be changed, the departmental Dean will notify the Vice President, Student Development of the grade change. Otherwise the grade will remain as recorded. The chair of the committee will not have voting rights.

The Grade Appeals Committee will be composed of five members and five alternates constituted as follows:

A chair designated by the Vice President, Instruction and Student Development, a faculty member and alternate designated by the Dean of the department involved, two faculty

members and two alternates designated by the Faculty Association, one student and one alternate designated by the Vice President, one student and one alternate selected through the Dean, Student Development.

Level 3 – If a student still feels the grade is inaccurate, the student may appeal the decision of the Grade Appeals Committee in writing (including the information provided to the instructor, departmental Dean, the Grade Appeals Committee, and any additional information) to the Vice President, Instruction and Student Development. The appeal must be in writing and be filed within five (5) business days from the time the student has been notified of the decision by the Grade Appeals Committee. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. Within five (5) business days after receiving the request from the student, the Vice President, Instruction and Student Development will review the request, the prior decisions, the record of the Grade Appeals Committee, and all other written materials related to the complaint. No additional evidence or argument will be presented to the Vice President, Instruction and Student Development, and his/her review will be limited to one of more of the following conclusions:

- The decision was arbitrary and capricious; and/or
- The decision was not supported by substantial evidence; and/or
- That a fair hearing was not afforded the student.

On the basis of this review, the Vice President, Instruction and Student Development, may affirm, modify, or reverse the decision from which the review was requested and require such remedial action as he/she deems necessary. The decision of the Vice President, Instruction and Student Development, will be final.
Piedmont Community College encourages the resolution of all grade related disputes through open and informal communication between the affected parties. However, where this is not possible, the following procedure is to be followed.

1. The student will discuss with the instructor the course requirements and grade earned.
2. If the student continues to feel the grade is inaccurate, the student may continue the appeal by obtaining an appeal form in the Office of Student Development and contacting in writing the instructor. State the rationale for the appeal within 10 days of the end of the term in which the grade was received. Send your written appeal and this form to the instructor. Keep a copy for your records.
3. If not satisfied with the decision of the instructor, the student must appeal in writing with additional rationale to the appropriate academic dean within 5 days of the final decision of the instructor. A copy of all documentation previously provided must accompany the appeal from. The Chair of the Grades Appeals Committee will arrange a hearing to be attended by the student, the instructor, and members of the Grade Appeals Committee.
4. If still not satisfied with the decision of the Grades Appeals Committee, the student must appeal in writing with additional rationale to the Vice President of Instruction and Student Development within 5 days of the final decision of the academic dean. A copy of all documentation previously provided must accompany the appeal form.

Statement of Nondiscrimination

Piedmont Community College is committed to the principle of equal opportunity. It is the policy of the College not to discriminate on the basis of race, sex, color, gender or sexual orientation, national origin, veteran status, religion, handicap, or political affiliation or belief with regard to its students, employees or applicants for admission or employment. Such discrimination is also prohibited by federal law. Any complaints alleging failure of this institution to follow this policy should be brought to the attention of the College's Affirmative Action Officer who is the Vice President for Administrative Services.

Handicapped

Piedmont Community College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff or in the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended, is the Vice President for Administrative Services.

Vocational Rehabilitation

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Financial Aid Office.

Title IX Complaint Process

Piedmont Community College (PCC) is committed to the provision of equal opportunity as required by North Carolina General Statute 115D-77 and by Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq (Title IX) and its implementing regulations, 34 C.F.R. Part 106. Therefore, PCC will not discriminate on the basis of sex in the education programs, or activities it operates.

Title IX of the Education Amendment of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs, activities and employment practices. Therefore, students, employees, applicants and other members of the PCC community (including without limitation, vendors, visitors, and guests) may not be subject to discrimination or harassment or otherwise treated adversely based upon a protected characteristic. This includes, without limitation, sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Title IX applies to conduct occurring on campus, during any College program or activity on or off-campus, including academic programs, admissions, recruitment, financial aid, employment, as well as certain off-campus conduct perpetrated or suffered by a PCC student, employee, staff member, or third-party member of the College community.

The College encourages individuals to report all gender-based misconduct immediately to the Title IX Coordinator, or another College staff or faculty member. The College will fully and promptly investigate all allegations of gender-based misconduct and will impose disciplinary measures, or take similar actions, as may be appropriate.

Title IX Coordinator
The Title IX Coordinator may be contacted in any of the following ways:

- Direct meeting Title IX Coordinator, Building E, Room 146
- Email: titleix@piedmontcc.edu
- Phone: (336) 322-2163

Harassment Policy
This PCC Policy 2.17 Unlawful Harassment is adopted to promote an atmosphere in which all members of the Piedmont Community College community may work and study free of harassment and intimidation of any kind (including harassment on the basis of race, color, religion, sex, national origin, age, genetic information, veteran status, sexual orientation or handicapping condition) and to provide for the orderly resolution of complaints of harassment.

All members of this community are expected and instructed to conduct themselves so as to contribute to an atmosphere free of harassment. Harassment of an employee by a supervisor or another employee, of a student by an employee, of an employee by a student, or of a student by another student is a violation of the policy of this college and will not be tolerated.

Complaints by employees will be made to their immediate supervisor, if appropriate. If the immediate supervisor is involved, the complaint should be made to the appropriate vice president or the Vice President for Administrative Services.

Complaints by students should be made to the Dean, Student Development, if appropriate. If not appropriate, the complaint should be made to the Vice President for Instruction and Student Development.

The full policy, PCC 2.17 Unlawful Harassment is on the College's website. All information regarding the complaint will be kept strictly confidential.

Sexual Assault

Sexual assault includes both forcible and non-forcible sex offenses and covers a range of coercive behaviors from unwanted sexual touching to intercourse. The College is committed to providing an academic environment free of sexual assault and has adopted the following programs and procedures to promote awareness of sexual assault issues, to provide support and assistance to victims and disciplinary actions and sanctions for offenders:

- **Sexual Harassment/Assault Training Programs:** The College annually disseminates "The Annual Security and Fire Safety Report" and has developed a Sexual Harassment policy and a Sexual Assault policy. (The policies are available in the PCC Policy Manual and on the

College Safety web page). During required student orientation, students are advised to avoid the potential for security problems and instructed how to report such problems. The College offers at least one seminar or workshop per year dealing with the issues of promoting awareness of and ways to deal with sexual offenses.

- **Procedures for Reporting Offenses:** Students who have experienced a sexual assault on property owned, leased or controlled by the College, or involving a College employee, should immediately contact the Dean of Student Development. Should the student not be comfortable in contacting this individual, he or she may report the incident initially to the College safety officer, the student's advisor or any officer of the College. The student also has the option of notifying appropriate local law enforcement and may request assistance from College personnel in notifying these authorities. College personnel may also assist the student in obtaining appropriate medical care if necessary.

- **College Disciplinary Action:** At the request of the victim, allegations of sexual assault shall be processed as a complaint under College Policy 7.12 for students or College Policy 5.20 for employees. In any such proceeding:
- The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.
- Both the accuser and the accused must be informed of the outcome of any such disciplinary proceeding, which will be only the College's final determination with respect to the alleged sexual assault and any sanction that is imposed against the accused.
- Sanctions, up to and including suspension or expulsion from enrollment or termination of employment, may be imposed following a final determination in the College disciplinary proceeding.

- **Available Services:** The College will provide referral for victims to area mental health and other counseling services.

- **Academic Modifications:** The College will provide options for, and assistance with, changing academic situations after an alleged sexual assault, if so, requested by the victim and if such changes are reasonably available.

Campus SaVE Act

Piedmont Community College (PCC) strives to provide a safe and secure working and learning environment for its students, faculty, staff, and visitors. Students, faculty, and staff are encouraged to report any criminal activity or suspicious activity on campus to College Safety Officials or to the Sheriff's Deputy. In accordance with the Jeanne Clery Act, PCC collects and distributes yearly reports of criminal activity and sexual misconduct on College property. PCC also complies with the Campus SaVE Act by promoting safety awareness on campus and providing prevention information of sexual misconduct and violence.

For more information on Campus safety or Campus SaVE Act, please visit the Campus Safety page on the PCC website at www.piedmontcc.edu or visit the College Safety & Preparedness office on the Person County Campus, Building E, Room 201.

Emergency Procedure

During any emergency first contact 911, then notify the College Switchboard for assistance:

- Dial 0 (zero) on any Person County Campus phone;
- Dial (336) 599-1181 on a cell phone;
- Dial (336) 694-5707 on the Caswell County Campus

Report all Incidents and Emergencies in writing to the Office of College Safety & Preparedness using the approved college incident report.

Safety Quick Reference Guide

Color-coded Safety Quick Reference Guides are posted in classrooms and public areas throughout the College. These Guides provide instructions for responding to the following types of safety emergencies:

- Child Abduction / Missing Child
- First Aid / CPR / AED
- Bomb Threat
- Hazardous Material / Chemical Spill
- Fire / Evacuation
- Severe Storms / Tornado
- Violent & Nonviolent Behavior
- Active Shooter

Academic Regulations

Student Course Load

A full-time semester credit hour student is one who is enrolled in a minimum of twelve (12) semester credit hours in a degree, diploma or certificate program. A normal course load is fifteen (15) semester credit hours with a maximum of twenty-one (21) semester credit hours. A full-time Summer semester student is one who is enrolled in a minimum of 9 total semester credit hours during Summer I (4 weeks), Summer II (4 weeks) and/ or full Summer (8 weeks) with a maximum of twelve (12) semester credit hours. The credit hours earned from enrollment in alternative delivery systems (telecourses, Internet courses, independent study, etc.) are included in the above enrollment policies.

A student who desires to register for additional coursework above the maximum indicated for the curriculum must secure a recommendation from the faculty advisor and approval from the Vice President for Instruction.

Class Attendance

Regular attendance at all classes meetings is necessary for students to achieve educational success. In order to promote student success, the following class attendance policy is established.

- A student is expected to be regular and punctual in meeting all classes. To receive credit for a course, the student must attend class prior to the Census Point and attend a minimum of 80 percent of classes, labs and shop hours. Failure to attend class is an absence, regardless of the reason. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student's final grade.
- A student who exceeds the 20 percent limit of absences may be withdrawn by the instructor through the 70% point of the semester. If a student exceeds the 20 percent limit after the 70% point, the instructor will assign the student an "F" grade.
- Any exceptions to this policy must be authorized by the instructor.

Advanced Placement Examinations Policy

The College Entrance Examination Board sponsors an advanced placement program, which enables high school students to complete college level courses by demonstrating their mastery of college level material through examinations. The scores on the examinations, if acceptable, will allow students to earn college course credit. The examinations are scored by the Educational Testing Service. Based upon the earned score, up to one year of credit may be granted.

Advanced standing credits to be applied toward graduation may be granted for a minimum score of three (3) on AP exams which are directly equivalent to a Piedmont Community College (PCC) class. In determining the grade point average for graduation, only the quality points earned for courses taken at PCC will be considered.

Placement Testing

Only students without a GPA are required to take the placement test. This includes students who graduated from foreign high schools, those whose GED scores are <170 on each section, and some home schooled students. A student can use ACT or SAT scores in lieu of their GPA. Contact the Admissions office for the scores.

The results of these tests determine the courses a student will enroll in during the first semester of attendance.

Adding Classes

A student may add a class after the general registration day has ended by completing an add form which is available in the Student Development Office or by contacting your faculty advisor. Classes may be added through the 10% census date.

Withdrawals

A student may withdraw from class or the College by completing a drop form, which is available in the Student Development Office. The signatures of the student's faculty advisor(s) and instructor(s) are required to complete this form. Failure to complete this form by the 70% will result in the student receiving a grade "F" in all courses they have stopped attending.

Transfer Credit

Piedmont Community College will consider awarding transfer credit for courses taken at accredited institutions. Vice President, Student Development or their designee, in consultation with the appropriate instructor or program advisor, will determine transfer credit based on the following:

- An official transcript is submitted by the student.
- A grade of C or better was earned in the course.
- The content and number of credit hours of the course to be transferred parallels the content and number of credit hours of the course offered at PCC. One quarter hour = 0.67 semester hour.
- The course is part of the requirements for the program of study that the student is following at PCC.
- General biology and chemistry courses required for admission into the Nursing program must have been completed within the last five years.
- Computer courses must have been completed within the last seven years.
- Transfer of courses with an NUR prefix is at the discretion of the Director of the Nursing program.

Due to the open door policy for admission established by the State Board of Community Colleges, all transfer students are admitted in good standing. To earn a degree, diploma, or certificate from PCC, a student must earn at least 25% of the credit hours required for the specific program at PCC.

Credit for Certified Professional Secretary Rating

Piedmont Community College (PCC) will grant up to 36 semester hours of credit to any business degree-seeking student who has passed all six parts of the Certified Professional Secretary's (CPS) examination as offered by Professional Secretaries International.

Each student seeking such credit must submit official verification of successful completion of the CPS exam and will be evaluated on an individual basis by the program advisor and the Dean, General Education/Business Technology.

Credit will be granted for only those courses required in the student's specific degree program, and courses must not duplicate those already taken. In addition, a student must have successfully completed at least 20 semester hours at PCC before CPS credit will be granted.

Transfer Credit between Programs at Piedmont Community College

Credit may be given for courses successfully completed in one program, if the previously completed courses are applicable to the new program of study.

Transfer Credit to Other Colleges

The determination of what credit will transfer from Piedmont Community College to another institution rests with the receiving institution. Students interested in transferring credit to another college should contact the institution being considered. Transfer will be facilitated by the Comprehensive Articulation Agreement (See Associate Degrees).

Course Prerequisite

To ensure that all Piedmont Community College students are prepared to successfully complete college-level course work, prerequisite courses have been established. Courses may be taken only after all prerequisites have been met.

Course Substitutions

A student may request permission to substitute another course for a course in the student's program of study. The course must be at least equal in semester credit hours and similar in content to be eligible for substitution. The student's faculty advisor must state in writing the rationale for the substitution. Approval for the substitution must be obtained from both the advisor and the respective academic dean.

Courses which have prerequisites can only be substituted if the prerequisites have been met. A student may substitute courses amounting to not more than 20 percent of the credit hours in a program of study.

College Level Examination Program (CLEP) and Defense Activity for Non-traditional Support (DANTES) Program

Appropriate scores on the CLEP or DANTES general and specific examinations may result in credit for up to 20 semester hours where applicable to the student's program of study. The appropriate faculty member and Office of Student Development determine the applicability of the examinations to the student's program of study.

Military Service Experience (USAFI)

Veterans may receive credit for USAFI and for service school training where applicable to the student's program and where comparable courses are offered by the College. The Office of

Student Development, in consultation with the appropriate faculty member, determines the applicability of the experience and training to the student's program of study.

Grading System

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
W	Withdrawal	*
WE	Withdrawal Emergency	*#
I	Incomplete	0
IE	Withdrawal Emergency	0 #
AU	Audit	*
CE	Credit-by-Examination	*
AP	Advanced Placement	*
TC	Transfer Credit	*
NS	No Show	*
P	Pass	*
P1		
P2		
P3		
Pass-Tier 1		
Pass-Tier 2		
Pass-Tier 3		*
R		
Repeat – Developmental Course only or Reenroll		
*		
TP Tech Prep Credit		

Explanation of Special Grades

- **I (Incomplete)**: indicates that a student is unable to complete the course requirements within the semester. The student must complete the remaining course requirements by the end of the following semester (Summer Semester is excluded) or the I grade becomes a F. A student's grade point average will be recomputed when the instructor files a Special Conditions Report with the Office of Student Development changing the I grade to a permanent grade of A, B, C, D, F or W.
- **AU (Audit):** indicates that a student chooses to attend a course but does not desire to earn credit. The intent to audit a course must be indicated at the time of registration. Course audits

will be allowed on a space available basis. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.
No course may be audited more than two times within a five year period. Attendance, preparation, participation in the classroom discussion, laboratory exercises, examination and tests shall be agreed upon with the instructor. The tuition for auditing a course is equal to the tuition for registering for a course for credit. Courses taken for an audit grade are not eligible to be included in Pell Grant or Veterans Assistance awards.

- **CE (Credit-by-Examination)**: Indicates that a student has demonstrated above average mastery of the course content on an examination. A grade of CE carries no grade points, but credit is received for the course. Credit-by examinations are given each semester. Eligibility to take a credit-by-examination may be based on high achievement in secondary schools, postsecondary schools, or experience. Arrangements for examinations should be made with the major subject instructor. A student may complete only 50 percent of the courses in a program of study through credit-by-examination. Credit hours received through credit-by examination are not used in computing financial aid or Veterans Assistance awards.
A student who receives an F, I or W grade in a course is not eligible to attempt credit-by-examination for that course. Credit-by-examination may only be attempted once for each course.
- **AP (Advanced Placement):** Indicates that a student has demonstrated mastery of course content through the College Board Advanced Placement (AP) Program.
- **TC (Transfer Credit):** Refers to credit received from other accredited institutions.
- **NC (No Credit)**: The student has been unable to meet the course objectives in the specified time and must reenroll to earn credit. To receive this grade, the student must have satisfactory attendance through the last meeting. This grade can be given only once for a specific course and will be used in developmental classes only.
- **NS (No Show)**: The student has not attended the class prior to the Census point and is dropped with a grade of NS.
- **TP (Tech Prep):** refers to credit received for documented college level competencies achieved through articulation agreements with area high schools.
- **W (Withdraw)**: A student withdrawing prior to 70% Point of the class shall receive a grade of a W. W grade is not used to compute the student's GPA.
- **WE (Withdraw Emergency):** Indicates that a student is unable to complete the course requirements given the unique nature of the natural emergency or pandemic.
    - A student withdrawing due to a natural emergency or pandemic will receive a grade of WE.
    - WE grade is not used to compute the student's GPA. Piedmont Community College Policy & Procedures Manual, page 6 of 9.
    - WE grades can be initiated until the 90% point by a faculty or student.
- **IE (Incomplete Emergency):** Indicates that a student is unable to complete the course requirements within the semester, given the unique nature of the natural emergency or pandemic.

- The student must complete the Incomplete Form which outlines the remaining course requirements to be completed and the deadline for completing them before the IE grade becomes an F.
- A maximum timeframe of one year, excluding summer semesters will be allowed for IE grades.
- The student's grade point average will be recomputed when the instructor files the appropriate Grade Change form with the Registrar changing the IE grade to a permanent grade of A, B, C, D, F, P, P1, P2, P3, or R.

- **P (Passing):** Indicates the student successfully completes a course or "shell" in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- **P1 (Passing Tier 1):** Indicates the student successfully completes Tier 1 in RISE Transition courses.
- **P2 (Passing Tier 2):** Indicates the student successfully completes Tier 2 in RISE Transition courses.
- **P3 (Passing Tier 3):** Indicates the student successfully completes Tier 3 in RISE Transition courses.
- **R (Repeat):** Indicates the student does not successfully complete a course or "shell" in developmental math (DMS or DMA) and developmental reading/writing (DRE).

Change of Grade

Once a grade has been awarded, it may be changed only by the instructor through submission of a Special Conditions Report to the Office of Student Development. This process should be completed by the end of the following semester. Grades may be appealed using the College's Grade Appeal Process.

Unit of Credit

The unit of credit is the Semester Hour. and is based on a 16 week term. A Semester Hour is equal to:

- One hour of classroom instruction per week for one semester
- Two hours of laboratory instruction per week for one semester, or
- Three hours of laboratory instruction per week for one semester
- Three hours of clinical instruction per week for one semester
- Ten hours of cooperative work experience

Grading Points

Grade points, the numerical equivalent to the letter grade, are used to determine academic honors and the student's rank in class.

The grade point average is computed by dividing the total number of grade points earned by the total number of semester hours attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, F, or I are computed in the grade point average.

Example:

Course	Grades	Credit Hours Attempted	Grade Points		Totals
ECO 251	C	3 x	2	=	6
MAT 070	B	5 x	3	=	15
BUS 110	D	5 x	1	=	5
		13			26

Divide 13 credit hours attempted into 26 grade points earned. The resulting grade point average is 2.00.

Standards of Academic Progress

Piedmont Community College is required to apply reasonable standards for measuring whether a student is maintaining satisfactory academic progress in the chosen program of study.

To be considered in good academic standing with the College, a student must maintain the following grade point average:

Hours Attempted Toward Cumulative Grade

Associate Degree	Point Average
1-22 1.50 23-40 1.75	
41-Over	2.00

Hours Attempted Toward Cumulative Grade Diploma and Certificate Point Average

1-15 1.50 16-28 1.75	
29-Over	2.00

A 2.00 grade point average in the program of study is required for graduation.

Academic Probation

A student who fails to meet the minimum standards of academic progress is placed on probation for the next semester of attendance. During the semester on probation, the student is required to sign an Educational Contract which specifies the courses to be taken, extra help necessary to improve the academic standing, and the grades needed to continue enrollment. Students on academic probation may not be eligible for financial aid during the probationary semester. A student on academic probation must wait to register for the subsequent semester until the previous semester grades are available. A veteran may receive educational benefits for only one semester while on academic probation.

Academic Suspension

A student who does not satisfy the terms of the Educational Contract may be suspended for a period of one semester.

Dismissal from Program

Students who have been on academic probation for two consecutive semesters may be dismissed from a program and directed to one more suited to their interest/abilities.

The Nursing and Medical Assisting Programs enroll students as a "class" and require them to take all courses in a sequential pattern. The courses are offered only once each year and there is no opportunity for repeating a course or offering a substitution. Accordingly, a student who fails one or more courses within this program is dismissed from the program at the end of the semester during which the failure occurs. Students enrolled in this curriculum must make a "C" or better on all major courses to be eligible to remain in the program. Students dismissed under this policy may petition the Dean, Health and Human Services for enrollment in a later class.

Readmission to Program

Students dismissed for disciplinary or academic reasons may be readmitted only upon the recommendation from the counselor and the faculty advisor, or to the Vice President, Student Development. Some College programs (Example:
Associate Degree Nursing) have additional requirements for readmission. A student readmitted after a period of academic suspension enrolls in the College on academic probation.

Change in Curriculum

A student who wishes to change to another program of study must complete a Change of Student Information form, which is available in the Office of Student Development' Office or on the College website. The Change of Student Information form must be submitted to the Admissions Office for admission into the new program. Changes in majors will not be processed after term census date.

Double Majors

Students may enroll in two curriculum programs concurrently. Double majors may be selected during the initial admissions process. A second major may also be added any time by completing and submitting the Change/ Addition of Program section of the Change of Student Information form.

Repetition of Courses

Students may repeat curriculum courses at Piedmont Community College. The repeated course grade can only be replaced if the course was taken at PCC. Any repeated course taken at another institution will not replace your PCC grade and will be received as transfer credit only.

The College does not encourage students to repeat courses in which a grade of C or higher was earned. The last grade on any course repeated will be the grade used in computing the grade point average. All grades for courses repeated remain on the student's record. The repeated course will count only once toward meeting the credit hours required for graduation.

Note: Veteran's benefits are not payable for repetition of courses in which a grade of D or higher has been earned previously. For students who receive Pell grants, all courses repeated count toward the maximum number of hours that can be attempted.

Grade Forgiveness Policy

A student who re-enters curriculum courses in the College after two years may request in writing, with the recommendation of his/her advisor, that the Office of Student Development re-evaluate his/her transcript. Under this policy, the student may request that his/her previous grade(s) of "D" or "F" not be used in calculating the cumulative grade point average. Courses and grades will remain on the transcript. Prior to the reevaluation, the student must complete at least 12 credit hours of coursework with a minimum grade point average of 2.0 in each course. A reevaluation is done only once for each student.

Students who have received a degree/diploma/certificate from Piedmont Community College based on these classes/grades are ineligible for this policy.

Catalog of Record

A student who is in continuous attendance may graduate under the provisions of the catalog in effect on the date of entry. The student has the option of choosing the requirements of a subsequent revised catalog, if desired. A student who is not in continuous attendance (except Summer semester) must graduate under the provisions of the catalog in effect on the last re-entry date.

Ordering Transcripts (effective July 1, 2020):

PCC has authorized the National Student Clearinghouse to provide official transcript ordering via the Web, allowing transcripts to be requested 24 hours a day, seven days a week using any major credit card. Note: Your card will only be charged after your order has been completed. If you need help or have questions about the Clearinghouse's transcript ordering service, you may contact them by email at transcripts@studentclearinghouse.org or phone: (703)-742-4200.

To order official transcripts online:

1. Login in to the National Student Clearinghouse secure site at www.studentclearinghouse.org
2. Follow the steps to your order, including delivery options and fees. You can order as many transcripts as you like in a single session. There is a Piedmont Community College Policy & Procedures Manual fee of $7.50 per copy.

3. To ensure confidentiality and to comply with federal regulations, your signed authorization is required to issue transcripts. For your convenience, the Clearinghouse's online ordering service will generate a consent form for you that may be signed online or that you may return to the Clearinghouse by fax, mail, or as a scanned email attachment.
4. Order updates will be emailed to you from the Clearinghouse. You can also track your order online.

NOTE: If you do not have a MasterCard or Visa credit/debit card, or are requesting a transcript prior to 1970, you may order transcripts using the Transcript Request Form by mail or in person at the Student Development Office. Request forms are available on the College's website, www.piedmontcc.edu/forms.

Unofficial Transcripts: These transcripts are printed free of charge through the College.

Transcripts from Other Colleges: PCC cannot provide you with copies of transcripts from other schools you have attended. If such transcripts are needed, please contact those schools directly.

President's Honor Roll, Dean's List and Part-time Honors List

The President's Honor Roll and Dean's List are published after each semester to recognize outstanding academic achievement by students. To qualify for the President's Honor Roll, a student must complete a minimum course load of 12 semester hours and maintain a 4.00 grade point average. To qualify for the Dean's List, a student must complete a minimum course load of 12 credit hours and maintain a 3.50 grade point average.

All work attempted in a semester is considered in determining a student's eligibility for the President's Honor Roll and the Dean's List. A student receiving a D, F, or I grade for any course is ineligible for either list in the semester that the grade is received.

The Part-time Honors List is published after each semester to recognize outstanding academic achievement by part-time students. To qualify, a student must have completed a minimum course load of 6 credit hours and maintained a 3.50 grade point average.

Graduation

(Degree, Diploma, Certificate Programs)

Upon satisfactory completion of program requirements, recommendation of the faculty and approval of the Board of Trustees, a student is awarded a degree, diploma, or certificate for satisfactory completion of a curriculum.

A student must apply to the Office of Student Development for graduation at the beginning of the semester the student expects to complete program requirements for a degree, diploma or certificate. The student's faculty advisor must approve the graduation application. Graduation application forms are available in the Office of Student Development' Office. The required

graduation fee must accompany this application. In order to graduate, a student must have taken care of all financial obligations to Piedmont Community College.

Students will be awarded the respective academic credentials at the end of the semester in which the graduation requirements are completed. Completion of program requirements will be noted on the student's transcript at that time. Piedmont Community College holds an annual graduation ceremony at the conclusion of the Spring Semester. Students may participate in the spring graduation following the completion of their graduation requirements. Continuing Education.

The mission of Piedmont Community College's Continuing Education Division is to provide workforce training and to serve as a catalyst for economic development, by providing citizens with quality programming that identities and delivers educational programing and training that meet the educational needs for professional and personal development and to provide training for area businesses, industries, and governmental agencies. The Continuing Education Division includes training and programs in the following areas: Adult Basic Skills/High School Equivalency, Customized Training, Small Business Centers, Occupational Extension, Personal Enrichment, Public Safety (EMS/Fire and Law Enforcement), Workforce Development, and a Business Incubator. For more information visit www.piedmontcc.edu/ce.

Fees for Continuing Education Programs

Registration fees are established in compliance with North Carolina law and vary according to the type and length of course. Students must contact the appropriate Continuing Education program area to register for courses. Registration fees are payable prior to or at the first class meeting and are subject to change by the N.C. General Assembly and/or the State Board of Community Colleges. Current registration fees are:

Type of Course	**Fees**	
Occupational Extension Courses	0-24 hrs	$70
	25-50 hrs	$125
	51+ hrs	$180
Self-Supporting	varies	
GED® Testing	$20 each subject or $80 total	
HiSET® Testing	$15 each subject or $75 total	

To register for a course, please contact the appropriate Departmental area as listed on the College website at www.piedmontcc.edu/ce.

Tuition and Registration Fee Waivers

The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following:

(1) Persons not enrolled in elementary or secondary schools taking courses leading to a high school diploma or equivalent certificate.

(2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:

a. Volunteer fire departments.

b. Municipal, county, or State fire departments.

c. Volunteer EMS or rescue and lifesaving departments.

d. Municipal, county, or State EMS or rescue and lifesaving departments.

d1. Law enforcement, fire, EMS or rescue and lifesaving entities serving a lake authority that was created by a county board of commissioners prior to July 1, 2012.

e. Radio Emergency Associated Communications Teams (REACT) under contract to a county as an emergency response agency.

f. Municipal, county, or State law enforcement agencies.

g. The Division of Adult Correction and Juvenile Justice of the Department of Public Safety for the training of full-time custodial employees and employees of the Division required to be certified under Article 1 of Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.

h. Repealed by Session Laws 2017-186, s. 2, effective December 1, 2017.

i. The Eastern Band of Cherokee Indians law enforcement, fire, EMS or rescue and lifesaving tribal government departments or programs.

j. The Criminal Justice Standards Division of the Department of Justice for the training of criminal justice professionals, as defined in G.S. 17C-20(6), who are required to be certified under (i) Article 1 of Chapter 17C of the General Statutes and the rules of the North Carolina Criminal Justice Education and Training Standards Commission or (ii) Chapter 17E of the General Statutes and the rules of the North Carolina Sheriffs' Education and Training Standards Commission. The waivers provided for in this sub-subdivision apply to participants and recent graduates of the North Carolina Criminal Justice Fellows Program to obtain certifications for eligible criminal justice professions as defined in G.S. 17C-20(6).

(2a) Firefighters, EMS personnel, and rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges.

(3) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.

(4) Trainees enrolled in courses conducted under the Customized Training Program.

(5) through (9) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.

(10) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR).
(11) Repealed by Session Laws 2013-360, s. 10.6, effective July 1, 2013.
(12) All courses taken by high school students at community colleges, in accordance with G.S. 115D-20(4) and this section.
(13) Human resources development courses for any individual who (i) is unemployed; (ii) has received notification of a pending layoff; (iii) is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or (iv) is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
(14) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
(15) Courses providing employability skills, job-specific occupational or technical skills, or developmental education instruction to certain students who are concurrently enrolled in an eligible community college literacy course, in accordance with rules adopted by the State Board of Community Colleges.
(16) Courses provided to students who are participating in a pre-apprenticeship or apprenticeship program that meets all of the following criteria:
a. Meets one of the following:
1. Is a registered apprenticeship program recognized by the United States Department of Labor?

Misrepresentation of eligibility by any applicant who willfully misrepresents his eligibility for these benefits under NCGS 115D-5, or any person who knowingly aids or abets such applicant in misrepresenting his eligibility for such benefits, will be deemed guilty of a Class 3 misdemeanor.

2. Is a pre-apprenticeship program recognized and approved by the State agency administering the statewide apprenticeship program?
b. Has a documented plan of study with courses relating to a job-specific occupational or technical skill?
c. Requires the participants in the program to be North Carolina high school students when entering the program.

Grading System

Section 1: Grading System

A. Continuing Education instructors will award each student in a class a grade as follows:

P – Pass: Indicates that a student has fulfilled the course requirements to successfully complete the course including, 80 percent minimum attendance.

NC – No Credit: Indicates that a student did not successfully complete the course.

I/INC – Incomplete: Indicates that a student was unable to complete the course requirements within the timeframe of the class. To receive a grade, the student must complete the remaining requirements as specified by the instructor. (Form attached as Exhibit 6.12.1)

AU – Audit: Indicates that a student chose to attend a course but did not desire to earn credit.

1. A student may audit a course section only on a space available basis as determined by the College.
2. A student who audits a course section shall not displace student enrolling or registering to receive a grade, academic credit, continuing education unit, or certificate of completion in the course section.
3. The student must receive approval to audit a course section by the Vice President, Continuing Education or the Continuing Education Accountability and Compliance Officer.

H – Hours only, no grade: A student attended class for hours only. vi. S – Satisfactory*: Indicates that a student has successfully passed both the practical and written course exam and attended a minimum 80 percent of the class.

U – Unsatisfactory*: Indicates that a student has not successfully passed the written course exam. The student may retake the exam within 90 days of the initial exam date.

IE – Incomplete Emergency: Indicates that a student is unable to complete the course requirements within the semester, given the unique nature of the natural emergency or pandemic.

WE – Withdraw Emergency: Indicates that a student is unable to complete the course requirements given the unique nature of the natural emergency or pandemic.

* Students enrolled in Fire and Rescue Training classes must receive a grade of “S” in order to fulfill the requirements of the North Carolina Fire & Rescue Commission for the electronic transfer of grades to the Commission for certification purposes.

Scores for GED® or HiSET® testing: Students who have taken the High School Equivalency test will receive scores from GED® or HiSET® testing that are different from the Continuing Education Grading System. Students must meet specified scores in order to earn credit for any subject of GED® or HiSET® testing.

Section 2: Final Grade Submission

A. Faculty will submit final grades to the departmental area dean or director for review immediately upon completion of the course.
B. Once the dean or director reviews the grades, as listed on the attendance roster, the final grades will be posted under the supervision of the appropriate Continuing Education director.
C. Each director is responsible for verification of completeness of attendance rosters and for providing accurate information in the audit files.

Section 3: Transcripts

A. Students may request transcripts from the appropriate Continuing Education departmental area. Students must complete a Transcript Request Form. The official transcript cost is $5 each.
B. To obtain transcripts of GED® or HiSET® testing result, students must contact the North Carolina Community College System Career and College Readiness testing office.

Section 4: Change of Grade

A. Once a grade has been awarded, it may be changed only by the instructor submitting the appropriate paperwork to the designated Continuing Education dean for that departmental area.
B. This process is to be completed by the end of the following semester except for IE grades.
C. A maximum timeframe of one year, excluding summer semesters will be allowed for IE grades.

Section 5: College Grade Appeals Process

A. A student may appeal a grade through the Grade Appeal Process, PCC Policy 7.12.3.
B. All courses attempted will be shown on the official transcript.

Class Attendance Policy

Regular attendance at all class meetings is necessary for students to achieve educational success. Students are expected to be punctual in meeting all classes. To receive credit for a course, the student must attend class prior to the 10 percent point of the class and attend a minimum of 80 percent of classes, including labs, clinical and shop hours. Adult Basic Skills students are allowed four unexcused absences per class per quarter. After four unexcused absences, ABS students may be referred to a hybrid/online class or may be dropped from the class.

Refund Policy

Piedmont Community College complies with the North Carolina State Board of Community College Code (IE SBCCC 900.2) on the Refund Policy.

Unless otherwise required by law, community colleges shall not issue a registration fee refund using State funds except under the following circumstances:

- A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first course section meeting.
- A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

- After a regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the scheduled hours of the course section. This subsection applies to all course sections except those course sections that begin and end on the same calendar day. Colleges shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.
- After a non-regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student withdraws or is withdrawn by the college from the course section prior to or on the 10th calendar day after the start of the course section.
- Pursuant to 1E SBCCC 900.4 upon request of the student, Piedmont Community College shall grant a full refund of registration fees to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the State of North Carolina that make it impossible for them to complete their course requirements; and, the College's bookstore will buy back textbooks to the extent possible. The College shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.
- Refund Due to Death of Student (IE SBCCC 900.3): If a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

Senior Citizen Audit Policy

Piedmont Community College (PCC) provides any North Carolina resident who is at least 65 years old to audit a course section without payment of tuition or registration fees for course sections in accordance with State Board of Community College Code. A Senior Citizen Audit allows a senior citizen age 65 or greater to audit a Curriculum or Continuing Education course on a space available basis for eligible courses once the enrollment requirement has been met.

Continuing Education Units (CEU)

Continuing Education Units (CEU) are a standard used nationally to represent completion of classes, programs and workshops not in the regular academic course of study leading to a degree or vocational diploma or certificate, but for which credit is deserving. One CEU credit may be awarded for 10 hours of class instruction. CEU credits earned at the College are kept on student transcripts. Official transcripts will be issued upon written request by the student to the Continuing Education Office.

Self-Supporting Courses

Self-supporting courses are courses which Piedmont Community College may provide at the request of the community. State funds appropriated as operating expenses for allocation to the colleges will not be used to support these courses. Financing of these courses by any college will be on a self-supporting basis. Recreational programs are one example of self-supporting courses.

Adult Basic Skills Programs WIOA, Title II (ABS)

The Adult Basic Skills Program is a Workforce Innovation and Opportunity Act, Title II federal and state funded program under the Adult Education and Family Literacy Act. Its purpose is to provide non-credit instruction at no cost to assist adults in gaining the skills they need to be able to complete their high school equivalency diploma, become employed, or enter into post-secondary education (college or occupational training). Contact the local ABS office or visit www.piedmontcc.edu/abs to learn more.

Adult Basic Skills program includes Adult Basic Education (ABE), high school equivalency preparation for GED® tests or HiSET® high school equivalency tests, English as a Second Language (ESL), and family literacy. All instruction is offered at no cost to students. Minors, ages 16-17, may also enroll, provided written permission is granted from the last school attended and from the parent/legal guardian.

Adult Basic Skills Registration

Registration is required for ABS courses. New students must register to attend an orientation session to be considered for enrollment.

ABS courses are offered at no cost to the student and are offered on campus, online, and in the community. To participate in ABS courses (classes range from instruction for non-readers through high school equivalency level):

- Contact the ABS office or complete a registration form online at www.piedmontcc.edu/abs for an orientation session. At the conclusion of this session, students are assigned to a class or classes. Orientation sessions are offered at the beginning of each quarter.
- Students who have been out of the program for 90 days or more must register and attend an ABS orientation session prior to attending ABS classes. A minor's legal guardian must attend the first hour of the orientation session with his/her minor.
- Students exit the program any time when they achieve their goals or complete the requirements set forth by GED® testing or HiSET® high school equivalency tests.

Adult Basic Education (ABE)

Adult Basic Education is for adults who have difficulty with basic literacy, computation skills and/or life skills. Instruction targets the individual's needs and is available for levels from non-readers to intermediate level students. Students in this program are functioning below a high

school level. Basic skills include academics and life skills such as: reading, writing, math, employability skills, problem solving and critical thinking, lifelong learning, communication skills, computer literacy/technology skills, and career exploration. Classes are offered day and night at each campus, in various distance learning formats, and at established sites in the community. To request that a new site be opened, please contact the Dean, Adult Basic Skills.

English as a Second Language (ESL)

English as a Second Language, also known as ESL, prepares adult learners to communicate orally and in writing and to be able to read in English in order to enter high school equivalency classes, employment, or college. Eligible adult students are those whose primary language is other than English. Enrolled students may also receive instruction to prepare for a US citizenship exam. Traditional and online/ hybrid ESL classes are offered. Classes may be offered off campus where there is sufficient interest.

High School Equivalency Study Program and Testing

Piedmont Community College is designated as an official test center for HiSET® and GED® testing in order to provide options for obtaining a North Carolina Community College High School Equivalency Diploma. GED® testing is offered in a computer based format and HiSET® tests are offered in a paper and pencil format of testing. Pricing is set by the test vendor for HiSET® and GED® test fees. Prospective examinees register and pay all test fees online at www.HiSET.ets.org or www.GED.com. Testing is offered monthly at the Person County and Caswell County campuses of PCC. Test schedules are arranged for day and evening testing sessions as well as some Saturday testing. Minors have to meet the same eligibility criteria as previously stated for ABS courses.

GED® testing consists of four subjects: Language Arts (reading and writing), Social Studies, Science and Mathematics.

HiSET® testing consists of five subjects: Language Arts Reading, Language Arts Writing, Social Studies, Science and Mathematics.

The high school equivalency program of study and related practice tests are offered at no cost to PCC students. Adult learners need to place at the ninth grade level or above for this level of study. Instruction is offered in face-to-face class format as well as in various distance learning formats to prepare adults for the high school equivalency test of their choice (HiSET® or GED® testing). Students choose a day or night class schedule. To be eligible, adult learners need to be at least 18 years of age or have completed the ABS Minor Release forms for those who are ages 16-17. In addition, instruction includes skills needed for the student to become college or career ready.

Basic Skills Plus (BS+)/Career Pathways

ABS students who meet the criteria for BS+ are able to enroll in a college course, employability skills, and job specific occupational skills training for free while enrolled in ABS concurrently. Career pathways include manufacturing.

Workplace Basic Skills & Family Literacy

The Adult Basic Skills programs can be adapted to meet business or industry's needs for basic skills training and to meet the needs of parents with preschoolers. These programs are partnerships with industries, public schools, Head Start and other early childhood educational programs. Programs are tailored to meet the needs of the partnership. Programs can be offered at businesses, industries and public school sites. To request that a new site be opened, please contact the Dean, Adult Basic Skills.

Occupational Extension Programs

Occupational Extension courses consist of single courses each complete in itself, designed for the specific purposes of training an individual for employment, upgrading the skills of persons presently employed and retraining others for new employment in occupational fields. These courses are offered in both the traditional classroom and on-line formats. The college provides hundreds of these courses annually.

Public Safety Training

Piedmont Community College provides training for currently employed individuals or individuals interested in careers in the following public safety training areas Paramedics, Emergency Medical Technician (EMT), Fire and Rescue, and Law Enforcement.

Visit www.piedmontcc.edu/pst to learn more.

Piedmont Community College provides Paramedic training that is nationally accredited.

The Piedmont Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th Street, N. #7709
Seminole, FL 33775
Phone: (727) 210-2350
www.caahep.org

Committee on Accreditation of Educational Programs for the
Emergency Medical Services Programs
8301 Lakeview Parkway

Suite 111-312
Rowlett, TX 75088
Phone: (214) 703-8445 Fax: (214) 703-8992
www.coaemsp.org

Workforce Development Programs

Business Development and Entrepreneurship Center

The Business Development and Entrepreneurship Center is a one-stop center. It provides training, education programs, business services, counseling, employability and computer labs, free business seminars, occupational training, and information and other services to current and prospective small business owners, and to corporate partners. Located at 105 North Main Street, Roxboro, NC

Services offered by the Center include:

- One-on-one business counseling for start-ups and existing businesses,
- Training and technical assistance in starting a business,
- Assistance with applications to the NC Rural Center
- Thread Capital Loan Program and other loan programs.
- Seminars, workshops and courses on a wide variety of business topics,
- Referral to specialized advisors,
- A business resource library,
- Small Business Incubator; and • Internet access for business research.

For more information or to schedule an appointment with a SBC counselor, call (336) 599-6622 (Person County) or (336) 694-4013 (Caswell County)

Customized Training Programs

The Customized Training Program (CTP) supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

The purpose of the CTP is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina; thereby, enhancing the growth potential of companies located in the state, while simultaneously preparing a well-trained workforce. The CTP offers programs and training services to assist new and existing business and industry. Through Job Growth, Technology Investment and Productivity Enhancement, the Customized Training Program is designed to make a difference in the bottom line, whether the organization is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

Eligibility:
Those businesses and industries eligible for support through this program include:

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

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

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

Access to Capital

Through a groundbreaking partnership with the Carolina Small Business Development Fund (CSBDF), the Small Business Center at Piedmont Community College offers greater access to capital for startup and expanding businesses. The Carolina Small Business Development Fund is a Community Development Financial Institution (CDFI) that offers microloans up to $50,000 and term loans or lines of credit up to $250,000 at reasonable rates and terms. By providing a resource for businesses that may have difficulty accessing financing through traditional lending sources, the CSBDF is an integral partner supporting the Small Business Center's mission of aiding in the creation and growth of small business.

Small Business Center

The Small Business Center (SBC) supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information to current and prospective small business owners. Confidential counseling services, workshops, and access to resource libraries are provided at no cost. The SBC also provides access to a Business Incubator (rental fees required). It is part of a network of Small Business Centers established by the North Carolina Community College System. Services offered by the Center include:

- Confidential one-on-one business counseling for start-ups and existing businesses;
- Training and technical assistance in starting a business;

- Assistance with application to the NC Rural Center;
- Access to capital through the Carolina Small Business Development Fund, Thread Capital, and other loan programs;
- Seminars, webinars, workshops, and courses on a wide variety of business topics;
- Referral to specialized advisors;
- A business resource library;
- Small Business Incubator; and
- Internet access for business research.

The Small Business Center has offices in both Roxboro and Yanceyville. For more information or to schedule an appointment with a counselor, call (336) 322-2484 or e-mail scott.keen@piedmontcc.edu. You can also visit www.piedmontcc.edu/sbc for more information.

Business Incubator

The Piedmont Community College Business Incubator is located at 105 N. Main Street, Roxboro, NC. It has space available for use for entrepreneurs who are looking for a place to start their small business or have a home-based business that has outgrown its home. The Incubator provides reasonable rents, business counseling, and shared services for businesses in the early stages of development. Space is limited.

Services for entrepreneurs include:

- Business counseling,
- Receptionist,
- High speed Internet access,
- Copy machine,
- AV equipment,
- Janitorial service, and
- Reference library.

Workforce Development

Allied Health

In coordination with Continuing Education's Caswell County Health Care programs (NAI, NAII, NA Refresher, Medication Tech, Medication Aide, Phlebotomy, and Cardiovascular Technician/Monitor Tech), HRD will provide additional training and support to assist those interested in training in the health care field. Students may also qualify for financial assistance when completing a free HRD course prior to beginning their Allied Health program. Visit www.piedmontcc.edu/alliedhealth for more information.

Human Resources Development Program (HRD)

Human Resources Development (HRD) programs train unemployed and under-employed persons, who are at least 18 years of age, to acquire the skills necessary for obtaining and retaining employment. HRD assists students by providing courses aimed at educating individuals in job seeking skills, job search techniques, and job retention and advancement strategies. Each course provided through HRD addresses the six core components required by state mandates: assessment, positive self-concept, employability skills, communication skills, problem-solving and the awareness of the impact of information technology in the workplace. Those individuals who are unemployed, have received a notice of a pending layoff, are working but eligible for the Federal Earned Income Tax Credit or have income that meet the Federal Poverty guidelines are eligible for a fee waiver and receive HRD course offerings for no charge. Students participating in HRD programs receive instruction from professional instructors trained specifically in the areas of motivation, counseling and job seeking and keeping skills. Students learn how to develop professional resumes and receive certification upon completion of each activity offered through HRD. Visit www.piedmontcc.edu/hrd for more information.

Workforce Certification Academy©

The mission of the Workforce Certification Academy© is to meet workforce needs of employers and to prepare individuals for employment by providing demand-driven, short-term training that leads to national, state, or industry recognized certifications. The Workforce Certification Academy© is designed to help participants obtain local jobs, command better wages, and achieve greater career success by obtaining industry recognized certification credentials. Visit www.piedmontcc.edu/careertraining for more information. Courses and programs offered by the Academy currently include (note: programs are added on a continuous basis, please check for current list):

- Advanced Manufacturing
- Allied Health Programs
- Bio Work Process Technician
- Certified Logistics Technician
- Certified Production Technician
- Green Manufacturing
- OSHA 10
- Siemens Level I Certification
- OSHA Forklift Training

Workforce Training Center

The Workforce Training Center provides training, education, counseling, information and other services to current and prospective individuals looking for employment. The program offers assistance to the unemployed and underemployed in gaining new skills and/or upgrading existing skill sets. Services and courses offered by the Center include:

- Basic Computer Skills
- Microsoft Digital Literacy Certification
- Job Applications
- Job Interviews
- Employability Skills and-Job Seeker Lab
- Online Job Search Strategies
- Resume and Cover Letters
- National Career Readiness Certification (NCRC)
- and more

The Workforce Training Center is located inside the Business Development and Entrepreneurship Center at 105 North Main Street in Roxboro.

The Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) of 2014 is a federal program designed to provide financial assistance with job training, career counseling, job search information, and work-based learning opportunities to youth (ages 16-24). Through WIOA eligible students may receive financial assistance with books, fees, and registration fees; transportation expenses; uniforms, training related supplies and licensing fees. Individuals enrolled in WIOA programs must maintain good attendance and academic performance in scheduled courses, meet monthly with assigned counselors, and obtain employment in the selected careers for which they have been trained. Student follow-up services are provided for one year after successful completion of the training.

National Career Readiness Certificate (NCRC)

The National Career Readiness Certificate (NCRC) was developed by ACT, Inc. in 2006 to help efficiently match skills with jobs. The NCRC is an industry recognized, portable, research-based credential that certifies essential skills in workplace Documents, Applied Mathematics, and Graphic Literacy. The WorkKeys system is used to determine skills required by over 85% of jobs. Piedmont Community College provides training for the ACT WorkKeys assessments through the WorkKeys curriculum lab or online training system. WorkKeys curriculum is a computer-based, self-paced program that guides individuals through specific skills development. The program provides pre-testing and skill up to assure individuals are ready for the WorkKeys assessments.

General Information

Scholars of Global Distinction Program

Piedmont Community College is committed to offering students a global education through the Scholars of Global Distinction Program, an initiative in conjunction with UNC World View. This program is designed to cultivate an appreciation for global diversity, an understanding of global economies and international relationships and the ability to be successful in our increasingly globalized world.

Why become a Global Scholar?
Scholars of Global Distinction will be immersed in globalized courses, participate in interesting international activities both on and off campus, and have the opportunity to travel domestically and abroad. These experiences will help students understand the interconnectedness of the world in which they live. Upon completion, they will:
· Recognize and appreciate different cultures, ethnicities, languages, and perspectives
· Be able to communicate with diverse people and groups
· Reflect on their place in the global community
· Be ready to effect positive change in the world

A successful scholar will have the necessary skills to excel at universities or succeed in the global workforce. Graduating students will be recognized with a global scholar designation on their diplomas and in their official college transcripts, providing potential employers with verification of globally prepared employees. They may elect to wear the Scholar of Global Distinction cord at graduation.

What do I have to do as a Scholar of Global Distinction?
Any PCC student is eligible for this program. Student scholars must complete the following to earn the distinction.
· 15 hours of globalized classes
· Participation in at least 8 passport activities (international activities and dialogues)
· 30 hours of global experience through study abroad or domestic intercultural experience
· Completion of a capstone presentation related to their two-year experience as global scholars
Interested students can contact the Dean of Arts, Sciences, and University Transfer for more information.

Summer Camps

Each year Piedmont Community College offers free weeklong summer camps for middle school and high school students. The camps have included Science Camp, Writing Camp, Theater Camp, Art Camp, International Explorations Camp, and others. Students submit an application to the instructor coordinating the camp. All students registered for the camps must have parental permission and must abide by the guidelines provided by the College.

Correction Education

Piedmont Community College provides a variety of instructional programs for inmates in area state correctional units. These programs include vocational, literacy and continuing education courses. These students receive educational services that are as identical as possible to those provided on campus. Due to the special nature of the correctional environment and Department of Public Safety policies and regulations, correction education students are exempt from certain policies which are not appropriate for incarcerated students. The goal of correction education programs is to prepare these students for a greater chance of success after their release from the correctional system.

Resource Development and External Funding

Fulfilling the College mission to serve community educational needs requires a commitment to seek external funding. Grants and other resources - outside regular state and location allocations - help PCC start new programs, expand technology, experiment with model projects, and improve services for students. In 2016 Piedmont Community College received $3,546,017 in external funding to support programs and initiatives. The college was awarded $8,661,777 in external funding over the past five years.

Resources flow from federal, state, regional, and local agencies as well as from foundations corporations. Over the past five years, federal funds accounted for 56.5% of external funds received and consisted of Department of education funding for Educational Opportunity Center services and Student Support Services.

Various foundations ($758,070) and corporations ($241,058) as well as state, regional, and local sources ($2,769,297) provide the remaining 43.5% of external funding. Such founders include the American Center Society/CVS Foundation, Cannon Foundation, Community Foundation of the Dan River Region, Danville Regional Foundation, Duke Energy Progress, Golden LEAF Foundation, the NC Community College System, NC Rural and Economic Development Center, Northwest Piedmont Workforce Development Board, Region K Council of Governments, the Truth Initiative, Piedmont Community College Foundation, Inc., Roxboro-Person County Homebuilders Association, Union Bank, and the Wal-Mart Foundation.

Piedmont Community College Foundation, Inc.

The Piedmont Community College Foundation is a nonprofit 501(c)3 organization that exists to foster relationships and provide funds to support students, faculty, and staff at Piedmont Community College as they achieve their education and career goals. Accomplishments
The Piedmont Community College Foundation, Inc. was chartered in 1978 to promote the advancement of the scientific, education, and charitable purposes of Piedmont Community College.

Accomplishments since inception:

- Scholarships totaling $2,271,805 have been awarded to 3219 students. For the 2017-2018 academic year, 111 recipients received scholarships totaling $89,040. Businesses, industries, civic organizations, individuals, and the PCC Foundation's President's Club membership fund these scholarships.
- Professional Development for PCC faculty and staff has been funded by the Foundation in the amount of $70,727, with a total of $1,209 given in 2017-2018.
- Innovative projects presented by faculty and staff have been supported by the PCC Foundation's Mini Grant Program on both the Person and Caswell County Campuses. Over the years, $340,652 has been provided for 193 projects.

- The Student Incentive program which encourages students graduating from the College's GED program to continue their education in a degree/diploma program assisted 5 students during the 2017-2018 academic year. In 2014, funding was also added to support students earning their high school equivalency degree by paying for half of the testing cost.
- Three outstanding PCC students serve as Ambassadors each year by attending College and Foundation functions and providing assistance upon request by faculty and staff. The Foundation provides scholarships in the amount of $2,000 to those students.
- Through the Faculty and Staff Excellence program, PCC Foundation recognizes and encourages initiative, hard work, and the desire to improve the student experience. In the 2017-2018 academic year, two faculty members were granted the top award of $3,000 ($1,500 cash awards and $1,500 for program expenses) and two faculty members were presented the $1,000 award ($500 cash awards and $500 for program expenses). In addition, three staff members were presented the $1,500 award ($750 cash awards and $750 for job related expenses).
- The Kirby Rebirth: Upstairs-Uptown project has been a joint effort between Piedmont Community College, Person County Government, and the Person County Arts Council. As of June 2015, over $527,228 has been raised for this community project by the Foundation and Grant areas of the College.
- In 2019, with a gift of $150,000 from the Lonnie and Carol Poole Family Foundation, the PCC Foundation assisted in the development of the PCC Pacer Promise program, providing last-dollar scholarships to qualified residents who intend to pursue employment in high demand local industries.

PCC Alumni Partnership

Established in 2004, the PCC Alumni Partnership fosters lifelong relationships with the College's past, present, and future students. The Partnership has supported students with Exam Break events and has organized alumni reunions since its inception. The Partnership has contributed to various scholarship initiatives, including the New Beginnings Scholarship, established for curriculum and continuing education students who are returning to college. The organization also established a scholarship endowment with the PCC Foundation in the amount of $10,000 in 2015.

The Alumni Partnership currently has more than 3,000 members. The organization is free to join, and any student who has successfully completed any course at Piedmont Community College is eligible for membership.

The President's Club

The PCC Foundation's President's Club was established in 1981 by a group of 25 members who believed in financially supporting the work of the College. Today, the club is still comprised of individuals, businesses, industry leaders, and civic organizations whose contributions to the PCC Foundation ensure the outstanding quality of educational programs and services made available at Piedmont Community College. The President's Club meets

periodically throughout the year with the President of the College and members of the Foundation Board of Directors to engage with leadership about the successes and needs of the College and community. Annual membership is offered to all benefactors who support the PCC Foundation with a gift of $275 or more each year.

In 2019, PCC Foundation and the Alumni Partnership established the Pacer Club, a collaborative network of Piedmont Community College alumni and current students who seek to give back to their College and community through service and financial support.

Membership is open to any alumni or current students who support the PCC Foundation with a gift of $25 annually.

Summary Report of 2019 Performance Measures

(Data collected from Fiscal Year 2018-2019)

In June 2012, the State General Assembly adopted new Performance Measures for Student Success reflecting the goals of the North Carolina Community College System three-year strategic plan, SuccessNC. The original measures were developed by a system-wide committee of community college leadership, faculty and staff. The 2019 Report incorporates multiple subsequent refinements to the measures.

The table below describes the current performance measures and reports PCC performance on each measure from the report 2019 Performance Measures for Student Success. The reporting format includes a System Baseline for minimum performance and a System Goal for optimal performance, as well as the System Mean (average score for all 58 Community Colleges), in addition to the Piedmont Community College scores.

Measure

A. Basic Skills Student Progress: Percentage of Basic Skills students who achieve an Educational Functioning Level gain during the program year (July 1 – June 30).
   Scores: Goal: 50.6%; PCC: 44.5%; Mean: 45.1%; Baseline: 24.2%

B. Student Success Rate in College Level English Courses: Percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within two years of their first term of enrollment.
   Scores: Goal: 66.6%; PCC: 68.2%; Mean: 60.6%; Baseline: 40.1%

C. Student Success Rate in College-Level Math Courses: Percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within two years of their first term of enrollment.
   Scores: Goal: 46.2%; PCC: 24.1%; Mean: 42.7%; Baseline: 19.5%

D. First Year Progression: Percentage of first-time fall curriculum students attempting at least 12 credit hours who successfully complete at least 12 hours within their first academic year (fall, spring, summer).
   Scores: Goal: 71.9%; PCC: 70.6%; Mean: 70.3%; Baseline: 56.6%

E. Curriculum Completion: Percentage of first-time fall curriculum students who, within six years of first term of enrollment, have either graduated, transferred, or are still enrolled with at least 36 non-developmental credit hours.
   Scores: Goal: 52.7%; PCC: 54%; Mean: 53.4%; Baseline: 34.1%

F. Licensure and Certification Passing Rate: Aggregate institutional passing rate of first-time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.
   Scores: Goal: 1.07%; PCC: .99%; Mean: 0.98%; Baseline: 0.79%

G. College Transfer Performance: The percentage of students who exited NCCCS after having completed an Associate Degree and/or least 30 cumulative hours of articulated transfer credits and subsequently transferred to a four-year college or university and earned a GPA of 2.25 or better after two consecutive semesters within the academic year at the institution.
   Scores: Goal: 89.4%; PCC: 87.9%; Mean: 85.2%; Baseline: 74.4%

Programs of Study

Program Title	Degree/Diploma/Certificate
Accounting and Finance	A.A.S. Degree, Diploma, Certificate
Agribusiness Technology - Agricultural Maintenance	A.A.S. Degree, Diploma, Certificate
Agribusiness Technology - Plant Science	A.A.S. Degree, Diploma, Certificate
Associate Degree Nursing	A.A.S. Degree
Associate in Arts	A.A. Degree
Associate in Arts in Teacher Preparation	A.A. Degree
Associate in Fine Arts in Visual Arts	A.F.A. Degree
Associate in General Education	A.G.E. Degree
Associate in General Education - Nursing	A.G.E. Degree
Associate in Science	A.S. Degree
Associate in Science in Teacher Preparation	A.A. Degree
Business Administration	A.A.S. Degree, Diploma, Certificate
Business Administration - Management	Certificate
Business Administration - Marketing	Certificate
Business Administration - Start Up	Certificate
Carpentry*	Certificate
Cosmetology	Diploma, Certificate
Cosmetology - Instructor	Certificate
Criminal Justice Technology	A.A.S. Degree, Certificate
Criminal Justice Technology - Advanced Criminal Investigation	Certificate
Criminal Justice Technology - Corrections Specialist	Certificate
Digital Effects and Animation Technology	A.A.S. Degree, Certificate
Early Childhood Education - Career Option	A.A.S. Degree, Diploma, Certificate
Early Childhood Education - Childhood	Certificate
Early Childhood Education - Transfer Teaching Licensure	A.A.S. Degree
Early Childhood Education - Transfer Non-Teaching	A.A.S. Degree
Electrical Power Production	A.A.S. Degree
Electrical Systems Technology	A.A.S. Degree, Diploma, Certificate
Food Service Technology*	Certificate
General Occupational Technology	A.A.S. Degree
Gunsmithing	Diploma, Certificate
Healthcare Management Technology - Medical Coding	Certificate
Health Care Management	A.A.S. Degree
Human Services Technology	A.A.S. Degree
Human Services Technology - Gerontology	A.A.S. Degree
Human Services Technology - Gerontology - Aging	Certificate
Industrial Systems Technology	A.A.S. Degree, Diploma, Certificate
Infant/Toddler Care	Certificate
Information Technology	Diploma, Certificate
Information Technology - Business Support	A.A.S. Degree, Diploma, Certificate
Information Technology - Business Support - IT Management	Certificate
Information Technology - Business Support - Database Support	Certificate
Information Technology - Computer Programming	A.A.S. Degree, Diploma, Certificate
Information Technology - Web Design	A.A.S. Degree, Diploma, Certificate

Information Technology - Web Design - Web Developer	Certificate
Information Technology - Web Design - Mobile Web Design	Certificate
Mechatronics	A.A.S. Degree, Diploma, Certificate
Medical Assisting	A.A.S. Degree
Medical Office Administration	A.A.S. Degree, Diploma, Certificate
Medical Office Administration - Electronic Health Records	Certificate
Nurse Aide **	Certificate
Office Administration	A.A.S. Degree, Diploma, Certificate
Office Administration - Office Specialist	Certificate
Public Safety Administration - Correction Services	A.A.S. Degree
Public Safety Administration - Emergency & Fire Management Ser.	A.A.S. Degree
Public Safety Administration - Law Enforcement Services	A.A.S. Degree
Public Safety Administration - Security and Loss Prevention	A.A.S. Degree
Welding	Diploma, Certificate

***(Certifications, CNA I and CNA 11, are also available on the Caswell Campus through Continuing Education)*

Piedmont Community College | Programs of Study

General Education Competencies

Piedmont Community College establishes the following general education competencies for graduates of all degree programs. These competencies are achieved general education core courses. All degree programs of study are designed to ensure that graduates are competent in the following areas:

- All graduates of degree programs must demonstrate competence in reading necessary to comprehend and analyze college level reading material.
- All graduates of degree programs must demonstrate competence in writing necessary to produce unified, coherent, well-developed writings using standard written English.
- All graduates of degree programs must demonstrate competence in oral communication necessary for effective oral communication in small groups and public settings.
- All graduates of degree programs must demonstrate competence in fundamental mathematical skills necessary to solve practical problems and reason and communicate with mathematics at a level found in non-mathematics-intensive programs.
- All graduates of degree programs must demonstrate competencies in the basic use of computers necessary to effectively use the most common types of software applications found in their area of study and be proficient at the use of e-mail and the Internet.

Courses

The College reserves the right to cancel any course when the enrollment is insufficient. The right is also reserved not to offer a course if resources become unavailable, or if the course has been dropped from the curriculum since the last printing of the catalog. Furthermore, the College reserves the right to change faculty assignments, and therefore cannot guarantee students the faculty of their choice.

Courses may be subdivided for specific purposes. Subdivisions must be specifically approved by the Vice President, Instruction. Some more common subdivisions may be listed on the following pages of this catalog.

Suggested Course Sequence
The Suggested Course Sequence is designed for the student's planning purposes only. Courses are usually offered during the semesters scheduled in the sequence and sometimes more frequently. Students taking fewer courses than suggested in the sequence will require additional semesters of study in order to complete the program. Prerequisites which have been established for most courses are designed to help the student with academic success. Program requirements as listed in this catalog, or subsequently revised, apply as long as the student maintains continuous enrollment until graduation. If the student should choose not to enroll for a semester (other than Summer), the program requirements at the time of the student's reentry shall apply toward graduation. This section applies to all Suggested Course Sequences included in this catalog.

Distance Education
Piedmont Community College's distance learning courses provide increased access to education for those who need a flexible schedule to accomplish their educational goals. Through distance learning, students with demanding work hours, hectic schedules, or childcare difficulties are provided the freedom and flexibility to obtain an education at their convenience. PCC's Distance Education Program consists of Online, Hybrid/Blended, and Interactive Television (ITV) courses. Information on specific distance learning courses can be found under Course Information on the Distance Learning webpage.

Online courses give students access to their courses 24 hours a day, seven days a week. The Instructor provides all materials, course activities, assignments, and discussions in an online environment. At PCC, all online courses are predominantly asynchronous, meaning that you do your coursework at whatever time of the day you choose. The majority of tests are taken online, although some instructors require that tests be taken on campus. Expect to devote the same amount of time each week as you would for a face to-face course. That is, if it's a 3-credit hour course, expect 9 hours of work each week. Some courses may require specific software. Educational discounts on software may be obtained through the PCC Bookstore. Online courses will have a .7x in the course ID. Example ENG 111.71.

Hybrid/Blended courses combine traditional face to face course work on campus along with online course work. Hybrid courses require more than 50% of the course to be taught online. Blended courses require less than 50% of the course to be taught online. The goal of hybrid/blended courses is to join the best features of in-class teaching with the best features of online learning to promote active independent learning. Hybrid courses will have a .6x or .4x in the course ID. Example ENG 111.61, ENG 111.41. Blended courses will have a .9x in the course ID.

Interactive Television (ITV) classes use videoconferencing technology for shared classes. In this type of shared class, students meet in a classroom equipped with camera, microphones, and television monitors. Using two-way audio/ video communications, ITV links the instructor and students on one campus with students on a different campus.

Piedmont Community College is continually making advances in offering courses, certificates, diplomas, and degrees through distance learning. Check with your advisor or the Distance Education staff located in the Learning Commons on the Person County Campus about these exciting opportunities.

General Education Core Course List

Piedmont Community College faculty recognizes the importance of a broad-based common body of knowledge for all students. In recognition of this critical component of the educational experience, students in all programs of study culminating in a degree or diploma enroll in courses designated as general education. Some certificate programs also require general education components.

General education core courses are designed to provide the supporting knowledge necessary for student success in curriculum programs and to enhance students' potential for both career and personal success. These courses are selected from the North Carolina Community College System's Common Course Library (CCL), a comprehensive course offering designed to facilitate transfer within the community college system and to institutions awarding baccalaureate degrees. Within the CCL, specific courses have been identified as components of the 2014 Comprehensive Articulation Agreement developed by the North Carolina Community College System and the University of North Carolina General Administration. The AA and AS degree programs of study are structured to include two components: (1) Universal General Education Transfer Component (UGETC) comprising a minimum of 30 semester hours of credit, and (2) additional general education, pre-major, and elective courses that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

The UGETC courses are listed below. For additional pre-major and elective courses, consult with your advisor.

ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
BIO 111	General Biology I
BIO 112	General Biology II
CHM 151	General Chemistry I
CHM 152	General Chemistry II
COM 231	Public Speaking
ECO 251	Prin. Of Microeconomics
ECO 252	Prin. Of Macroeconomics
ENG 111	Writing and Inquiry
ENG 112	Writing & Research in the Disciplines
ENG 231	American Literature I
ENG 232	American Literature II
ENG 241	British Literature I
ENG 242	British Literature II
HIS 111	World Civilizations I
HIS 112	World Civilizations II
HIS 131	American History I
HIS 132	American History II
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
MAT 171	Precalculus Algebra
MAT 172	Precalculus Trigonometry
MAT 263	Brief Calculus
MAT 271	Calculus I
MAT 272	Calculus II
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
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
POL 120	American Government
PSY 150	General Psychology
SOC 210	Introduction to Sociology

RISE (Reinforced Instruction for Student Excellence)

Because Piedmont Community College has an "Open Door" for admission, students who seek admission to the College's degree and diploma programs may find themselves under-prepared for college-level work. RISE courses provide assistance with academic skills that will enable students to enter their chosen curriculum with a good probability of success. Based on a student's high school GPA, he/she make be required to take one or more RISE courses prior to or along with a gateway English or math course in a curriculum program. However, certain courses listed in the early semesters of the Suggested Course Sequence for a program may be taken concurrently with these RISE courses. These courses provide opportunities for improvement in the areas of reading, reasoning, English grammar and composition, and mathematics. RISE course credits represent institutional credits only for the purpose of assessing fees and VA and financial aid benefits.

To assure the students' future academic success, PCC offers the following RISE courses:

ENG 002	Transition English
ENG 011	Writing and Inquiry Support (Co-requisite class with ENG111)
MAT 003	Transition Math
MAT 043	Quantitative Literacy Support (Co-requisite class with MAT143)
MAT 052	Statistical Methods Support (Co-requisite class with MAT152)
MAT 071	Precalculus Algebra Support (Co-requisite class with MAT171)

ACCOUNTING AND FINANCE

Associate in Applied Science | Diploma | Certificate

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

To learn more visit **www.piedmontcc.edu/accounting**

More about ACCOUNTING

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations, including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Outlook for EMPLOYMENT

There are many traditional careers for graduates of an Accounting program at PCC.

Tax Preparers
Billing and Posting Clerks
Business Bookkeeping
Payroll
Brokerage
Statistical Assistants

or dive into a more specialized area of expertise with:

International accounting
Forensics
Comptroller
Chief Financial Officer

COURSES

Required Courses for Program			AAS	DIP	CER
ACA	122	College Transfer Success *	✔	✔	
ACC	120	Principles of Financial Accounting	✔	✔	✔
ACC	121	Principles of Managerial Accounting	✔	✔	✔
ACC	122	Principles of Financial Accounting II	✔		
ACC	129	Individual Income Taxes	✔	✔	✔
ACC	140	Payroll Accounting	✔	✔	✔
ACC	150	Accounting Software Appl.	✔	✔	✔
ACC	220	Intermediate Accounting I	✔		
ACC	221	Intermediate Accounting II	✔		
BUS	110	Introduction to Business	✔	✔	
BUS	115	Business Law I	✔	✔	
BUS	121	Business Mathematics	✔		
BUS	137	Principles of Management	✔	✔	
BUS	225	Business Finance	✔		
CIS	110	Introduction to Computers	✔	✔	✔
CTS	130	Spreadsheet	✔	✔	
COM	231	Public Speaking	✔	✔	
ECO	251	Principles of Microeconomics OR	✔	✔	
ECO	252	Principles of Macroeconomics	✔	✔	
ENG	111	Writing & Inquiry	✔	✔	
MAT	143	Quantitative Literacy OR	✔		
MAT	152	Statistical Methods I OR	✔		
MAT	171	Precalculus Algebra	✔		
XXX		Humanities/Fine Arts Elective (ART HUM MUS)	✔		
XXX		Social/Behavioral Science Elective (ECO PSY SOC)	✔		
XXX		Business Elective (ACC BUS ECO MKT)	✔		
Total Semester Hours Required for Degree			**70**	**44**	**18**

AAS = Associate in Applied Science DIP = Diploma CER= Certificate
✔ Denotes required for degree completion

ACCOUNTING AND FINANCE

ASSOCIATE IN APPLIED SCIENCE | DIPLOMA | CERTIFICATE

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Mark Wencel
(336) 322-2180
mark.wencel@piedmontcc.edu
Person County Campus - C107

Walter Montgomery, Dean
(336) 322-2258
walter.montgomery@piedmontcc.edu
Person County Campus - L119

Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	129	Individual Income Tax	2	2	0	3
BUS	110	Introduction to Business	3	0	0	3
XXX		Humanities / Fine Arts Elective	3	0	0	3
XXX		Social / Behavioral Science Elective	3	0	0	3
			14-15	**4-6**	**0**	**18**
SPRING SEMESTER						
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	150	Comp General Ledger	1	2	0	2
ECO	251	Principles of Micro Economics OR	3	0	0	3
ECO	252	Principles of Macro Economics	3	0	0	3
ENG	111	Writing & Inquiry	3	0	0	3
XXX		Business Elective	3	0	0	3
			16	**4**	**0**	**18**
FALL SEMESTER						
ACC	140	Payroll Accounting	1	2	0	2
ACC	220	Intermediate Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Mathematics	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
COM	231	Public Speaking	3	0	0	3
			14	**8**	**0**	**18**
SPRING SEMESTER						
ACC	221	Intermediate Accounting II	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
BUS	225	Business Finance	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
MAT	143	Quantitative Literacy OR	2	2	0	3
MAT	152	Statistical Methods I OR	3	2	0	4
MAT	171	Pre-calculus Algebra	3	2	0	4
			12-13	**8**	**0**	**16-17**
			56-58	**24-26**	**0**	**70-71**

AGRIBUSINESS TECHNOLOGY

AGRICULTURAL MAINTENANCE

Associate in Applied Science | Diploma | Certificate

Agribusiness Technology will prepare students for employment in a variety of agribusiness jobs such as store management, farm operations, wholesale and retail produce management, and environmental and agricultural education. Students will learn the fundamentals of agriculture, with emphasis placed on entrepreneurial and field training, as well as the basics of our economic system and government policies and programs relating to agriculture.

To learn more visit **www.piedmontcc.edu/agribusiness**

More about AGRIBUSINESS TECHNOLOGY

The Associate in Applied Science degree program in Agribusiness Technology is based on the Caswell County Campus, and serves both Caswell County and Person County communities. Agribusiness Technology will prepare students for employment in a variety of agribusiness jobs such as store management, farm operations, wholesale and retail produce management, and environmental and agricultural education. Students will learn the fundamentals of agriculture, with emphasis placed on entrepreneurial and field training, as well as the basics of our economic system and government policies and programs relating to agriculture. Students are provided with various levels of course work in the mechanical and electronic field.

Outlook for EMPLOYMENT

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.

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.

COURSES

Required Courses for Program			AAS	DIP	CERT
ACA	122	Transfer Success	✔		
AGR	111	Basic Farm Maintenance	✔	✔	✔
AGR	130	Alternative Ag Production	✔		
AGR	139	Intro to Sustainable Ag	✔	✔	
AGR	140	Agricultural Chemicals	✔		
AGR	170	Soil Science	✔		
AGR	212	Farm Business Management	✔	✔	
AGR	213	Ag Law & Finance	✔	✔	
AGR	214	Agricultural Marketing	✔	✔	
AGR	220	Ag Mechanization	✔	✔	✔
AGR	226	Maint & Srvc of Prod Faci	✔	✔	✔
ANS	110	Animal Science	✔		
BUS	110	Intro to Business	✔		
BUS	137	Principles of Management	✔	✔	
CIS	110	Intro to Computers	✔		
COM	231	Public Speaking	✔	✔	
ENG	111	Writing and Inquiry	✔	✔	
HOR	118	Equipment Op & Maint	✔	✔	✔
HUM	115	Critical Thinking	✔		
MAT	143	Quantitative Literacy	✔		
PSY	150	General Psychology	✔		
WBL	112	Work-Based Learning I	✔	✔	
WLD	110	Cutting Processes	✔	✔	✔
WLD	112	Basic Welding Processes	✔	✔	✔
Total Semester Hours Required for Degree			**70**	**37**	**14**

AAS = Associate in Applied Science DIP = Diploma CERT= Certificate

✔ Denotes required for degree completion

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Kin Watlington
(336) 694-8090
kin.watlington@piedmontcc.edu
Caswell County Campus - P101

Walter Montgomery
(336) 322-2258
walter.montgomery@piedmontcc.edu
Caswell County Campus - L119

PCC Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
AGR 139	Intro to Sustainable Ag	3	0	0	3
AGR 140	Agricultural Chemicals	2	2	0	3
ANS 110	Animal Science	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Intro to Computers	2	2	0	3
		13	**6**	**0**	**16**
SPRING SEMESTER					
AGR 220	Ag Mechanization	2	2	0	3
AGR 214	Agricultural Marketing	3	0	0	3
COM 231	Public Speaking	3	0	0	3
BUS 110	Intro to Business	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
		14	**2**	**0**	**15**
SUMMER SEMESTER					
WBL 112	Work-Based Learning I	0	0	20	2
WLD 112	Basic Welding Processes	1	3	0	2
		1	**3**	**20**	**4**
FALL SEMESTER					
HOR 118	Equipment Op & Maint	1	3	0	2
AGR 170	Soil Science	2	2	0	3
AGR 212	Farm Business Management	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
PSY 150	General Psychology	3	0	0	3
		11	**7**	**0**	**14**
SPRING SEMESTER					
AGR 226	Maint & Srvc of Prod Faci	2	2	0	3
AGR 213	Ag Law & Finance	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
AGR 130	Alternative Ag Production	3	0	0	3
WLD 110	Cutting Processes	1	3	0	2
AGR 111	Basic Farm Maintenance	1	3	0	2
		13	**8**	**0**	**16**
		52	**26**	**20**	**65**

For more information visit www.piedmontcc.edu/agribusiness

AGRIBUSINESS TECHNOLOGY

PLANT SCIENCE

Associate in Applied Science | Diploma | Certificate

Agribusiness Technology will prepare students for employment in a variety of agribusiness jobs such as store management, farm operations, wholesale and retail produce management, and environmental and agricultural education. Students will learn the fundamentals of agriculture, with emphasis placed on entrepreneurial and field training, as well as the basics of our economic system and government policies and programs relating to agriculture.

To learn more visit **www.piedmontcc.edu/agribusiness**

More about AGRIBUSINESS TECHNOLOGY

The Associate in Applied Science degree program in Agribusiness Technology is based on the Caswell County Campus, and serves both Caswell County and Person County communities. Agribusiness Technology will prepare students for employment in a variety of agribusiness jobs such as store management, farm operations, wholesale and retail produce management, and environmental and agricultural education. Students will learn the fundamentals of agriculture, with emphasis placed on entrepreneurial and field training, as well as the basics of our economic system and government policies and programs relating to agriculture. Students are provided with various levels of course work in the mechanical and electronic field.

Outlook for EMPLOYMENT

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.

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.

COURSES

Required Courses for Program			AAS	DIP	CERT
ACA	122	Transfer Success	✔		
AGR	111	Basic Farm Maintence	✔		
AGR	121	Biological Pest Management	✔	✔	✔
AGR	130	Alternative Ag Production	✔	✔	✔
AGR	139	Intro to Sustainable Ag	✔	✔	
AGR	140	Agricultural Chemicals	✔	✔	
AGR	160	Plant Science	✔	✔	✔
AGR	170	Soil Science	✔	✔	
AGR	212	Farm Business Management	✔	✔	
AGR	213	Ag Law & Finance	✔		
AGR	214	Agricultural Marketing	✔		
AGR	262	Weed ID & Control	✔	✔	✔
AGR	263	Vegetable Production	✔	✔	✔
ANS	110	Animal Science	✔	✔	
BUS	110	Intro to Business	✔		
BUS	137	Principles of Management	✔		
CIS	110	Intro to Computers	✔		
COM	231	Public Speaking	✔	✔	
ENG	111	Writing and Inquiry	✔	✔	
HUM	115	Critical Thinking	✔		
MAT	143	Quantitative Literacy	✔		
PSY	150	General Psychology	✔		
WBL	112	Work-Based Learning I	✔	✔	
Total Semester Hours Required for Degree			**65**	**38**	**15**

AAS = Associate in Applied Science DIP = Dipoloma CERT= Certificate

✔ Denotes required for degree compleition

AGRIBUSINESS TECHNOLOGY-PLANT SCIENCE

ASSOCIATE IN APPLIED SCIENCE | DIPLOMA | CERTIFICATE

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Kin Watlington
(336) 694-8090
kin.watlington@piedmontcc.edu
Caswell County Campus - P101

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(336) 322-2258
walter.montgomery@piedmontcc.edu
Caswell County Campus - L119

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(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE

Suggested Course Sequence

Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
AGR 121	Biological Pest Management	3	0	0	3
AGR 139	Intro to Sustainable Ag	3	2	0	3
AGR 140	Agricultural Chemicals	2	0	0	3
AGR 263	Vegetable Production	2	0	0	3
ENG 111	Writing and Inquiry	3	2	0	3
		13	**6**	**0**	**16**
SPRING SEMESTER					
BUS 110	Intro to Business	3	0	0	3
COM 231	Public Speaking	3	0	0	3
AGR 130	Alternative Ag Production	3	0	0	3
AGR 160	Plant Science	2	2	0	3
AGR 262	Weed ID & Control	1	3	0	3
CIS 110	Intro to Computers	2	2	0	3
		14	**7**	**0**	**18**
SUMMER SEMESTER					
WBL 112	Work-Based Learning I	0	0	20	2
		3	**0**	**20**	**5**
FALL SEMESTER					
ANS 110	Animal Science	3	0	0	3
AGR 170	Soil Science	2	2	0	3
AGR 212	Farm Business Management	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
PSY150	General Psychology	3	0	0	3
		13	**4**	**0**	**15**
SPRING SEMESTER					
HUM 115	Critical Thinking	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
AGR 214	Agriculture Marketing	3	0	0	3
AGR 111	Basic Farm Maintence	1	3	0	2
		13	**3**	**0**	**14**
		54-55	**15-17**	**20**	**65**

For more information visit www.piedmontcc.edu/agribusiness

ASSOCIATE DEGREE NURSING

Associate Degree

The Associate Degree Nursing (non-integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

To learn more visit **www.piedmontcc.edu/nursing**

More about NURSING

The Associate Degree Nursing (non-integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as a provider of nursing care, as a manager of care, as a member of the discipline of nursing, and as a member of the interdisciplinary team.

Outlook for EMPLOYMENT

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

Registered Nurse

COURSES

Required Courses for Program

ACA 122 College Transfer Success
BIO 168 Anatomy and Physiology I
BIO 169 Anatomy and Physiology II
ENG 111 Writing and Inquiry
ENG 112 Writing/Research in the Discip
HUM 115 Critical Thinking
NUR 111 Intro to Health Concepts
NUR 112 Health Illness Concepts
NUR 113 Family Health Concepts
NUR 114 Holistic Health Concepts
NUR 211 Health Care Concepts
NUR 212 Health Systems Concepts
NUR 213 Complex Health Concepts
PSY 150 General Psychology
PSY 241 Developmental Psychology

Total Semester Hours Required for Degree - 67

ASSOCIATE DEGREE NURSING

Associate Degree

Requirements for ADMISSIONS

Applicants seeking admission to the Associate Degree Nursing Program must complete the following requirements:

1. Successful completion of the Kaplan Admissions Test.

More detailed information on the admissions process can be obtained from the College.

Program CONTACTS

Darrick Woods
(336) 322-2219
darrick.woods@piedmontcc.edu
Person County Campus - L108

Alisa Montgomery, Dean
(336) 322-2213
alisa.montgomery@piedmontcc.edu
Person County Campus - L111

ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
FULL-TIME STUDENT ONLY

Course#		Course Name	CL.	LB.	CLIN.	CR.
PRIOR TO ENTERING PROGRAM						
BIO	168	Anatomy and Physiology I	3	3	0	4
			3	**3**	**0**	**4**
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
ENG	111	Writing and Inquiry	3	0	0	3
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	111	Intro to Health Concepts	4	6	6	8
			10	**11**	**6**	**16**
SPRING SEMESTER						
PSY	150	General Psychology	3	0	0	3
NUR	112	Health Illness Concepts	3	0	6	5
NUR	114	Holistic Health Concepts	3	0	6	5
			9	**0**	**12**	**13**
SUMMER SEMESTER						
NUR	113	Family Health Concepts	5	0	6	5
PSY	241	Developmental Psychology	3	0	0	3
			8	**0**	**6**	**8**
FALL SEMESTER						
ENG	112	Writing/Research in the Discip	3	0	0	3
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health Systems Concepts	3	0	6	5
			9	**0**	**12**	**13**
SPRING SEMESTER						
HUM	115	Critical Thinking	3	0	0	3
NUR	213	Complex Health Concepts	4	3	15	10
			7	**3**	**15**	**13**
			48	**17**	**51**	**67**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 67

PCC Piedmont Community College

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1715 College Drive
Roxboro, NC 27573
(336) 599-1181

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ASSOCIATE IN ARTS

The Associate in Arts (AA) degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional schedule that requires a strong liberal arts background. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

To learn more visit **www.piedmontcc.edu/arts**

Overview
ASSOCIATE IN ARTS

Piedmont Community College offers three transfer degrees, the Associate in Arts (AA), the Associate in Fine Arts - Visual Arts (AFA-VA) and the Associate in Science (AS). All degrees provide students with a general education core, the foundation for a four-year baccalaureate degree. Courses are offered in the areas of English, literature, fine arts, foreign language, social and behavioral sciences, natural science, mathematics and physical education.

The Associate in Arts (AA) degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional schedule that requires a strong liberal arts background. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students. A number of private 4-year colleges and universities in North Carolina also subscribed to the CAA. The CAA provides certain assurances to the transferring student; for example:

- Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy)
- Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the University of NC to transfer with junior status.
- Students are able to meet general education requirements at the 4-year institutions by completing selected pre-approved Universal General Education Transfer Core courses (UGETC)

COURSES

Required Courses for Program

ACA	122	College Transfer Success
CIS	110	Introduction to Computers
COM	231	Public Speaking
ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Discip
PED	110	Fit and Wellness for Life
XXX		Math
XXX		Natural Science
XXX		Social/Behavioral (3 courses)
XXX		Humanities and Fine Arts (2 courses)
XXX		Pre Major Elective (3 courses)
XXX		GEN Ed (4 courses)

Total Semester Hours Required for Degree = 60-61

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Official GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Drake Howell
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drake.howell@piedmontcc.edu
Person County Campus - L134

Karen Sanders, Dean
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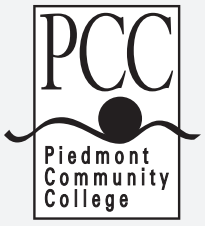
karen.sanders@piedmontcc.edu
Person County Campus - L132



Person County Campus
1715 College Drive
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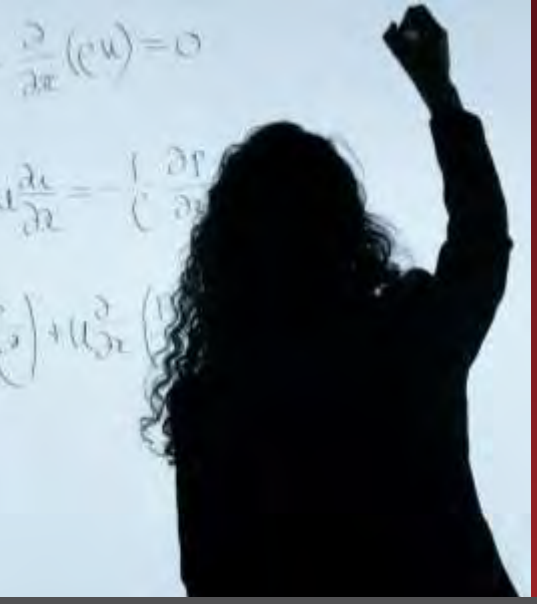
Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN ARTS
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ENG	111	Writing and Inquiry	3	0	0	3
ACA	122	College Transfer Success	0	2	0	1
XXX		Humanities/Fine Arts	3	0	0	3
XXX		Pre Major Elective	3	0	0	3
XXX		Natural Science	3	3	0	4
PED	110	Fit and Well for Life	1	2	0	2
			13	**7**	**0**	**16**
SPRING SEMESTER						
ENG	112	Writing/Research in the Disciplines	3	0	0	3
COM	231	Public Speaking	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
XXX		Social/Behavioral	3	0	0	3
And choose one of the following						
MAT	143	Quantitative Literacy ***OR***	2	2	0	3
MAT	152	Statistical Methods I ***OR***	3	2	0	4
MAT	171	Pre-Calculus Algebra	3	2	0	4
			13-14	**4**	**0**	**15-16**
FALL SEMESTER						
XXX		Social/Behavioral	3	0	0	3
XXX		Humanities/Fine Arts	3	0	0	3
XXX		Pre Major Elective	3	3	0	4
XXX		GEN Ed or Pre Major Elective	3	0	0	3
XXX		GEN Ed or Pre Major Elective	3	0	0	3
			15	**3**	**0**	**16**
SPRING SEMESTER						
XXX		Social/Behavioral	3	0	0	3
XXX		Pre Major Elective	3	2	0	4
XXX		GEN Ed or Pre Major Elective	3	0	0	3
XXX		GEN Ed or Pre Major Elective	3	0	0	3
			12	**2**	**0**	**13**
			53-54	**16**	**0**	**60-61**

For more information visit www.piedmontcc.edu/arts



ASSOCIATE IN ARTS IN TEACHER PREPARATION

The Associate in Arts in Teacher Preparation (AATP) degree is designed for students who want to pursue a four-year degree to teach in a liberal arts discipline. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

To learn more visit **www.piedmontcc.edu**

The Associate in Arts in Teacher Preparation (AATP) degree is designed for students who want to pursue a four-year degree to teach in a liberal arts discipline. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students. A number of private 4-year colleges and universities in North Carolina also subscribed to the CAA. The CAA provides certain assurances to the transferring student; for example:

- Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy)
- Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the University of NC to transfer with junior status.
- Students are able to meet general education requirements at the 4-year institutions by completing selected pre-approved Universal General Education Transfer Core courses (UGETC)

COURSES Required Courses for Program

ACA	122	College Transfer Success
CIS	110	Introduction to Computers
COM	231	Public Speaking
ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Discip
EDU	187	Teaching and Learning for All
EDU	216	Foundations of Education
EDU	279	Literacy Development and Instruction
EDU	250	Teacher Licensure Preparation
PED	110	Fit and Well for Life
SOC	225	Social Diversity
XXX		Math
XXX		Natural Science
XXX		Social/Behavioral Sciences (2 courses)
XXX		Humanities and Fine Arts (2 courses)
XXX		Additional General Education (5-6 courses)

Total Semester Hours Required for Degree = 60-61

Review back page or contact Student Development for more information.

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Official GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program Contacts

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Person County Campus – L132

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Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN ARTS IN TEACHER PREPARATION

Suggested Course Sequence

Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ENG	111	Writing and Inquiry	3	0	0	3
ACA	122	College Transfer Success	0	2	0	1
EDU	216	Foundations in Education	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
XXX		Humanities/Fine Arts	3	0	0	3
XXX		Natural Science	3	3	0	4
			13	**7**	**0**	**16**
SPRING SEMESTER						
ENG	112	Writing/Research in the Disc.	3	0	0	3
COM	231	Public Speaking	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
EDU	187	Teaching and Learning for All	3	3	0	4
And choose one of the following						
MAT	143	Quantitative Literacy ***OR***	2	2	0	3
MAT	152	Statistical Methods I ***OR***	3	2	0	4
MAT	171	Pre-Calculus Algebra	3	2	0	4
			14-15	**5**	**0**	**16-17**
FALL SEMESTER						
EDU	279	Literacy Development and Instruction	3	3	0	4
XXX		Social/Behavioral Science	3	0	0	3
XXX		Humanities/Fine Arts	3	0	0	3
XXX		Gen Ed	3	0	0	3
			12	**3**	**0**	**13**
SPRING SEMESTER						
EDU	250	Teacher Licensure Preparation	3	0	0	3
XXX		Social/Behavioral Science	3	0	0	3
XXX		Gen Ed	3	0	0	3
XXX		Gen Ed	3	0	0	3
XXX		Gen Ed	3	0	0	3
			15	**0**	**0**	**15**
			54-55	**15**	**0**	**60-61**

ASSOCIATE IN FINE ARTS IN VISUAL ARTS

The Associate in Fine Arts in Visual Arts (AFA-VA) degree is designed for students who want to pursue a four-year degree in the visual arts. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

To learn more visit **www.piedmontcc.edu/afa**

More about ASSOCIATE IN FINE ARTS IN VISUAL ARTS

The Associate in Fine Arts in Visual Arts (AFA-VA) degree is designed for students who want to pursue a four-year degree in the visual arts. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

Courses in the AFA-VA program are eligible for transfer to a 4-year institution. Fine Arts programs, however, are subject to requirements of the 4-year institution with regard to how the credits are applied (general education, major area, or electives). Coursework should be planned in collaboration with the targeted 4-year program.

COURSES

Required Courses for Program

ACA 122	College Transfer Success
ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
ART 121	Two-Dimensional Design
ART 122	Three-Dimensional Design
ART 131	Drawing I
ART 132	Drawing II
ART 240	Painting I
ART 241	Painting II *
ART 264	Digital Photography I
ART 265	Digital Photography II
ART 81	Sculpture I
ART 288	Studio *
BIO 111	General Biology I
CIS 110	Introduction to Computers
COM 231	Public Speaking
ENG 111	Writing and Inquiry
ENG 112	Writing/Research in the Disciplines
MAT 143	Quantitative Literacy
PSY 150	General Psychology
SOC 210	Introduction to Sociology

Total Semester Hours Required for Degree = 62

Courses with matching symbols indicate OR/AND requirements.
Review back page or contact Student Development for more information.

ASSOCIATE IN FINE ARTS IN VISUAL ARTS

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Amy Levine
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Kirby Learning Studios

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PCC Piedmont Community College

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1715 College Drive
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Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN FINE ARTS IN VISUAL ARTS
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ART	114	Art History Survey I	3	0	0	3
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	264	Digital Photography I	0	6	0	3
ENG	111	Writing and Inquiry	3	0	0	3
			6	**18**	**0**	**15**
SPRING SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
ART	115	Art History Survey II	3	0	0	3
ART	240	Painting I	0	6	0	3
COM	231	Public Speaking	3	0	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
			11	**10**	**0**	**16**
FALL SEMESTER						
ART	131	Drawing I	0	6	0	3
ART	265	Digital Photography II	0	6	0	3
ART	281	Sculpture I	0	6	0	3
BIO	111	General Biology I	3	3	0	4
PSY	150	General Psychology	3	0	0	3
			6	**8**	**0**	**14**
SPRING SEMESTER						
ART	111	Art Appreciation	3	0	0	3
ART	132	Drawing II	0	6	0	3
ART	241	Painting II ***OR***	0	6	0	3
ART	288	Studio	0	6	0	3
CIS	110	Introduction to Computers	2	2	0	3
SOC	210	Introduction to Sociology	3	0	0	3
			8	**14**	**0**	**15**
			31	**63**	**0**	**62**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATES: 62

ASSOCIATE
IN GENERAL EDUCTION

Piedmont Community College offers an Associate in General Education (AGE) degree. The program is designed for students who want to design a plan of study around personal interests or job-related needs. While the program includes many courses that are designated as transfer courses to apply to a 4-year program, students may include other general education or elective hours that may not fall into this category.

To learn more visit **www.piedmontcc.edu/education**

Program OVERVIEW

If a student has a goal to transfer to another institution to pursue a 4-year degree, they are strongly urged to enroll in transfer programs (AA, AS, AFA-VA degrees) design to transfer and meet general education standard requirements at 4-year institutions.

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Karen Sanders, Dean
(336) 322-2190
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Person County Campus - L132

ASSOCIATE IN GENERAL EDUCATION
Program Requirements

Course#		Course Name	CL.	LB.	CLIN.	CR.
COMPOSITION (6 SHC)						
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disc ***OR***	3	0	0	3

HUMANITIES/FINE ARTS (3 SHC)
Select a course from the following discipline areas:

ART	Art	ENG	Literature
HUM	Interdisciplinary humanities	MUS	Music

SOCIAL/BEHAVIORAL SCIENCES (3 SHC)
Select a course from the following discipline areas:

ECO	Economics	HIS	History
PSY	Psychology	SOC	Sociology

NATURAL SCIENCES/MATHEMATICS (3 SHC)
Select a course from the following discipline areas:

BIO	Biology
CHM	Chemistry
PHY	Physics
MAT	Mathematics

OTHER REQUIRED COURSES (48 SHC)
Select from those courses designated as General Education in the PCC Catalog and Student Handbook. See your advisor for course guidance in this area.

ACA 122		College Transfer Success	1	0	0	1

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATES: 64

ASSOCIATE IN GENERAL EDUCATION - NURSING

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.

To learn more visit **www.piedmontcc.edu/agenurse**

More about ASSOCIATE IN GENERAL EDUCATION NURSING

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below who holds 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.

Program CONTACTS

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alisa.montgomery@piedmontcc.edu
Person County Campus - L111

PCC
Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

COURSES

Required Courses for Program
ACA 122 College Transfer Success
BIO 168 Anatomy & Physiology I
BIO 169 Anatomy & Physiology II
ENG 111 Writing and Inquiry
ENG 112 Writing/Research in the Disc.
HUM 115 Critical Thinking
MAT 152 Statistical Methods I
PSY 150 General Psychology
PSY 241 Developmental Psychology
SOC 210 Intro to Sociology

Select one of the following
ART 114 Art History Survey I
ART 115 Art History Survey II
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz

Select one of the following
ENG 231 American Literature I
ENG 232 American Literature II

Select one of the following
SOC 220 Social Problems
SOC 240 Social Psychology

Select one of the following
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II

Select one of the following
CHM 151 General Chemistry I OR
CHM 131 Introduction to Chem &
CHM 131A Intro to Chemistry Lab

Select one of the following
MAT 143 Quantitative Literacy
MAT 171 Precalculus Algebra

Elective must be selected from the Transfer Course List in the Comprehensive Articulation Agreement for Associate in Arts and Associate in Science. Suggested electives include foreign language, speech, culture, and computer science.

Total Semester Hours Required for Degree - 60-61

ASSOCIATE IN SCIENCE

The Associate in Science (AS) degree is designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

To learn more visit **www.piedmontcc.edu/science**

Overview
ASSOCIATE IN SCIENCE

Piedmont Community College offers three transfer degrees, the Associate in Arts (AA), the Associate in Fine Arts in Visual Arts(AFA-VA) and the Associate in Science (AS). All degrees provide students with a general education core, the foundation for a four-year baccalaureate degree. Courses are offered in the areas of English, literature, fine arts, foreign language, social and behavioral sciences, natural science, mathematics and physical education.

The Associate in Science (AS) degree is designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students. A number of private 4-year colleges and universities in North Carolina also subscribed to the CAA. The CAA provides certain assurances to the transferring student; for example:

- Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy)
- Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the University of NC to transfer with junior status.
- Students are able to meet general education requirements at the 4-year institutions by completing selected pre-approved Universal General Education Transfer Core courses (UGETC)

COURSES

Required Courses for Program

ACA 122 College Transfer Success
CIS 110 Introduction to Computers
COM 231 Public Speaking
ENG 111 Writing and Inquiry
ENG 112 Writing/Research in the Discip
XXX GEN Ed (14 shc)
XXX GEN Ed or Pre Major Elective (8 shc)
XXX Humanities/Fine Arts
MAT Mathematics Choice 1
MAT Mathematics Choice 2
XXX Natural Science Choice 1
XXX Natural Science Choice 2
XXX Social/Behavioral Science (6 shc)

Total Hours Required for Degree = 60-61

SHC = Semester Hours of Credit

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Drake Howell
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Person County Campus - L134

Karen Sanders, Dean
(336) 322-2190
karen.sanders@piedmontcc.edu
Person County Campus - L132

ASSOCIATE IN SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ENG 111	Writing and Inquiry	3	0	0	3
MAT	Mathematics Choice 1	3	2	0	4
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
XXX	Natural Science Choice 1	3	3	0	4
		11	**9**	**0**	**15**
SPRING SEMESTER					
ENG 112	Writing/Research in the Discip	3	0	0	3
COM 231	Public Speaking	3	0	0	3
MAT	Mathematics Choice 2	3	2	0	4
XXX	Natural Science Choice 2	3	3	0	4
XXX	Social/Behavioral Science	3	0	0	3
		15	**5**	**0**	**17**
FALL SEMESTER					
XXX	Pre Major Elective	3	3	0	4
XXX	GEN Ed	3	0	0	3
XXX	GEN Ed	3	0	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
		12	**3**	**0**	**13**
SPRING SEMESTER					
XXX	Pre Major Elective	3	3	0	4
XXX	GEN Ed	3	0	0	3
XXX	GEN Ed	3	0	0	3
XXX	GEN Ed	2-3	0	0	2-3
XXX	Social/Behavioral Science	3	0	0	3
		14-15	**2-3**	**0**	**15-16**
		52-53	**19-20**	**0**	**60-61**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATES: 60-61

PCC Piedmont Community College

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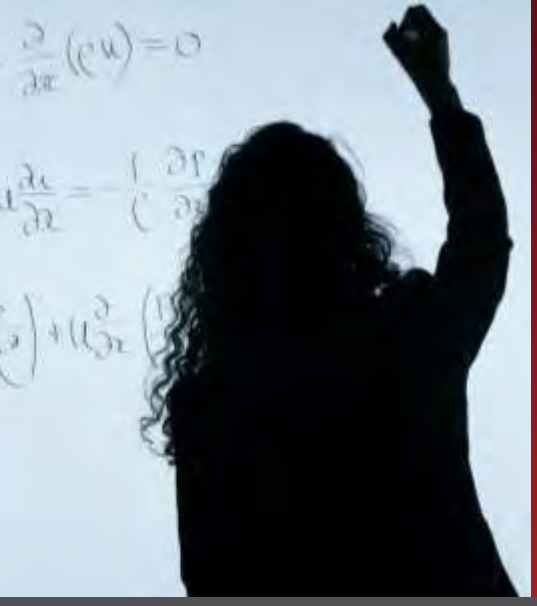

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

The Associate in Science in Teacher Preparation (ASTP) degree is designed for students who want to pursue a four-year degree to teach in a math or science related discipline. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

To learn more visit **www.piedmontcc.edu**

The Associate in Science in Teacher Preparation (ASTP) degree is designed for students who want to pursue a four-year degree to teach in a math or science related discipline. In addition to completing core general education requirements, the program allows the student to select additional general education, pre-major, and elective courses in consultation with the targeted 4-year program to which they are seeking to transfer.

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students. A number of private 4-year colleges and universities in North Carolina also subscribed to the CAA. The CAA provides certain assurances to the transferring student; for example:

- Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy)
- Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the University of NC to transfer with junior status.
- Students are able to meet general education requirements at the 4-year institutions by completing selected pre-approved Universal General Education Transfer Core courses (UGETC)

COURSES

Required Courses for Program

ACA	122	College Transfer Success
COM	231	Public Speaking
ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Discip
EDU	187	Teaching and Learning for All
EDU	216	Foundations of Education
EDU	279	Literacy Development and Instruction
EDU	250	Teacher Licensure Preparation
MAT	XXX	Mathematics Choice 1
MAT	XXX	Mathematics Choice 2
PED	110	Fit and Well for Life
SOC	225	Social Diversity
XXX		Natural Science Choice 1
XXX		Natural Science Choice 2
XXX		Social/Behavioral Sciences (1 course)
XXX		Humanities and Fine Arts (2 courses)
XXX		Pre-Major Elective (1 course)
XXX		Additional General Education (2 courses)

Total Semester Hours Required for Degree = 60-61

Review back page or contact Student Development for more information.

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Official GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program Contact

Karen Sanders, Dean

(336) 322-2190

karen.sanders@piedmontcc.edu

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331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

Suggested Course Sequence

Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ENG	111	Writing and Inquiry	3	0	0	3
ACA	122	College Transfer Success	0	2	0	1
EDU	216	Foundations in Education	3	0	0	3
MAT		Mathematics Choice I	3	2	0	4
XXX		Natural Science Choice I	3	2-3	0	4
			12	**6-7**	**0**	**15**
SPRING SEMESTER						
ENG	112	Writing/Research in the Disc.	3	0	0	3
MAT		Mathematics Choice II	3	2	0	4
XXX		Natural Science Choice II	3	2-3	0	4
SOC	225	Social Diversity	3	0	0	3
EDU	187	Teaching and Learning for All	3	3	0	4
			15	**7-8**	**0**	**18**
FALL SEMESTER						
EDU	279	Literacy Development and Instruction	3	3	0	4
XXX		Social/Behavioral Science	3	0	0	3
XXX		Humanities/Fine Arts	3	0	0	3
XXX		Pre Major Elective	3	2-3	0	4
			12	**5-6**	**0**	**14**
SPRING SEMESTER						
EDU	250	Teacher Licensure Preparation	3	0	0	3
COM	231	Public Speaking	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
XXX		Gen Ed	3	0	0	3
XXX		Gen Ed	3	0	0	3
			13	**2**	**0**	**14**
Total Semester Hours Required for Associates:			**54-55**	**15**	**0**	**60-61**

BUSINESS ADMINISTRATION

Associate in Applied Science | Diploma | Certificate

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.

To learn more visit **www.piedmontcc.edu/business**

More about BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Outlook for EMPLOYMENT

There are many traditional careers for graduates of an Business Administration program at PCC.

Administrative Assistant
Executive Assistant
Office Manager
Chief Executives
Sales Managers
Security Managers
Management Analysts
Business Teachers

COURSES

Required Courses for Program			AAS	DIP	C1	C2	C3	C4
ACA	122	College Transfer Success	✔	✔				
ACC	120	Principles of Financial Acct	✔	✔			✔	✔
ACC	129	Individual Income Taxes	✔					
BUS	110	Introduction to Business	✔	✔	✔	✔	✔	✔
BUS	115	Business Law I	✔	✔	✔	✔		✔
BUS	121	Business Math	✔	✔				
BUS	137	Principles of Mgmt	✔	✔			✔	✔
BUS	153	Human Resource Mgmt	✔	✔	✔	✔		
BUS	225	Business Finance	✔	✔				
BUS	230	Small Business Management	✔				✔	✔
BUS	260	Business Communications	✔					
CIS	110	Introduction to Computers	✔	✔	✔		✔	
COM	231	Public Speaking	✔	✔				
CTS	130	Spreadsheet	✔					
ECO	251	Micro Economics *OR*	✔	✔	✔			
ECO	252	Macro Economics	✔	✔	✔			
ENG	111	Writing and Inquiry	✔	✔				
MAT	Elective	*(MAT 143, MAT 171 or MAT 152)*	✔					
MKT	120	Principles of Marketing	✔	✔		✔		
MKT	123	Prin of Selling *OR*	✔			✔		
MKT	220	Advertising	✔			✔		
XXX		Business Elective	✔					
XXX		Business Elective	✔					
XXX		HUM/Fine Arts Elective	✔					
XXX		Social/Behavioral Sc Elective	✔					
Semester Hours Required for Degree			**65-66**	**38**	**15**	**18**	**16**	**16**

AAS = Associate in Applied Science DIP = Diploma C1= General Certificate
C2= Marketing Certificate C3= Management Certificate C4= Small Business Start-Up Certificate

✔ *Denotes required for degree completion*

BUSINESS ADMINISTRATION

Associate in Applied Science | Diploma | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
BUS 110	Introduction to Business	3	0	0	3
ECO 251	Micro Economics ***OR***	3	0	0	3
ECO 252	Macro Economics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
XXX	Business Elective	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		14	**4**	**0**	**16**
SPRING SEMESTER					
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
BUS 115	Business Law I	3	0	0	3
		13	**6**	**0**	**16**
FALL SEMESTER					
COM 231	Public Speaking	3	0	0	3
BUS 153	Human Resource Mgmt	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 260	Business Communications	3	0	0	3
MAT 143	Quantitative Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I ***OR***	3	2	0	4
MAT 171	Precalculus Algebra	3	2	0	4
XXX	Business Elective	3	0	0	3
		17-18	**2**	**0**	**18-19**
SPRING SEMESTER					
MKT 123	Prin of Selling ***OR***	3	0	0	3
MKT 220	Advertising	3	0	0	3
BUS 225	Business Finance	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
XXX	HUM/Fine Arts Elective	3	0	0	3
XXX	Social/Behavioral Sc Elective	3	0	0	3
		13	**4**	**0**	**15**
		57-58	**16**	**0**	**65-66**

TOTAL SEMESTER HOURS
REQUIRED FOR ASSOCIATE DEGREE: 65-66

COSMETOLOGY

Diploma | Certificate | Instructor Certificate

This 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.

To learn more visit **www.piedmontcc.edu/cosmo**

Overview
COSMETOLOGY

This 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.

Outlook for
EMPLOYMENT

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of the State Board exam, graduates will be issued a license. Employment opportunities are available in beauty salons as a skin/nail specialist, platform artist, and in related businesses.

Hair Stylist

COURSES

Required Courses for Program			DIP	CERT	CERT2
ACA	122	College Transfer Success *	✔		
COS	111	Cosmetology Concepts I	✔	✔	
COS	112	Salon I	✔	✔	
COS	113	Cosmetology Concepts II	✔	✔	
COS	114	Salon I	✔	✔	
COS	115	Cosmetology Concepts III	✔	✔	
COS	116	Salon III	✔	✔	
COS	117	Cosmetology Concepts IV **	✔	✔	
COS	118	Salon IV	✔	✔	
COS	121	Manicure/Nail Technology I			
COS	222	Manicure/Nail Technology II			
COS	223	Contemporary Hair Coloring **	✔	✔	
COS	240	Contemporary Design **	✔	✔	
COS	271	Instructor Concepts I			✔
COS	272	Instructor Practicum I			✔
COS	273	Instructor Concepts III			✔
COS	274	Instructor Practicum IV			✔
ENG	111	Writing Inquiry	✔		
PSY	150	General Psychology	✔		
Required Courses for Program			**48**	**34**	**24**

Courses with matching symbols indicate OR/AND requirements.
Review back page or contact Student Development for more information.

DIP = Diploma CERT= Certificate
CERT2 = Instructor Certificate

✔ Denotes required for degree completion

COSMETOLOGY

Diploma | Certificate | Instructor Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Caswell County CONTACTS

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Person County CONTACTS

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Alisa Montgomery, Dean
(336) 322-2213
alisa.montgomery@piedmontcc.edu
Person County Campus - L111

DIPLOMA
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
ENG	111	Writing Inquiry	3	0	0	3
			7-8	**24-26**	**0**	**16**
SPRING SEMESTER						
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon I	0	24	0	8
PSY	150	General Psychology	3	0	0	3
			7	**24**	**0**	**15**
FALL SEMESTER						
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
			4	**12**	**0**	**8**
SPRING SEMESTER						
COS	117	Cosmetology Concepts IV ***OR***	2	0	0	2
COS	223	Contemporary Hair Coloring ***OR***	1	3	0	2
COS	240	Contemporary Design	1	3	0	2
COS	118	Salon IV	0	21	0	7
			1-2	**21-24**	**0**	**9**
			19-21	**81-86**	**0**	**48**

TOTAL SEMESTER HOURS REQUIRED DIPLOMA: 48

PCC Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

CRIMINAL JUSTICE

Associate in Applied Science | Certificate

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

To learn more visit **www.piedmontcc.edu/cj**

Overview
CRIMINAL JUSTICE

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

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

Outlook for
EMPLOYMENT

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

COURSES

Required Courses for Program			AAS	CERT	CERTA	CERTC
ACA	122	College Transfer Success *	✔			
CIS	110	Introduction to Computers	✔			
CJC	111	Intro to Criminal Justice	✔	✔		
CJC	112	Criminology	✔			
CJC	113	Juvenile Justice	✔			
CJC	121	Law Enforcement Operations	✔	✔		
CJC	131	Criminal Law	✔		✔	
CJC	132	Court Procedure and Evidence	✔		✔	
CJC	141	Corrections	✔	✔		✔
CJC	212	Ethics and Community Relations	✔	✔	✔	
CJC	213	Substance Abuse	✔			✔
CJC	221	Investigative Principles	✔		✔	✔
CJC	222	Criminalistics	✔		✔	
CJC	225	Crisis Intervention	✔			
CJC	231	Constitutional Law	✔		✔	
CJC	241	Community-Based Corrections **				✔
COM	231	Public Speaking	✔			
ENG	111	Writing and Inquiry	✔			
ENG	112	Writing/Research in Disciplines	✔			
MAT	143	Quantitative Literacy	✔			
SOC	220	Social Problems	✔			
HUM	115	Critical Thinking	✔			
XXX		Criminal Justice Elective **				✔
WBL	111	Internship	✔		✔	
Required Courses for Program			**68**	**12**	**17**	**16**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science CERT= Certificate (General Criminal Justice)

CERTA = Certificate (Advanced Criminal Investigation) CERTC = Certificate (Corrections Specialist)

✔ Denotes required for degree completion

CRIMINAL JUSTICE

Associate in Applied Science | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Person County Campus - L119

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
CJC	111	Intro to Criminal Justice Law	3	0	0	3
CJC	121	Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
ENG	111	Writing and Inquiry Elective	3	0	0	3
XXX			3	0	0	3
			15-16	**0-2**	**0**	**16**
SPRING SEMESTER						
ENG	112	Writing/Research in Disciplines	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
XXX		Elective	3	0	0	3
			17	**4**	**0**	**19**
FALL SEMESTER						
CIS	110	Introduction to Computers	2	2	0	3
CJC	132	Court Procedure and Evidence	3	0	0	3
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
COM	231	Public Speaking	3	0	0	3
			17	**2**	**0**	**18**
SPRING SEMESTER						
CJC	112	Criminology	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
SOC	220	Social Problems	3	0	0	3
			15	**0**	**0**	**15**
			64-65	**6-8**	**0**	**68**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 68

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DIGITAL EFFECTS & ANIMATION TECHNOLOGY

Associate of Applied Science | Certificate

The Digital Effects & Animation Program at Piedmont Community College will teach you the skills needed to create animation and graphics for games, television, film and online media.

To learn more visit **www.piedmontcc.edu/deat**

Overview
DIGITAL EFFECTS & ANIMATION TECHNOLOGY

The Digital Effects and Animation program offers hands-on training with computer art and animation programs like Autodesk Maya and the Adobe Creative Suite.

You will learn the technical skills prized by employers and you will acquire proficiency with:

- Team production experience
- Project-based assignments,
- Portfolio preparation
- Design and animation principals,
- Recognition of best practices and industry standards.

Students can earn an Associate of Applied Science in Digital Effects & Animation in two years.

Outlook for EMPLOYMENT

Graduates will qualify for employment as an entry level 2D/3D digital artist in film, television, games & advertising.

Game Artists
Motion Graphics Artists
Multimedia Artists
3D Animators & Modelers

COURSES

Required Courses for Program		AAS	CERT
ACA 122	College Transfer Success	✔	
ART 131	Drawing I	✔	
CIS 115	Intro to Programming & Logic	✔	
COM 231	Public Speaking	✔	
DEA 111	Intro to DEAT	✔	✔
DEA 112	2D Design and Animation I	✔	✔
DEA 212	2D Design and Animation II	✔	
DEA 213	3D Design and Animation I	✔	
DEA 214	3D Design & Animation II	✔	
DEA 220	Compositing	✔	
DEA 221	DEAT Modeling	✔	✔
DEA 230	Implementation Project I	✔	
DEA 231	Implementation Project II	✔	
DEA 240	DEAT Portfolio Review	✔	
ENG 111	Writing and Inquiry	✔	
FVP 220	Editing I	✔	
GRA 151	Computer Graphics	✔	✔
GRA 152	Computer Graphics II	✔	
MAT 143	Quantitative Literacy	✔	
WBL 111	Work Based Learning I	✔	
WBL 115	Work Based Learning Seminar I	✔	
XXX	Fine Arts/Humanities	✔	
XXX	Social/Science Elective	✔	
Semester Hours Required for Degree		**64**	**14**

AAS = Associate of Applied Science *CERT = Certificate*

✔ *Denotes required for degree completion*

Courses with matching symbols indicate OR/AND requirements.
Review back page or contact Student Development for more information.

DIGITAL EFFECTS & ANIMATION TECHNOLOGY

Associate of Applied Science | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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1715 College Drive
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(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
ART	131	Drawing I	0	6	0	3
DEA	111	Intro to DEAT	2	2	0	3
DEA	221	DEAT Modeling Computer	2	3	0	3
ENG	111	Writing and Inquiry	3	0	0	3
GRA	151	Graphics	1	3	0	2
			8	**16**	**0**	**15**
SPRING SEMESTER						
CIS	115	Intro to Prog. & Logic	2	3	0	3
COM	231	Public Speaking	3	0	0	3
DEA	112	2D Design & Animation I	2	3	0	3
DEA	213	3D Design and Animation I	2	3	0	3
MAT	143	Quantitative Literacy	2	2	0	3
			11	**11**	**0**	**15**
SUMMER SEMESTER						
WBL	111	Work Based Learning I	1	0	10	1
WBL	115	Work Based Learning Sem. I	1	0	0	1
			2	**0**	**10**	**2**
FALL SEMESTER						
DEA	212	2D Design and Animation II	2	3	0	3
DEA	214	3D Design & Animation II	2	3	0	3
DEA	230	Implementation Project I	2	6	0	4
GRA	152	Computer Graphics II	1	3	0	2
XXX		Fine Arts/Humanities	3	0	0	3
			10	**15**	**0**	**15**
SPRING SEMESTER						
DEA	220	Compositing	2	3	0	3
DEA	231	Implementation Project II	2	6	0	4
DEA	240	DEAT Portfolio Review	2	4	0	4
FVP	220	Editing I	2	3	0	3
XXX		Social and Behavioral	3	0	0	3
			11	**16**	**0**	**17**
			45	**64**	**10**	**65-66**

TOTAL SEMESTER HOURS
REQUIRED FOR ASSOCIATE DEGREE: 65-66

EARLY CHILDHOOD CAREER OPTION

Associate in Applied Science | Diploma | Certificate

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

To learn more visit **www.piedmontcc.edu/child**

Overview
EARLY CHILDHOOD: CAREER OPTION

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

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

Outlook for EMPLOYMENT

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

Early Education Teacher
Early Education Administrator
Teacher Assistant

COURSES

Required Courses for Degree			AAS	DIP	C1	C2
ACA	122	College Transfer Success	✔	✔		
CIS	110	Introduction to Computers	✔			
COM	231	Public Speaking	✔	✔		
EDU	119	Intro. to Early Childhood Ed.	✔	✔	✔	✔
EDU	131	Child, Family, & Com.	✔	✔		
EDU	144	Child Dev. I	✔	✔		✔
EDU	145	Child Development II	✔	✔		✔
EDU	146	Child Guidance	✔	✔	✔	
EDU	151	Creative Activities	✔	✔	✔	
EDU	153	Health, Safety, & Nutrition	✔	✔	✔	
EDU	221	E. C. Administration I	✔	✔		
EDU	234	Infants, Toddlers, & Twos	✔	✔		
EDU	251	Exploration Activities	✔	✔	✔	
EDU	259	Curriculum Planning	✔	✔		
EDU	261	E.C. Administration I	✔			✔
EDU	262	E.C. Administration II	✔			✔
EDU	271	Ed. Technology	✔			
EDU	280	Lang. & Literacy	✔			
EDU	280A	Lang. & Literacy Lab	✔			
EDU	284	Practicum	✔	✔		
ENG	111	Writing and Inquiry	✔	✔		
MAT	143	Quantitative Literacy	✔			
PSY	150	General Psych. ***OR***	✔			
SOC	210	Intro to Sociology	✔			
XXX		Humanities/Fine Arts	✔			
Semester Hours Required for Degree			**69**	**47**	**16**	**16**

AAS = Associate in Applied Science DIP = Diploma
C1= General Certificate C2= Childcare Certificate
✔ Denotes required for degree completion

EARLY CHILDHOOD: CAREER OPTION

Associate in Applied Science | Diploma | Certificate

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
CIS	110	Intro. to Computers	2	2	0	3
EDU	119	Intro. to Early Childhood Ed.	4	0	0	4
EDU	144	Child Dev. I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
			18	**4**	**0**	**20**
SPRING SEMESTER						
COM	231	Public Speaking	3	0	0	3
EDU	131	Child, Family, & Com.	3	0	0	3
EDU	145	Child Dev. II	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PSY	150	General Psych. ***OR***	3	0	0	3
SOC	210	Intro to Sociology	3	0	0	3
			17	**2**	**0**	**18**
FALL SEMESTER						
HUM	XXX	Humanities/Fine Art Elective	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	261	Early Childhood Administration I	3	0	0	3
EDU	280	Lang. & Literacy Experiences	3	0	0	3
			15	**0**	**0**	**15**
SPRING SEMESTER						
EDU	251	Exploration Activities	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	284	Early Childhood Practicum	1	9	0	4
			12	**11**	**0**	**16**
			62-63	**17-19**	**0**	**69**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 69

INFANT/TODDLER CARE

Certificate

The Infant/Toddler Care curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

To learn more visit **www.piedmontcc.edu/infant**

Overview
INFANT/TODDLER CARE

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

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Certificate admission requirements may vary. Contact the Admissions Office for details.

Outlook for EMPLOYMENT

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.

Preschool Teacher
Kindergarten Teacher
Teacher Assistant

CERTIFICATE
Suggested Course Sequence

Course#	Course Name	CL.	LB.	CLIN.	CR.
EDU 119	Intro. to Early Childhood Ed.	4	0	0	4
EDU 131	Child, Family, & Com.	3	0	0	3
EDU 144	Child Dev. I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
		16	**0**	**0**	**16**

TOTAL HOURS REQUIRED FOR CERTIFICATE: 16

Program CONTACTS

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PCC Piedmont Community College

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EARLY CHILDHOOD
TRANSFER NON-TEACHING
Associate in Applied Science

The early childhood transfer track for non-teaching prepares students to transfer to any public college or university in North Carolina as a junior. At least 60 hours of its course work will be accepted toward a baccalaureate degree in early childhood programs for the purpose of its students obtaining a degree for work with young children in areas other than teaching.

To learn more visit **www.piedmontcc.edu/child**

Overview
EARLY CHILDHOOD:
TRANSFER NON-TEACHING

The early childhood transfer track for non-teaching prepares students to transfer to any public college or university in North Carolina as a junior. At least 60 hours of its course work will be accepted toward a baccalaureate degree in early childhood programs for the purpose of its students obtaining a degree for work with young children in areas other than teaching.

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

Outlook for
EMPLOYMENT

Graduates can transfer to public colleges or universities in North Carolina in the field of early childhood. They are prepared to plan and implement appropriate programs in early childhood settings. Employment opportunities include child development, childcare programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

Early Education Administrators
Family Consultants
Child Development Consultants

COURSES

Required Courses for Degree

ACA	122	Student Transfer Success *
BIO	110	Principles of Biology
CIS	110	Intro. to Computers
COM	231	Public Speaking
EDU	119	Intro. to Early Childhood Ed.
EDU	131	Child, Family, & Com.
EDU	144	Child Development I
EDU	145	Child Development II
EDU	146	Child Guidance
EDU	151	Creative Activities
EDU	153	Health, Safety, & Nutrition
EDU	221	Children with Exceptionalities
EDU	234	Infants, Toddlers, & Twos
EDU	261	E.C. Administration I
EDU	262	E.C. Administration II
EDU	280	Language & Literacy Experiences
EDU	284	Early College Practicum
ENG	111	Writing and Inquiry
ENG	112	Argument-Based Research
MAT	143	Quantitative Literacy
PSY	150	General Psych.

HUM/Fine Arts (ART 111,MUS 110 or MUS 112)
Science Elective (CHM 151 or PHY 110 and 110A)
Social Behav. Elective (ECO 251,or 252 or HIS 112 or 132 or SOC 210)

Semester Hours Required for Degree - 74

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

EARLY CHILDHOOD: TRANSFER NON-TEACHING

Associate in Applied Science

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
EDU 119	Intro. to Early Childhood Ed.	4	0	0	4
EDU 144	Child Dev. I	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
		18	**4**	**0**	**20**
SPRING SEMESTER					
COM 231	Public Speaking	3	0	0	3
PSY 150	General Psych	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
EDU 131	Child, Family, & Com.	3	0	0	3
EDU 145	Child Dev. II	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
		17	**2**	**0**	**18**
FALL SEMESTER					
ENG 112	Argument-Based Research	3	0	0	3
BIO 110	Principles of Biology	3	3	0	4
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 261	E. C. Administration I	3	0	0	3
EDU 280	Lang. & Literacy Experiences	3	0	0	3
		18	**3**	**0**	**19**
SPRING SEMESTER					
XXX	Science Elective *(CHM 151 or PHY 110 & PHY 110A)*	3	3	0	4
XXX	Social Behavioral Elective *(ECO 251, ECO 252, HIS 112, HIS 132, or SOC210)*	3	0	0	3
XXX	Humanities/Fine Arts Elective *(ART 111, MUS 110 or MUS 112)*	3	0	0	3
EDU 262	E. C. Administration II	3	0	0	3
EDU 284	E. C. Practicum	1	9	0	4
		13	**12**	**0**	**17**
		66	**21**	**0**	**74**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 74

EARLY CHILDHOOD
TRANSFER TEACHING LICENSURE
(BIRTH TO KINDERGARTEN)
Associate in Applied Science

The early childhood transfer track for teaching licensure prepares students to transfer to any public college or university in North Carolina as a junior. At least 60 hours of its course work will be accepted toward a baccalaureate degree in early childhood programs for the purpose of its students obtaining teacher licensure of Birth through Kindergarten.

To learn more visit **www.piedmontcc.edu/child**

Overview
EARLY CHILDHOOD:
TRANSFER TEACHING LICENSURE
(BIRTH TO KINDERGARTEN)

The early childhood transfer track for teaching licensure prepares students to transfer to any public college or university in North Carolina as a junior. At least 60 hours of its course work will be accepted toward a baccalaureate degree in early childhood programs for the purpose of its students obtaining teacher licensure of Birth through Kindergarten.

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

Outlook for EMPLOYMENT

Graduates can transfer to public colleges or universities in North Carolina for B-K teacher certification. They are prepared to plan and implement appropriate programs in early childhood settings. Employment opportunities include child development, childcare programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

Preschool Teacher
Kindergarten Teacher

COURSES

Required Courses for Degree

ACA	122	Student Transfer Success
BIO	110	Principles of Biology
CIS	110	Intro. to Computers
COM	231	Public Speaking
EDU	119	Intro. to Early Childhood Ed.
EDU	131	Child, Family, & Com.
EDU	144	Child Development I
EDU	145	Child Development II
EDU	146	Child Guidance
EDU	151	Creative Activities
EDU	153	Health, Safety, & Nutrition
EDU	216	Foundations of American Education
EDU	221	Children with Exceptionalities
EDU	234	Infants, Toddlers, & Twos
EDU	250	Teacher Licensure Preparation
EDU	280	Language & Literacy Experiences
EDU	284	Early College Practicum
ENG	111	Writing and Inquiry
ENG	112	Argument-Based Research
MAT	143	Quantitative Literacy
PSY	150	General Psych.

HUM/Fine Arts (ART 111,MUS 110 or MUS 112)
Science Elective (CHM 151 or PHY 110 and 110A)
Social Behav. Elective (ECO 251,or 252 or HIS 112 or 132 or SOC 210)

Semester Hours Required for Degree - 74

EARLY CHILDHOOD: TRANSFER TEACHING LICENSURE

BIRTH TO KINDERGARTEN

Associate in Applied Science

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Person County Campus - L119

PCC Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE

Suggested Course Sequence

Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
EDU	119	Intro. to Early Childhood Ed.	4	0	0	4
EDU	144	Child Dev. I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
CIS	110	Intro. to Computers	2	2	0	3
			18	**4**	**0**	**20**
SPRING SEMESTER						
COM	231	Public Speaking	3	0	0	3
EDU	131	Child, Family, & Com.	3	0	0	3
EDU	145	Child Dev. II	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PSY	150	General Psych.	3	0	0	3
			17	**4**	**0**	**18**
FALL SEMESTER						
BIO	110	Principles of Biology	3	3	0	4
ENG	112	Argument-Based Research	3	0	0	3
EDU	216	Foundation of American Education	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	280	Lang. & Literacy Experiences	3	0	0	3
			17	**4**	**0**	**19**
SPRING SEMESTER						
XXX		Science Elective *(CHM 151 or PHY 110 & PHY 110A)*	3	3	0	4
XXX		Social Behavioral Elective *(ECO 251, ECO 252, HIS 112, HIS 132, or SOC210)*	3	0	0	3
XXX		Humanities/Fine Arts Elective *(ART 111, MUS 110 or MUS 112)*	3	0	0	3
EDU	250	Teacher Licensure Preparation	3	0	0	3
EDU	284	E. C. Practicum	1	9	0	4
			13	**12**	**0**	**17**
			65	**24**	**0**	**74**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 74

ELECTRICAL POWER PRODUCTION TECHNOLOGY

Associate in Applied Science

The Electrical Power Production Technology curriculum is designed to provide students with the skills and technical background required for entry-level employment in the operation of modern non-nuclear fueled power facilities.

To learn more visit **www.piedmontcc.edu/power**

More about ELECTRICAL POWER PRODUCTION

The Electrical Power Production Technology curriculum is designed to provide students with the skills and technical background required for entry-level employment in the operation of modern non-nuclear fueled power facilities.to include coal, oil, natural gas, biomass and solar.

Students will study major plant systems needed for the reliable operation of power plants, including but not limited to boilers, combustion equipment, steam turbines, generators, control logic, fundamentals of operation, equipment maintenance, environmental control equipment, and associated governmental regulations.

Outlook for EMPLOYMENT

Upon successful completion of this program, graduates will qualify for entry-level employment in the electric utility industry, industrial power facilities, and other power production occupations. Graduates also will qualify for many other industrial positions such as electromechanical technician, electrical troubleshooter, and PLC programmer.

Electromechanical Technician
Electrical Troubleshooter
PLC Programmer

COURSES

Required Courses for Program

ACA 122 College Transfer Success
*CIS 110 Intro to Computers
*ELC 112 DC/AC Electricity
*ENG 111 Writing and Inquiry
*ENG 112 Argument-Based Research
*HUM Elective
*MAT 171 Pre-Calculus Algebra
*PSY 150 General Psychology
BPR 115 ELC/Fluid Power Diagrams
ELC 117 Motors and Controls
ELC 128 Intro to PLC's
ELC 213 Instrumentation
ELC 228 PLC Applications
EPP 110 Intro to Power Plant Operations
EPP 112 Fuels & Combustion
EPP 210 Power Plant Systems
EPP 212 Steam & Combustion TG
EPP 214 Power Plant Environ Mgt
HYD 110 Hydraulics/Pneumatics
ISC 112 Industrial Safety
ISC 170 Problem Solving
MNT 230 Pumps & Piping Systems
WAT 120 Intro to Water Treatment
WBL 111 Work-based Learning Seminar I
WBL 115 Work-based Learning Exp I

Total Semester Hours Required for Degree - 69

Courses with matching symbols indicate OR/AND requirements.
Review back page or contact Student Development for more information.

"" denotes that courses may be offered Spring or Fall.*

ELECTRICAL POWER PRODUCTION

ASSOCIATE IN APPLIED SCIENCE

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACT

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Person County Campus - L119

"" denotes that courses may be offered Spring or Fall.*

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Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE

Suggested Course Sequence

Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
*ENG 111	Writing and Inquiry	3	0	0	3
EPP 110	Intro to Power Plant Operations	2	0	0	2
EPP 112	Fuels & Combustion	3	0	0	3
ISC 112	Industrial Safety	3	0	0	2
*MAT 171	Pre-Calculus Algebra	3	2	0	4
		13	**4**	**0**	**15**
SPRING SEMESTER					
BPR 115	ELC/Fluid Power Diagrams	1	2	0	2
*CIS 110	Intro to Computers	2	2	0	3
*ENG 112	Argument-Based Research	3	0	0	3
*ELC 112	DC/AC Electricity	3	6	0	5
HYD 110	Hydraulics/Pneumatics	2	3	0	3
		11	**13**	**0**	**16**
SUMMER SEMESTER					
ELC 117	Motors and Controls	2	6	0	4
WBL 111	Work-based Learning Seminar I	0	0	10	1
WBL 115	Work-based Learning Exp I	1	0	0	1
		3	**6**	**10**	**6**
FALL SEMESTER					
ELC 128	Intro to PLC's	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
EPP 210	Power Plant Systems	2	2	0	3
ISC 170	Problem Solving	3	3	0	3
*PSY 150	General Psychology	3	0	0	3
		13	**10**	**0**	**16**
SPRING SEMESTER					
WAT 120	Intro to Water Treatment	2	0	0	2
MNT 230	Pumps & Piping Systems	1	3	0	2
EPP 212	Steam & Combustion TG	2	2	0	3
EPP 214	Power Plant Environ Mgt	2	0	0	2
ELC 228	PLC Applications	2	6	0	4
*HUM	HUM 110, 115, 160 elective	3	0	0	3
		12	**11**	**0**	**16**
		52	**44**	**10**	**69**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 69

GENERAL OCCUPATIONAL TECHNOLOGY

Associate in Applied Science

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.

To learn more visit **www.piedmontcc.edu/got**

More about GENERAL OCCUPATIONAL TECHNOLOGY

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Outlook for EMPLOYMENT

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.

Program CONTACTS

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Piedmont Community College

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(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name
COMPOSITION (6 SHC)		
ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Disc ***OR***
ENG	114	Professional Research and Reporting
COM	231	Public Speaking

HUMANITIES/FINE ARTS (3 SHC)
Select courses from the following prefixes.
MUS Music, HUM Interdisciplinary Humanities, ART Art, ENG Literature, DRA Drama, PHI Philosophy or REL Religion

SOCIAL BEHAVIORAL SCIENCES (3 SHC)
Select courses from the following prefixes.
ECO Economics, PSY Psychology, HIS History, SOC Sociology, or POL Political Science

NATURAL SCIENCES/MATH (3 SHC)
Select from the following prefixes.
AST Astronomy, BIO Biology, PHY Physics, CHM Chemistry, or MAT Mathematics

MAJOR HOURS (48 SHC)
An individualized planned program of study must be developed and pre-approved by the program advisor based on needs or interests.

OTHER REQUIRED COURSES (1 SHC)

ACA	122	College Transfer Success

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 64

GUNSMITHING

Diploma

The Gunsmithing curriculum is designed to provide students with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks

To learn more visit **www.piedmontcc.edu/guns**

Overview GUNSMITHING

The Gunsmithing curriculum is designed to provide students with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a "hands-on" environment.

Outlook for EMPLOYMENT

Graduates should qualify as a professional gunsmith, able to complete any task in general gunsmithing.

COURSES

Required Courses for Degree

ENG 111 Writing and Inquiry
GSM 101 Gunsmithing I
GSM 102 Gunsmithing II
GSM 103 Gunsmithing III
GSM 204 Gunsmithing IV
GSM 205 Gunsmithing V
MAT 110 Mathematical Measurement & Literacy ***OR***
XXX Gen ED Elective - Must be approved

Total Hours Required for Degree - 66

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

DIPLOMA
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
GSM 101	Gunsmithing I	5	21	0	12
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
XXX	Gen ED Elective -Must be approved	2	2	0	3
		7	**23**	**0**	**15**
SPRING SEMESTER					
GSM 102	Gunsmithing II	5	21	0	12
		5	**21**	**0**	**12**
FALL SEMESTER					
GSM 103	Gunsmithing III	5	21	0	12
		5	**21**	**0**	**12**
SPRING SEMESTER					
GSM 204	Gunsmithing IV	5	21	0	12
ENG 111	Writing and Inquiry	3	0	0	3
		8	**21**	**0**	**15**
FALL SEMESTER					
GSM 205	Gunsmithing V	5	21	0	12
		5	**21**	**0**	**12**
		30	**107**	**0**	**66**

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 66

Program CONTACTS

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HEALTHCARE
MANAGEMENT TECHNOLOGY

Associate of Applied Science

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

To learn more visit **www.piedmontcc.edu/healthcaremt**

More about HEALTHCARE MANAGEMENT TECHNOLOGY

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Outlook for EMPLOYMENT

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

COURSES

Required Courses for Program

ACA	122	College Transfer Success
ACC	120	Prin of Financial Acct
ACC	121	Prin of Managerial Accounting
CIS	110	Introduction to Computers Public
COM	231	Speaking
ENG	111	Writing and Inquiry
GRO	120	Gerontology
HMT	110	Intro to Healthcare Mgt
HMT	211	Long-Term Care Admin
HMT	212	Mgmt of Healthcare Organizations
MAT	143	Quantitative Literacy
MED	118	Medical Law and Ethics
MED	121	Medical Terminology I
MED	122	Medical Terminology II
OST	148	Medical Insurance & Billing
OST	247	Procedure Coding
OST	248	Diagnostic Coding
OST	249	Med Coding Certification Prep
OST	250	Long Term Care Coding Electronic
OST	280	Health Records General
PSY	150	Psychology
WBL	111	Work-Based Learning
WBL	115	Work-Based Learning Seminar
XXX		Humanities/Fine Arts Elective

Required Courses for Program - 68

HEALTHCARE MANAGEMENT TECHNOLOGY

Associate of Applied Science

Requirements for ADMISSIONS

- Complete the Admission Placement Test.

Program CONTACTS

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Person County Campus - L111

ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
ACC	120	Prin of Financial Acct	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
HMT	110	Intro to Healthcare Mgt	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			14-15	**4-6**	**0**	**17**
SPRING SEMESTER						
ACC	121	Prin of Managerial Accounting	3	2	0	4
COM	231	Public Speaking	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MED	118	Medical Law & Ethics	2	0	0	2
PSY	150	General Psychology	3	0	0	3
			16	**4**	**0**	**18**
FALL SEMESTER						
GRO	120	Gerontology	3	0	0	3
OST	148	Medical Insurance & Billing	3	0	0	3
OST	247	Procedure Coding	2	2	0	3
OST	248	Diagnostic Coding	2	2	0	3
OST	280	Electronic Health Records	3	0	0	3
			13	**4**	**0**	**15**
SPRING SEMESTER						
HMT	211	Long-Term Care Admin	3	0	0	3
HMT	212	Mgmt of Healthcare Organizations	3	0	0	3
OST	249	Med Coding Certification Prep	3	2	0	4
OST	250	Long Term Care Coding	2	2	0	3
WBL	111	Work-Based Learning	0	0	10	1
WBL	115	Work-Based Learning Seminar	1	0	0	1
XXX		Humanities / Fine Arts	3	0	0	3
			15	**4**	**10**	**18**
			58-59	**16-18**	**0**	**68**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 68

PCC Piedmont Community College

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HUMAN SERVICES

Associate in Applied Science

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

To learn more visit **www.piedmontcc.edu/humanservices**

Overview
HUMAN SERVICES TECHNOLOGY

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

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Outlook for EMPLOYMENT

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.

COURSES

Required Courses for Program

ACA	122	College Transfer Success ***
BIO	111	General Biology
CIS	110	Introduction to Computers
COM	231	Public Speaking
ENG	111	Writing and Inquiry
ENG	112	Argument-Based Research
GRO	120	Gerontology
HSE	110	Introduction to Human Services
HSE	112	Group Process I
HSE	123	Interviewing Techniques
HSE	125	Counseling
HSE	145	Child Abuse and Neglect
HSE	210	Human Services Issues
HSE	220	Case Management
HSE	225	Crisis Intervention
HUM		Humanities
PSY	150	General Psychology
PSY	241	Developmental Psychology
SAB	110	Substance Abuse Overview
SOC	210	Introduction to Sociology
SOC	220	Social Problems
SWK	110	Introduction to Social Work
SWK	113	Working with Diversity
WBL	111	Work-Based Learning I
WBL	115	Work-Based Learning Seminar I

Total Semester Hours Required for Degree = 68

Courses with matching symbols indicate OR/AND requirements.

Review back page or contact Student Development for more information.

HUMAN SERVICES TECHNOLOGY

Associate in Applied Science

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACT

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	111	College Student Success ***OR***	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
GRO	120	Gerontology	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
SOC	210	Introduction to Sociology	3	0	0	3
			14-15	**6-8**	**0**	**18**
SPRING SEMESTER						
ENG	112	Argument-Based Research	3	0	0	3
HSE	145	Child Abuse and Neglect	3	0	0	3
HSE	225	Crisis Intervention	3	0	0	2
SWK	110	Introduction to Social Work	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	220	Social Problems	3	0	0	3
			18	**0**	**0**	**18**
FALL SEMESTER						
COM	231	Public Speaking	3	0	0	3
HUM		Humanities Elective	3	0	0	3
HSE	123	Interviewing Techniques	2	2	0	3
HSE	220	Case Management	2	2	0	3
PSY	241	Developmental Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
			18	**4**	**0**	**18**
SPRING SEMESTER						
BIO	111	General Biology				4
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
SWK	113	Working with Diversity	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
			14-15	**2**	**10**	**14**
			57-59	**12-14**	**20**	**68**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 68

HUMAN SERVICES
GERONTOLOGY

Associate in Applied Science | Certificate

The Human Services Technology/Gerontology concentration prepares students to specialize in direct service delivery work to older adults and their families. The curriculum provides both theoretical and applied models for understanding issues of aging.

To learn more visit **www.piedmontcc.edu/humanservices**

Overview
HUMAN SERVICES TECHNOLOGY GERONTOLOGY

Course work includes physical, psychological, and social aspects of the aging process; as well as health, wellness, nutrition, diet, exercise, and well-being. Fieldwork experiences provide opportunities to work in a variety of public and private agencies.

Outlook for EMPLOYMENT

Graduates should qualify for employment in nursing and rest homes, specialized adult care services, respite services, and other programs servicing older adults and their families. Graduates choosing to continue their education may select a variety of programs at senior institutions.

COURSES

Required Courses for Program			AAS	CERT
ACA	122	College Transfer Success	✔	
BIO	111	General Biology I	✔	
CIS	110	Intro to Computers	✔	
COM	231	Public Speaking	✔	
ENG	111	Writing and Inquiry	✔	
ENG	112	Writing/Research in the Disc	✔	✔
GRO	120	Gerontology	✔	✔
GRO	220	Psychosocial Aspects of Aging	✔	✔
GRO	230	Health, Wellness and Nutrition	✔	✔
GRO	240	Gerontology Care Management	✔	
HSE	110	Introduction to Human Services	✔	✔
HSE	112	Group Process I	✔	
HSE	123	Interviewing Techniques	✔	
HSE	125	Counseling	✔	
HSE	210	Human Services Issues	✔	
HSE	225	Crisis Intervention	✔	
HUM		Humanities	✔	
PSY	150	General Psychology	✔	✔
PSY	241	Developmental Psych	✔	
SOC	210	Introduction to Sociology	✔	
SOC	220	Social Problems	✔	
SWK	110	Introduction to Social Work	✔	✔
SWK	113	Working with Diversity	✔	
WBL	111	Work-Based Learning I	✔	
WBL	115	Work-Based Learning Seminar I	✔	
Semester Hours Required for Degree			**67**	**16**

AAS = Associate in Applied Science *CERT= Certificate (Gerontology-Aging)*

✔ *Denotes required for degree completion*

HUMAN SERVICES TECHNOLOGY - GERONTOLOGY

Associate in Applied Science | Certificate

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
BIO	111	General Biology I	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
GRO	120	Gerontology	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Groups Process I	1	2	0	2
PSY	150	General Psychology	3	0	0	3
			15-16	**7-9**	**0**	**18**
SPRING SEMESTER						
ENG	112	Writing/Research in the Disc	3	0	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
HUM	XXX	Humanities	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SWK	110	Introduction to Social Work	3	0	0	3
			17	**0**	**0**	**17**
FALL SEMESTER						
CIS	110	Introduction to Computers	2	2	0	3
GRO	230	Health, Wellness and Nutrition	3	2	0	4
HSE	123	Interviewing Techniques	2	2	0	3
PSY	241	Developmental Psych	3	0	0	3
SOC	220	Social Problems	3	0	0	3
			14	**6**	**0**	**16**
SPRING SEMESTER						
COM	231	Public Speaking	3	0	0	3
GRO	220	Psychosocial Aspects of Aging	3	0	0	3
GRO	240	Gerontology Care Management	3	0	0	3
HSE	125	Counseling	2	2	0	2
SWK	113	Working with Diversity	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
			15	**2**	**10**	**16**
			61-62	**15-17**	**10**	**67**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 67

INDUSTRIAL SYSTEMS TECHNOLOGY

Associate in Applied Science | Diploma | Certificate

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.

To learn more visit **www.piedmontcc.edu/ist**

More about INDUSTRIAL SYSTEMS TECHNOLOGY

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint 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 advanced course work may be offered.

The Industrial Systems Technology program strives to meet the demands of the global workforce therefore, students are provided with various levels of course work in the industrial systems field.

Outlook for EMPLOYMENT

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.

Mechanical Technicians
Maintenance Technicians

COURSES

Required Courses for Program		AAS	DIP	CER
ACA 122	College Transfer Success	✔		
BPR 111	Blueprint Reading	✔		✔
CIS 110	Intro. To Computers	✔	✔	✔
COM 231	Public Speaking	✔		
DFT 119	Basic CAD	✔	✔	
ELC 112	DC/AC Electricity	✔	✔	
ELC 113	Basic Wiring	✔	✔	
ELC 115	Industrial Wiring	✔		
ELC 117	Motors and Controls	✔	✔	
ELC 128	Intro. To PLC	✔	✔	
ENG 111	Writing and Inquiry	✔	✔	
HUM	Elective	✔		
HYD 110	Hydraulics	✔	✔	✔
ISC 112	Industrial Safety	✔	✔	✔
ISC 170	Problem Solving Skills	✔		✔
MAT 143	Quantitative Literacy	✔	✔	
MEC 111	Machine Processes	✔	✔	
MEC 130	Mechanisms	✔	✔	✔
MNT 110	Intro. To Maintenance	✔	✔	✔
WBL 115	Work-Based Learning Seminar I	✔		
WBL 110	Work-Based Learning Exp I	✔		
WLD 112	Basic Welding	✔	✔	
WLD 121	GMAW (Mig) ***OR***	✔		
WLD 131	GMAW (Tig)	✔		
XXX	Soc. Science Elective			
Total Semester Hours Required for Degree		**67**	**44**	**15**

AAS = Associate in Applied Science *DIP = Diploma* *CER= Certificate (Basic)*

✔ *Denotes required for degree completion*

INDUSTRIAL SYSTEMS TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE | DIPLOMA | CERTIFICATE

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

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ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
MAT	143	Quantitative Literacy	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MNT	110	Intro. To Maintenance	1	3	0	2
MEC	111	Machine Processes Elective	1	4	0	3
HUM			3	0	0	3
			10	**11**	**0**	**15**
SPRING SEMESTER						
WLD	112	Basic Welding	1	3	0	2
COM	231	Public Speaking	3	0	0	3
HYD	110	Hydraulics	2	2	0	3
MEC	130	Mechanisms	2	2	0	3
CIS	110	Intro. To Computers	2	3	0	3
			10	**9**	**0**	**14**
SUMMER SEMESTER						
ELC	117	Motors and Controls	2	6	0	4
WBL	111	Work-Based Learning Seminar I	0	0	10	1
WBL	115	Work-Based Learning Exp. I	1	0	0	1
			3	**6**	**10**	**6**
FALL SEMESTER						
ELC	113	Basic Wiring	2	6	0	4
ISC	170	Problem Solving Skills	3	0	0	3
ELC	115	Industrial Wiring	2	6	0	4
ELC	128	Intro. To PLC	2	3	0	3
BPR	111	Blueprint Reading	1	2	0	2
ISC	112	Industrial Safety	2	0	0	2
			12	**17**	**0**	**18**
SPRING SEMESTER						
ELC	112	DC/AC Electricity	3	6	0	5
DFT	119	Basic CAD	1	2	0	2
WLD	121	GMAW (Mig) ***OR***	2	6	0	4
WLD	131	GMAW (Tig)	2	6	0	4
XXX		Soc. Science Elective	3	0	0	3
			9	**14**	**0**	**14**
			44	**57**	**0**	**67**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATES: 67

INFORMATION TECHNOLOGY
BUSINESS SUPPORT

Associate in Applied Science | Diploma | Certificate

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

To learn more visit **www.piedmontcc.edu/itsupport**

More about BUSINESS SUPPORT

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security and technical support.

Outlook for EMPLOYMENT

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.

Government Agencies
Businesses
Educational Systems

COURSES

Required Courses for Degree			AAS	DIP	C1	C2	C3
ACA	122	College Transfer Success *	✔	✔			
CIS	110	Introduction to Computers	✔	✔	✔		
CIS	115	Introduction to Programming	✔	✔			
COM	231	Public Speaking	✔				
CSC	151	Java Programming	✔	✔			
CTI	110	Web, Pgm, DB Foundation	✔	✔	✔		
CTI	120	Network & Security Foundation	✔	✔	✔	✔	✔
CTS	115	Info System Business Concepts	✔	✔	✔	✔	
CTS	120	Hardware/Software Support	✔	✔	✔		
CTS	130	Spreadsheets	✔	✔**		✔	
CTS	210	Computer Ethics	✔	✔		✔	
CTS	240	Project Management	✔			✔	
DBA	110	Database Concepts	✔	✔**			✔
DBA	120	Database Programming I	✔	✔			✔
ENG	111	Writing and Inquiry	✔	✔			
MAT	143	Quantitative Literacy	✔	✔			
NOS	110	Operating Systems Concepts	✔	✔	✔		✔
NOS	130	Windows Single User	✔				✔
NOS	230	Windows Admin I	✔				✔
SEC	110	Security Concepts	✔	✔			
XXX		Social/Behavioral Science Elective	✔				
XXX		Humanities/Fine Arts, Elective	✔				
XXX		CTI Free Elective	✔				
Semester Hours Required for Degree			**67**	**40**	**18**	**15**	**18**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP = Diploma C1= General Certificate
C2= IT Management Certificate C3= Database Support Certificate

✔ *Denotes required for degree completion*

INFORMATION TECHNOLOGY - BUSINESS SUPPORT

Associate in Applied Science | Diploma | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, DB Foundation	2	2	0	3
CTI 120	Network & Security Foundation	2	2	0	3
XXX	Social/Behavioral Science	3	0	0	3
XXX	Track Requirement	3	0	0	3
		12-13	**6-8**	**0**	**16**
SPRING SEMESTER					
CIS 115	Introduction to Prog & Logic	3	0	0	3
CSC 151	Java Programming 1	2	2	0	3
DBA 120	Database Programming I	2	2	0	3
MAT 143	Quantitative Literacy	3	1	0	3
ENG 111	Writing and Inquiry	3	0	0	3
XXX	Track Requirement	3	0	0	3
		16	**5**	**0**	**18**
FALL SEMESTER					
COM 231	Public Speaking	3	0	0	3
CTS 115	Info System Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
XXX	Track Requirement	3	0	0	3
		15	**8**	**0**	**18**
SPRING SEMESTER					
CTS 210	Computer Ethics	3	0	0	3
CTS 240	Project Management	2	2	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
XXX	Track Requirement	3	0	0	3
XXX	Track Requirement	3	0	0	3
		14	**2**	**0**	**15**
		57-58	**21-23**	**0**	**67**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67

INFORMATION TECHNOLOGY
GAMING

Associate in Applied Science | Diploma | Certificate

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

To learn more visit **www.piedmontcc.edu**

The Information Technology (IT) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design.

Outlook for EMPLOYMENT

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Computer Programmers
Software Developers
Web Developers
Computer Network Support
Computer Science Teachers

COURSES

Required Courses for Degree

		AAS	DIP	C
ACA 122	College Transfer Success *	✔		
CIS 110	Introduction to Computers	✔	✔	✔
CIS 15	Introduction to Prog & Logic	✔	✔	
COM 231	Public Speaking	✔		
CSC 151	Java Programming	✔		
CTI 110	Web, Pgm, DB Foundation	✔		
CTI 120	Foundation	✔	✔	
CTS 115	Info System Business Concepts	✔	✔	
CTS 120	Hardware/Software Support	✔	✔	
CTS 210	Computer Ethics	✔	✔	
CTS 240	Project Management	✔		
DBA 120	Database Programming I	✔	✔	
ENG 111	Writing and Inquiry	✔	✔	
HUM	Humanities/Fine Arts Elective	✔		
MAT 143	Quantitative Literacy	✔	✔	
NOS 110	Operating Systems Concepts	✔	✔	
SEC1 110	Security Concepts	✔	✔	
XXX	Social/Behavioral Science	✔		
WBL 111	Workbased Learning	✔		
CSC 134	C++ Programming	✔		✔
SGD 111	Intro to SGD	✔	✔	✔
SGD 112	SGD Design	✔		✔
SGD 113	SGD Programming	✔	✔	✔
DBA 110	Database Conceptes	✔		✔
Semester Hours Required for Degree		**68**	**46**	**18**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP = Diploma

✔ *Denotes required for degree completion*

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Intro to Computers	2	2	0	3
CTI 110	Web, Pgm, DB Foundation	2	2	0	3
CTI 120	Network & Security Foundation	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
SGD 111	Introduction to SGD	2	3	0	3
		11	**11**	**0**	**16**
SPRING SEMESTER					
DBA 120	Database Programming I	2	2	0	3
MAT 143	Quantitative Literacy	3	1	0	3
CSC 151	Java Programming I	2	2	0	3
Elective	Social/Behavioral Science	3	0	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
		14	**11**	**0**	**18**
FALL SEMESTER					
CTS 120	Hardware/Software Support	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
CTS 115	Info System Business Concepts	3	0	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
COM 231	Public Speaking	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
		14	**11**	**0**	**18**
SPRING SEMESTER					
CTS 240	Project Management	2	2	0	3
CTS 210	Computer Ethics Humanities/	3	0	0	3
Elective	Fine Arts Elective	3	0	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
WBL	Work-Based Learning	0	0	10	1
		12	**8**	**10**	**16**
		51	**41**	**10**	**68**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 68

INFORMATION TECHNOLOGY

COMPUTER PROGRAMMING

Associate of Applied Science | Diploma | Certificate

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

To learn more visit **www.piedmontcc.edu/programming**

Overview COMPUTER PROGRAMMING

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study.

Outlook for EMPLOYMENT

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Computer Programmers
Web Developers
Network Support
Software Developers

COURSES

Required Courses for Degree			AAS	DIP	C1
ACA	122	College Transfer Success *	✔	✔	
CIS	110	Introduction to Computers	✔	✔	
CIS	115	Introduction to Prog & Logic	✔	✔	✔
COM	231	Public Speaking	✔		
CSC	139	Visual Basic Programming	✔	✔**	✔
CSC	151	Java Programming	✔	✔	✔
CSC	153	C# Programming	✔		
CSC	239	Advanced Visual Basic Prog	✔	✔**	✔
CSC	251	Advanced Java Programming	✔		✔
CTI	110	Web, Pgm, DB Foundation	✔	✔	
CTI	120	Network & Security Foundation	✔	✔	
CTS	115	Info System Business Concepts	✔	✔	
CTS	120	Hardware/Software Support	✔	✔	
CTS	210	Computer Ethics	✔	✔	
CTS	240	Project Management	✔		
DBA	120	Database Programming I	✔	✔	✔
ENG	111	Writing and Inquiry	✔	✔	
MAT	143	Quantitative Literacy	✔	✔	
NOS	110	Operating Systems Concepts	✔	✔	
SEC	110	Security Concepts	✔	✔	
XXX		Social/Behavioral Science Elective	✔		
XXX		Humanities/Fine Arts, Elective	✔		
XXX		CTI Free Elective	✔		
Semester Hours Required for Degree			**67**	**40**	**15**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP = Diploma
C1= Computer Programming Certificate

✔ Denotes required for degree completion

INFORMATION TECHNOLOGY

COMPUTER PROGRAMMING

Associate of Applied Science | Diploma | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

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ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, DB Foundation	2	2	0	3
CTI 120	Network & Security Foundation	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
XXX	Track Requirement	3	0	0	3
		12	**6-8**	**0**	**16**
SPRING SEMESTER					
CIS 115	Introduction to Prog & Logic	3	0	0	3
CSC 151	Java Programming 1	2	2	0	3
DBA 120	Database Programming I	2	2	0	3
MAT 143	Quantitative Literacy	3	1	0	3
XXX	Social/Behavioral Science	3	0	0	3
XXX	Track Requirement	3	0	0	3
		16	**5**	**0**	**18**
FALL SEMESTER					
COM 231	Public Speaking	3	0	0	3
CTS 115	Info System Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
XXX	Track Requirement	3	0	0	3
		15	**8**	**0**	**18**
SPRING SEMESTER					
CTS 210	Computer Ethics	3	0	0	3
CTS 240	Project Management	2	2	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
XXX	Track Requirement	3	0	0	3
XXX	Track Requirement	3	0	0	3
		14	**2**	**0**	**15**
		57	**21-23**	**0**	**67**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67

TRACK REQUIREMENT SELECTIONS

CSC 139	Visual Basic Programming
CSC 239	Advanced Visual Basic Prog
CSC 251	Advanced Java Programming
CSC 153	C# Programming
Elective	IT Free Elective (CIS, CSC, CTI, CTS, DBA, NET, NOS, SEC, WEB)

INFORMATION TECHNOLOGY SECURITY

Associate in Applied Science | Diploma | Certificate

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

To learn more visit **www.piedmontcc.edu**

The Information Technology (IT) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design.

Outlook for EMPLOYMENT

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Computer Programmers
Software Developers
Web Developers
Computer Network Support
Computer Science Teachers

COURSES

Required Courses for Degree

		AAS	DIP	C
ACA 122	College Transfer Success *	✔		
CIS 110	Introduction to Computers	✔	✔	✔
CIS 115	Introduction to Prog & Logic	✔	✔	
COM 231	Public Speaking	✔		
CSC 151	Java Programming	✔		
CTI 110	Web, Pgm, DB Foundation	✔		
CTI 120	Network & Security Foundation	✔	✔	
CTS 115	Info System Business Concepts	✔	✔	
CTS 120	Hardware/Software Support	✔	✔	
CTS 210	Computer Ethics	✔	✔	
CTS 240	Project Management	✔		
DBA 120	Database Programming I	✔	✔	
ENG 111	Writing and Inquiry	✔	✔	
MAT 143	Quantitative Literacy	✔	✔	
NET 110	Networking Concepts	✔	✔	✔
NOS 110	Operating Systems Concepts	✔	✔	
SEC 110	Security Concepts	✔	✔	
SEC 160	Sec Admin. I	✔	✔	✔
SEC 175	Perimeter Defense	✔		✔
SEC 260	Sec. Admin. II	** ✔		✔
WBL	Work-Based Learning	✔		✔
XXX	Social/Behavioral Science Elective	✔		
XXX	Humanities/Fine Arts, Elective	✔		
SEC 210	Intrusion Detection	✔		✔
Semester Hours Required for Degree		**68**	**46**	**18**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science *DIP = Diploma*

✔ *Denotes required for degree completion*

SECURITY

Associate in Applied Science | Diploma | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Caswell County Campus
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(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE

Suggested Course Sequence

Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Intro to Computers	2	2	0	3
CTI 110	Web, Pgm, DB Foundation	2	2	0	3
CTI 120	Network & Security Foundation	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
SEC 160	Sec. Admin I	2	2	0	3
		11	**10**	**0**	**16**
SPRING SEMESTER					
DBA 120	Database Programming I	2	2	0	3
MAT 143	Quantitative Literacy	3	1	0	3
CSC 151	Java Programming I	2	2	0	3
Elective	Social/Behavioral Science	3	0	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
SEC 260	Sec. Admin II	3	0	0	3
		15	**8**	**0**	**18**
FALL SEMESTER					
CTS 120	Hardware/Software Support	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
CTS 115	Info System Business Concepts	3	0	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
COM 231	Public Speaking	3	0	0	3
SEC 175	Perimeter Defense	1	4	0	3
		13	**12**	**0**	**18**
SPRING SEMESTER					
CTS 240	Project Management	2	2	0	3
CTS 210	Computer Ethics	3	0	0	3
Elective	Humanities/Fine Arts Elective	3	0	0	3
NET 110	Networking Concepts	2	2	0	3
SEC 210	Intrusion Detection	1	2	0	3
WBL	Work-Based Learning	0	0	10	1
		12	**2**	**10**	**16**
		51	**32**	**10**	**68**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 68

INFORMATION TECHNOLOGY

WEB DESIGN

Associate in Applied Science | Diploma | Certificate

The Information Technology curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

To learn more visit **www.piedmontcc.edu/webdesign**

Overview
WEB DESIGN

The Information Technology (IT) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design.

Outlook for
EMPLOYMENT

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Computer Programmers
Software Developers
Web Developers
Computer Network Support
Computer Science Teachers

COURSES

Required Courses for Degree			AAS	DIP	C1	C2	C3
ACA	122	College Transfer Success *	✔	✔			
CIS	110	Introduction to Computers	✔	✔	✔		
CIS	115	Introduction to Programming	✔	✔			
COM	231	Public Speaking	✔				
CSC	151	Java Programming	✔	✔	✔	✔	✔
CSC	153	C# Programming					✔
CTI	110	Web, Pgm, DB Foundation	✔	✔			
CTI	120	Network & Security Foundation	✔	✔			
CTS	115	Info System Business Concepts	✔	✔			
CTS	120	Hardware/Software Support	✔	✔			
CTS	210	Computer Ethics	✔	✔			
DBA	120	Database Programming I	✔	✔			✔
ENG	111	Writing and Inquiry	✔	✔			
MAT	143	Quantitative Literacy	✔	✔			
NOS	110	Operating Systems Concepts	✔	✔			
SEC	110	Security Concepts	✔	✔			
WEB	111	Introduction to Web Graphics	✔			✔	
WEB	115	Web Markup and Scripting	✔	✔**		✔	✔
WEB	125	Mobile Web Designer	✔		✔	✔	✔
WEB	140	Web Development Tools	✔		✔	✔	
WEB	210	Web Design	✔	✔**	✔	✔	✔
XXX		Social/Behavioral Science Elective	✔				
XXX		Humanities/Fine Arts, Elective	✔				
XXX		CTI Free Elective	✔				
Semester Hours Required for Degree			**67**	**40**	**15**	**18**	**18**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP = Diploma C1= Mobile Web Design Certificate
C2= Web Designer Certificate C3= Web Developer Certificate

✔ *Denotes required for degree completion*

INFORMATION TECHNOLOGY

WEB DESIGN

Associate in Applied Science | Diploma | Certificate

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

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Caswell County Campus
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(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, DB Foundation	2	2	0	3
CTI 120	Network & Security Foundation	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
XXX	Track Requirement	3	0	0	3
		13	**6-8**	**0**	**16**
SPRING SEMESTER					
CIS 115	Introduction to Prog & Logic	3	0	0	3
CSC 151	Java Programming 1	2	2	0	3
DBA 120	Database Programming I	2	2	0	3
MAT 143	Quantitative Literacy	3	1	0	3
XXX	Social/Behavioral Science	3	0	0	3
XXX	Track Requirement	3	0	0	3
		16	**5**	**0**	**18**
FALL SEMESTER					
COM 231	Public Speaking	3	0	0	3
CTS 115	Info System Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
XXX	Track Requirement	3	0	0	3
		15	**8**	**0**	**18**
SPRING SEMESTER					
CTS 210	Computer Ethics	3	0	0	3
CTS 240	Project Management	2	2	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
XXX	Track Requirement	3	0	0	3
XXX	Track Requirement	3	0	0	3
		14	**2**	**0**	**15**
		58	**21-23**	**0**	**67**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67

MECHATRONICS
ENGINEERING TECHNOLOGY

Associate in Applied Science | Diploma | Certificate

The Mechatronics Engineering Technology curriculum is designed to prepare or upgrade individuals to obtain jobs in the manufacturing industry as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

To learn more visit **www.piedmontcc.edu/mech**

More about MECHATRONICS ENGINEERING TECHNOLOGY

The Mechatronics Engineering Technology curriculum is designed to prepare or upgrade individuals to obtain jobs in the manufacturing industry as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing electronic and mechanical systems. Course work includes mathematics, natural sciences, engineering sciences and technology.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems, electrical/electronic systems, hydraulics/pneumatics, automation, and includes various diagnostic and repair procedures. Practical application in the mechanical and electrical systems will be emphasized and advanced course work may be offered.

The Mechatronics Engineering Technology program strives to meet the demands of the global workforce therefore, students are provided with various levels of course work in the mechanical and electronic field.

Outlook for EMPLOYMENT

Upon completion of this curriculum, graduates should be able to plan, manage, and provide scientific research and professional and technical services including laboratory and testing services, research and development services and troubleshooting.

COURSES

Required Courses for Program			AAS	DIP	CERT
ACA	122	College Transfer Success	✔		
ATR	112	Intro to Automation	✔	✔	✔
BPR	111	Blueprint Reading ***OR***	✔	✔	
BPR	115	ELC/Fluid Power Diagrams	✔	✔	
CIS	110	Intro to Computers	✔	✔	✔
COM	231	Public Speaking	✔		
DFT	119	Basic CAD	✔		
ELC	112	DC/AC Electricity	✔	✔	
ELC	115	Industrial Wiring	✔		
ELC	117	Motors and Controls	✔	✔	
ELC	128	Intro to PLC's	✔	✔	✔
ELC	213	Instrumentation	✔	✔	
ELC	113	Residential Wiring	✔		
ELC	228	PLC Applications			
ENG	111	Writing and Inquiry	✔	✔	
HUM	110	Technology and Society ***OR***	✔		
HUM	115	Critical Thinking	✔		
HYD	110	Hydraulics/Pneumatics	✔	✔	✔
ISC	112	Industrial Safety	✔	✔	✔
ISC	170	Problem Solving	✔	✔	
MAT	171	Pre-Calculus Algebra	✔	✔	
MEC	130	Mechanisms	✔	✔	✔
MNT	110	Intro to Maintenance	✔	✔	
PHY	151	College Physics I	✔	✔	
SOC		Social Science Elective	✔		
WBL	111	Work-Based Learning Seminar I	✔		
WBL	115	Work-Based Learning Exp I	✔		
Required Courses for Program			**70**	**48**	**16**

AAS = Associate of Applied Science DIP = Diploma CERT = Certificate

✔ Denotes required for degree completion

MECHATRONICS ENGINEERING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE | DIPLOMA | CERTIFICATE

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
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- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
MAT	171	Precalculus Algebra	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
MNT	110	Intro. To Maintenance	1	3	0	2
ATR	112	Intro. To Automation Intro.	2	3	0	3
CIS	110	To Computers	2	2	0	3
			11	**13**	**0**	**16**
SPRING SEMESTER						
PHY	151	College Physics I	3	2	0	4
COM	231	Public Speaking	3	0	0	3
ELC	112	DC/AC Electricity	3	6	0	5
HYD	110	Hydraulics	2	2	0	3
			11	**10**	**0**	**15**
SUMMER SEMESTER						
ELC 117		Motors and Controls	2	6	0	4
WBL 111		Work-Based Learning Seminar I	0	0	10	1
WBL 115		Work-Based Learning Exp I	1	0	0	1
			3	**6**	**10**	**6**
FALL SEMESTER						
ISC 170		Problem Solving	3	0	0	3
ELC 115		Industrial Wiring	2	6	0	4
ELC 128		Intro to PLC's	2	3	0	3
ELC 213		Instrumentation	3	2	0	4
ISC 112		Industrial Safety	2	0	0	2
BPR 111 or		Blueprint Reading ***OR***	1	2	0	2
BPR 115		ELC/ Fluid Power Diagrams	1	2	0	2
			13	**13**	**0**	**18**
SPRING SEMESTER						
DRT 119		Basic CAD	1	2	0	2
MEC 130		Mechanisms	2	2	0	3
ELC 113 or		Residential Wiring	2	6	0	4
ELC 228		PLC Applications	2	6	0	4
*SOC		Social Science Elective *(ECO 151, ECO 251, PSY 150, SOC 210)*	3	0	0	3
HUM 110 or		Technology and Society OR	3	0	0	3
HUM 115		Critical Thinking	3	0	0	3
			11	**18**	**0**	**17**
			48-49	**51-53**	**0**	**68**

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 70

MEDICAL ASSISTING

Associate in Applied Science

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

To learn more visit **www.piedmontcc.edu/medassist**

More about MEDICAL ASSISTING

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

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/ treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Piedmont Community College Associate Degree 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.

Outlook for EMPLOYMENT

Graduates 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..

COURSES

Required Courses for Program

ACA 122 College Transfer Success
BIO 163 Basic A&P
CIS 110 Basic Computers
COM 231 Public Speaking
ENG 111 Writing and Inquiry
HSC 120 CPR
HUM 115 Critical Thinking
MAT 143 Quantitative Literacy
MED 110 Orientation to Med Assist
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 Examining Room Procedures I
MED 150 Laboratory Procedures I
MED 240 Examining Room Procedures II
MED 260 MED Clinical Externship
MED 272 Drug Therapy
MED 276 Patient Education
OST 148 Medical Insurance & Billing
OST 280 Electronic Health Records
PSY 150 General Psychology

Total Semester Hours Required for Degree - 69

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
BIO	163	Basic A&P	4	2	0	5
CIS	110	Basic Computers	2	2	0	3
MED	110	Orientation to Med Assist	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
			12-13	**4-6**	**0**	**15**
SPRING SEMESTER						
HSC	120	CPR	0	2	0	1
MED	122	Medical Terminology II	3	0	0	3
MED	130	Admin. Office Procedures I	1	2	0	2
MED	131	Admin. Office Procedures II	1	2	0	2
MED	140	Examining Room Procedures I	3	4	0	5
MAT	143	Quantitative Literacy	2	2	0	3
			10	**12**	**0**	**16**
SUMMER SEMESTER						
PSY	150	General Psychology	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
			6	**0**	**0**	**6**
FALL SEMESTER						
COM	231	Public Speaking	3	0	0	3
MED	240	Examining Room Procedures II	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
OST	148	Medical Insurance & Billing	3	0	0	3
OST	280	Electronic Health Records	2	2	0	3
			14	**10**	**0**	**19**
SPRING SEMESTER						
MED	260	MED Clinical Externship	0	0	15	5
MED	276	Patient Education	1	2	0	2
MED	272	Drug Therapy	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
			7	**2**	**15**	**13**
			49-50	**28-30**	**15**	**69**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 69

PCC Piedmont Community College

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HEALTHCARE MANAGEMENT TECHNOLOGY

MEDICAL CODING

Certificate

The Medical Coding Certificate prepares students to classify and code procedures and diagnoses. Graduates of this program will be eligible to sit for the AAPC Medical Coding Certification exam and would work primarily in ambulatory care settings such as physician offices, clinics and surgery centers.

To learn more visit **www.piedmontcc.edu/medcoding**

Requirements for ADMISSIONS

- Complete the Admission Placement Test.

CERTIFICATE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
MED 121	Medical Terminology I (1st 8 weeks)	3	0	0	3
MED 122	Medical Terminology II (2nd 8 weeks)	3	0	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
		10	**4**	**0**	**12**
SPRING SEMESTER					
OST 249	Med Coding Certification Prep	2	3	0	3
OST 250	Long-Term Care Coding	2	2	0	3
		4	**5**	**0**	**6**
		14	**9**	**0**	**18**

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

Program CONTACTS

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More about MEDICAL CODING

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Outlook for EMPLOYMENT

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

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MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

To learn more visit **www.piedmontcc.edu/medoffice**

Overview
MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding; billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions, and develop skills applicable in medical environments. Students will also develop proficiency in the latest Microsoft Office applications, and will have the opportunity to earn certifications (recognized worldwide) in Word and Excel.

Outlook for EMPLOYMENT

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Accounting Manager
Administrative Supervisor
Customer Service Manager
Office Coordinator
Office Manager

COURSES

Required Courses for Program			AAS	DIP	C1	C2
ACA	122	College Transfer Success	✔	✔		
BUS	121	Business Math	✔	✔		
CIS	110	Introduction to Computers	✔	✔		✔
COM	231	Public Speaking	✔	✔		
CTS	130	Spreadsheet	✔			
ENG	111	Writing and Inquiry	✔	✔		
MAT	143	Quantitative Literacy	✔			
MED	121	Medical Terminology I	✔	✔	✔	✔
MED	122	Medical Terminology II	✔	✔	✔	✔
OST	131	Keyboarding	✔	✔	✔	✔
OST	134	Text Entry & Formatting	✔	✔		
OST	135	Adv Text Entry & Format	✔			
OST	280	Electronic Health Records	✔	✔		✔
OST	148	Med Ins & Billing	✔	✔	✔	
MED	118	Med Law & Ethics	✔	✔		
OST	164	Office Editing	✔	✔		
OST	181	Office Procedures	✔	✔	✔	
OST	244	Med Document Processing	✔			
OST	241	Medical Office Transcription I	✔	✔	✔	✔
OST	243	Med Office Simulation	✔	✔		
OST	288	Medical Office Admin Capstone ***	✔			
SPA	111	Elem. Spanish I **	✔			
SPA	120	Spanish for the Workplace **	✔			
WBL	111	Work-Based Learning I ***	✔			
XXX		Social/Behavioral Science	✔			
XXX		Humanities/Fine Arts Elective	✔			
Semester Hours Required for Degree			**65-67**	**43**	**16**	**16**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP= Diploma (General)
C1 = Certificate (General) C2 = Certificate (Electronic Health Records)

✔ *Denotes required for degree completion*

MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Alisa Montgomery, Dean
(336) 322-2213
alisa.montgomery@piedmontcc.edu
Person County Campus - L111

ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER						
ACA	122	College Transfer Success	0	2	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	131	Keyboarding	1	2	0	2
MED	121	Medical Terminology I	3	0	0	3
OST	181	Office Procedures	2	2	0	3
			11-12	6-8	0	15
SPRING SEMESTER						
BUS	121	Business Math	2	2	0	3
COM	231	Public Speaking	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	164	Office Editing	3	0	0	3
XXX		Social/Behavioral Science	3	0	0	3
		(PSY150 or SOC210)	16	4	0	18
FALL SEMESTER						
MAT 143		Quantitative Literacy	2	2	0	3
OST 135		Adv Text Entry & Format	2	2	0	3
OST 148		Med Ins. & Billing	3	0	0	3
OST 280		Electronic Health Records	2	2	0	3
OST 241		Medical Office Transcription I	1	2	0	2
XXX		Humanities/Fine Arts Elective	3	0	0	3
			13	8	0	17
SPRING SEMESTER						
CTS 130		Spreadsheet	2	2	0	3
WBL 111		Work-Based Learning I ***OR***	0	0	10	1
OST 288		Medical Office Admin Capstone	2	2	0	3
SPA 111		Elementary Spanish I ***OR***	3	0	0	3
SPA 120		Spanish for the Workplace	3	0	0	3
MED 118		Med Law & Ethics	2	0	0	2
OST 243		Med Office Simulation	2	2	0	3
OST 244		Med Document Processing	2	2	0	3
			13	8	10	15-17
			53-54	26-28	0-10	65-67

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 65-67

PCC Piedmont Community College

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Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

NURSE AIDE

Certificate

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

To learn more visit **www.piedmontcc.edu/nurseaide**

More about NURSE AIDE

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

CERTIFICATE
Suggested Course Sequence
Full-time Student

Course#		Course Name	CL.	LB.	CLIN.	CR.
FALL/SPRING SEMESTER						
NAS	101	Nurse Aide I	3	4	3	6
NAS	102	Nurse Aide II	3	2	6	6
			6	**6**	**9**	**12**

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

Program CONTACTS

Angie Conner
(336) 322-2235
angie.conner@piedmontcc.edu
Person County Campus - E103

Alisa Montgomery, Dean
(336) 322-2213
alisa.montgomery@piedmontcc.edu
Person County Campus - L111

Outlook for EMPLOYMENT

Graduates of this curriculum may be eligible to be listed on the registry as a Nurse Aide I and Nurse Aide II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Requirements for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Certificate admission requirements may vary. Contact the Admissions Office for details.

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OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

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

To learn more visit **www.piedmontcc.edu/officeadmin**

Overview OFFICE ADMINISTRATION

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Students will also develop proficiency in the latest Microsoft Office applications, and will have the opportunity to earn certificates (recognized worldwide) in Word, Excel, Access, and PowerPoint.

Outlook for EMPLOYMENT

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.

Executive Secretaries
Administrative Assistants
Office Manager
Secretary

COURSES

Required Courses for Program	AAS	DIP	C1	C2
ACA 122 College Transfer Success	✔	✔		
BUS 110 Introduction to Business	✔			
BUS 115 Business Law I	✔	✔		
BUS 121 Business Math	✔			
CIS 110 Introduction to Computers	✔	✔	✔	✔
COM 231 Public Speaking	✔	✔		
CTS 125 Presentation Graphics	✔	✔	✔	✔
CTS 130 Spreadsheet	✔	✔	✔	✔
DBA 110 Database Concepts	✔	✔		
ENG 111 Writing and Inquiry	✔	✔		
MAT 143 Quantitative Literacy	✔			
OST 131 Keyboarding	✔	✔	✔	✔
OST 134 Text Entry & Formatting	✔	✔	✔	✔
OST 136 Word Processing	✔	✔	✔	✔
OST 164 Office Editing	✔	✔		
OST 181 Introduction to Office Systems	✔	✔	✔	
OST 184 Office Procedures	✔	✔	✔	
OST 233 Office Publications Design	✔			
OST 135 Adv Text Entry & Format	✔	✔		
OST 153 Office Finance Solutions	✔			
OST 289 Office Admin Capstone	✔			
PSY 150 General Psychology	✔			
SPA 120 Spanish for the Workplace	✔			
WBL 111 Work-Based Learning I	✔			
XXX Humanities/Fine Arts Elective	✔			
Semester Hours Required for Degree	**67/69**	**42**	**17**	**17**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP= Diploma
C1 = Certificate C2 = Certificate (Office Specialist)

✔ *Denotes required for degree completion*

OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Alisa Montgomery, Dean
(336) 322-2213
alisa.montgomery@piedmontcc.edu
Person County Campus - L111

ASSOCIATE OF APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 181	Office Procedures	2	2	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
		14-15	**6-8**	**0**	**18**
SPRING SEMESTER					
BUS 121	Business Math	2	2	0	3
MAT 143	Quantitative Literacy	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Office Editing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
CTS 125	Presentation Graphics	2	2	0	3
		14	**8**	**0**	**18**
FALL SEMESTER					
BUS 115	Business I	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
COM 231	Public Speaking	3	0	0	3
OST 136	Word Processing	2	2	0	3
OST 184	Records Management	2	2	0	3
		14	**9**	**0**	**18**
SPRING SEMESTER					
WBL 111	Work Based Learning I	0	0	10	1
OST 289	Office Admin Capstone	2	2	0	3
SPA 120	Spanish for the Workplace	3	0	0	3
OST 233	Office Publications Design	2	2	0	3
OST 135	Adv Text Entry & Formatting	2	2	0	3
OST 153	Office Finance Solutions	2	2	0	3
		9-11	**6-8**	**0-10**	**13-15**
		51-54	**29-33**	**0-10**	**67-69**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 67-69

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PUBLIC SAFETY ADMINISTRATION

Correction Services

Associate in Applied Science

Love being a corrections officer but looking for more responsibility? Piedmont Community College's new Public Safety Administration degree can prepare you for that mid/upper level management job and give you college credit for your corrections officer work/training experience. Classes are available face-to-face or completely online!

To learn more visit **www.piedmontcc.edu/psa**

Overview
PUBLIC SAFETY ADMINISTRATION

Piedmont Community College's new Associate in Applied Science (A.A.S.) degree in Public Safety Administration (PSA) is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public service sectors.

A PSA student will select one of the four (4) curriculum tracks within the program that most closely relates to their current or intended area of employment:

- Correction Services
- Emergency & Fire Management Services
- Law Enforcement Services
- Security and Loss Prevention.

Outlook for EMPLOYMENT

Employment opportunities exist with fire or police departments, emergency management organizations, federal, state and local governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

COURSES

Required Courses for Degree

ACA 122	College Transfer Success
CIS 110	Intro to Computers
CJC 141	Corrections
CJC 170	Critical Incident Mgmt Pub Safety
CJC 225	Crisis Intervention
CJC 232	Civil Liability ***OR***
CJC 233	Correctional Law
CJC 240	Law Enforce Mgt. & Supervision
COM 231	Public Speaking
ENG 111	Writing and Inquiry
HUM 110	Technology and Society ***OR***
HUM 120	Cultural Studies ***OR***
HUM 121	The Nature of America
MAT 143	Quantitative Literacy ***OR***
MAT 152	Statistical Methods I
PAD 151	Intro to Public Administration
PAD 152	Ethics in Government
PAD 251	Public Finance & Budgeting
PAD 252	Public Policy Analysis
PAD 254	Grant Writing
POL 120	American Government ***OR***
PSY 150	General Psychology
XXX	6 - General Elective (BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA)

Semester Hours Required for Degree 67-68

PUBLIC SAFETY ADMINISTRATION

Correction Services - Associate in Applied Science

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Roy Allen
(336) 322-2194
roy.allen@piedmontcc.edu
Person County Campus - L118

Walter Montgomery, Dean
(336) 322-2258
walter.montgomery@piedmontcc.edu
Person County Campus - L119

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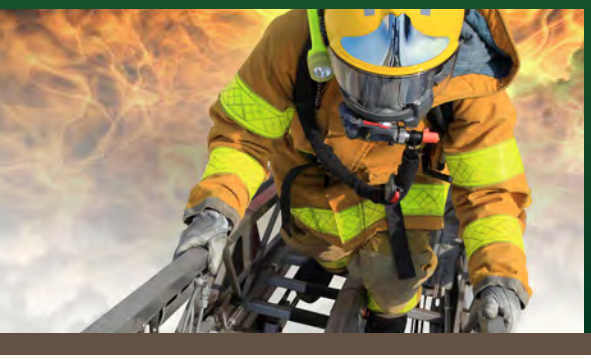
Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
PAD 151	Intro to Public Administration	3	0	0	3
CJC 170	Critical Incident Mgmt Pub Safety	3	0	0	3
CJC 141	Corrections	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Intro to Computers	2	2	0	3
		15	**4**	**0**	**16**
SPRING SEMESTER					
PAD 152	Ethics in Government	3	0	0	3
PAD 251	Public Finance & Budgeting	3	0	0	3
COM 231	Public Speaking	3	0	0	3
CJC 232	Civil Liability ***OR***	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
POL 120	American Government ***OR***	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		15	**0**	**0**	**15**
SUMMER SEMESTER					
MAT 143	Quantitative Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
		2-3	**2**	**0**	**3-4**
FALL SEMESTER					
PAD 252	Public Policy Analysis	3	0	0	3
PAD 254	Grant Writing	3	0	0	3
CJC 240	Law Enforce Mgt. & Supervision	3	2	0	3
HUM 110	Technology and Society ***OR***	3	0	0	3
HUM 120	Cultural Studies ***OR***	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
		18	**2**	**0**	**18**
SPRING SEMESTER					
CJC 225	Crisis Intervention	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
		15	**0**	**0**	**15**
		65-66	**8**	**0**	**67-68**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 67-68



PUBLIC SAFETY ADMINISTRATION

Emergency and Fire Management Services

Associate in Applied Science

Are you a well trained and experienced EMS responder? Looking for that mid/upper level management promotion? Let Piedmont Community College turn your training into college credits applied to the brand new Public Safety Administration degree designed for emergency services personnel. Classes are available face-to-face or completely online!

To learn more visit **www.piedmontcc.edu/psa**

Overview PUBLIC SAFETY ADMINISTRATION

Piedmont Community College's new Associate in Applied Science (A.A.S.) degree in Public Safety Administration (PSA) is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public service sectors.

Outlook for EMPLOYMENT

Employment opportunities exist with fire or police departments, emergency management organizations, federal, state and local governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

COURSES

Required Courses for Degree

ACA 122	College Transfer Success
CIS 110	Intro to Computers
CJC 170	Critical Incident Mgmt Pub Safety
CJC 240	Law Enforce Mgt. & Supervision
COM 231	Public Speaking
EMS 110	EMT
ENG 111	Writing and Inquiry
FIP 120	Intro to Fire Protection
HUM 110	Technology and Society ***OR***
HUM 120	Cultural Studies ***OR***
HUM 121	The Nature of America
MAT 143	Quantitative Literacy ***OR***
MAT 152	Statistical Methods I
PAD 151	Intro to Public Administration
PAD 152	Ethics in Government
PAD 251	Public Finance & Budgeting
PAD 252	Public Policy Analysis
PAD 254	Grant Writing
POL 120	American Government ***OR***
PSY 150	General Psychology
XXX	6 - General Elective (BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA)

Semester Hours Required for Degree 70-71

PUBLIC SAFETY ADMINISTRATION

Emergency and Fire Management Services - Associate in Applied Science

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Roy Allen
(336) 322-2194
roy.allen@piedmontcc.edu
Person County Campus - L118

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(336) 322-2258
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Person County Campus - L119

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Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
PAD 151	Intro to Public Administration	3	0	0	3
CJC 170	Critical Incident Mgmt Pub Safety	3	0	0	3
XXX	General Elective	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Intro to Computers	2	2	0	3
		15	**4**	**0**	**16**
SPRING SEMESTER					
PAD 152	Ethics in Government	3	0	0	3
PAD 251	Public Finance & Budgeting	3	0	0	3
XXX	General Elective	3	0	0	3
FIP 120	Intro to Fire Protection	3	0	0	3
POL 120	American Government ***OR***	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		15	**0**	**0**	**15**
SUMMER SEMESTER					
MAT 143	Quantitative Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
		2-3	**2**	**0**	**3-4**
FALL SEMESTER					
PAD 252	Public Policy Analysis	3	0	0	3
PAD 254	Grant Writing	3	0	0	3
CJC 240	Law Enforce Mgt. & Supervision	3	2	0	3
HUM 110	Technology and Society ***OR***	3	0	0	3
HUM 120	Cultural Studies ***OR***	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
COM 231	Public Speaking	3	0	0	3
XXX	General Elective	3	0	0	3
		18	**2**	**0**	**18**
SPRING SEMESTER					
EMS 110	EMT	6	6	3	9
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
		15	**6**	**3**	**18**
		65-66	**14**	**3**	**70-71**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 70-71

PUBLIC SAFETY ADMINISTRATION

Law Enforcement Services

Associate in Applied Science

Are you a police officer ready for promotion? Piedmont Community College's new Public Safety Administration degree will turn your work and training experience into college credits! This program is designed for emergency services personnel and is available face-to-face or completely online!

To learn more visit **www.piedmontcc.edu/psa**

Overview
PUBLIC SAFETY ADMINISTRATION

Piedmont Community College's new Associate in Applied Science (A.A.S.) degree in Public Safety Administration (PSA) is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public service sectors.

Outlook for EMPLOYMENT

Employment opportunities exist with fire or police departments, emergency management organizations, federal, state and local governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

COURSES

Required Courses for Degree

ACA 122	College Transfer Success
CIS 110	Intro to Computers
CJC 131	Criminal Law
CJC 132	Court Procedure and Evidence
CJC 170	Critical Incident Mgmt Pub Safety
CJC 221	Investigative Principles
CJC 225	Crisis Intervention
CJC 231	Constitutional Law
CJC 240	Law Enforce Mgt. & Supervision
COM 231	Public Speaking
ENG 111	Writing and Inquiry
HUM 110	Technology and Society ***OR***
HUM 120	Cultural Studies ***OR***
HUM 121	The Nature of America
MAT 143	Quantitative Literacy ***OR***
MAT 152	Statistical Methods I
PAD 151	Intro to Public Administration
PAD 152	Ethics in Government
PAD 251	Public Finance & Budgeting
PAD 252	Public Policy Analysis
PAD 254	Grant Writing
POL 120	American Government ***OR***
PSY 150	General Psychology
XXX	5 - General Elective (BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA)

Semester Hours Required for Degree 70-71

PUBLIC SAFETY ADMINISTRATION

Law Enforcement Services - Associate in Applied Science

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Person County Campus - L119

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ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
PAD 151	Intro to Public Administration	3	0	0	3
CJC 170	Critical Incident Mgmt Pub Safety	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Intro to Computers	2	2	0	3
XXX	General Elective	3	0	0	3
		14	**4**	**0**	**16**
SPRING SEMESTER					
PAD 152	Ethics in Government	3	0	0	3
PAD 251	Public Finance & Budgeting	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
POL 120	American Government ***OR***	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		15	**2**	**0**	**16**
SUMMER SEMESTER					
MAT 143	Quantitative Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
		2-3	**2**	**0**	**3-4**
FALL SEMESTER					
PAD 252	Public Policy Analysis	3	0	0	3
PAD 254	Grant Writing	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3
CJC 240	Law Enforce Mgt. & Supervision	3	2	0	3
COM 231	Public Speaking	3	0	0	3
HUM 110	Technology and Society ***OR***	3	0	0	3
HUM 120	Cultural Studies ***OR***	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
		18	**2**	**0**	**18**
SPRING SEMESTER					
CJC 131	Criminal Law	3	0	0	3
CJC 225	Crisis Intervention	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	2	0	0	2
		17	**0**	**0**	**17**
		66-67	**10**	**0**	**70-71**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 70-71

PUBLIC SAFETY ADMINISTRATION

Security and Loss Prevention

Associate in Applied Science

Is private security your world? Piedmont Community College wants to prepare you for an administration promotion. Find out how the new Public Safety Administration program can turn your work and training experience into college credits! Classes are available face-to-face or completely online!

To learn more visit **www.piedmontcc.edu/psa**

Overview
PUBLIC SAFETY ADMINISTRATION

Piedmont Community College's new Associate in Applied Science (A.A.S.) degree in Public Safety Administration (PSA) is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public service sectors.

A PSA student will select one of the four (4) curriculum tracks within the program that most closely relates to their current or intended area of employment:

- Correction Services
- Emergency & Fire Management Services
- Law Enforcement Services
- Security and Loss Prevention.

Outlook for EMPLOYMENT

Employment opportunities exist with fire or police departments, emergency management organizations, federal, state and local governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

COURSES

Required Courses for Degree

ACA 122	College Transfer Success
CIS 110	Intro to Computers
CJC 151	Intro to Loss Prevention
CJC 152	Intro to Sec/Protect Service
CJC 153	Private Security Operations
CJC 154	Private Security Business
CJC 170	Critical Incident Mgmt Pub Safety
CJC 240	Law Enforce Mgt. & Supervision
COM 231	Public Speaking
ENG 111	Writing and Inquiry
HUM 110	Technology and Society ***OR***
HUM 120	Cultural Studies ***OR***
HUM 121	The Nature of America
MAT 143	Quantitative Literacy ***OR***
MAT 152	Statistical Methods I
PAD 151	Intro to Public Administration
PAD 152	Ethics in Government
PAD 251	Public Finance & Budgeting
PAD 252	Public Policy Analysis
PAD 254	Grant Writing
POL 120	American Government ***OR***
PSY 150	General Psychology
XXX	6 - General Elective (BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA)

Semester Hours Required for Degree 70-71

PUBLIC SAFETY ADMINISTRATION

Security and Loss Prevention - Associate in Applied Science

Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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PCC Piedmont Community College

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1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
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(336) 694-5707

ASSOCIATE IN APPLIED SCIENCE
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
PAD 151	Intro to Public Administration	3	0	0	3
CJC 170	Critical Incident Mgmt Pub Safety	3	0	0	3
CJC 152	Intro to Sec/Protect Service	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Intro to Computers	2	2	0	3
		14	**4**	**0**	**16**
SPRING SEMESTER					
PAD 152	Ethics in Government	3	0	0	3
PAD 251	Public Finance & Budgeting	3	0	0	3
CJC 153	Private Security Operations	3	2	0	3
CJC 151	Intro to Loss Prevention	3	0	0	3
COM 231	Public Speaking	3	0	0	3
POL 120	American Government ***OR***	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		18	**2**	**0**	**18**
SUMMER SEMESTER					
MAT 143	Quantitative Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
		2-3	**2**	**0**	**3-4**
FALL SEMESTER					
PAD 252	Public Policy Analysis	3	0	0	3
PAD 254	Grant Writing	3	0	0	3
CJC 240	Law Enforce Mgt. & Supervision	3	2	0	3
HUM 110	Technology and Society ***OR***	3	0	0	3
HUM 120	Cultural Studies ***OR***	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
		18	**2**	**0**	**18**
SPRING SEMESTER					
CJC 154	Private Security Business	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
XXX	General Elective	3	0	0	3
		15	**0**	**0**	**15**
		67-68	**10**	**0**	**70-71**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 70-71

WELDING

Diploma | Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

To learn more visit **www.piedmontcc.edu/welding**

Overview WELDING

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Outlook for EMPLOYMENT

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Welders
Solderers
Cutters
Brazers
Machine Setters

COURSES

Required Courses for Program			DIP	C1	C2
ACA	122	College Transfer Success *	✔		
ENG	111	Writing Inquiry	✔		
MAT	110	Math Calculations and Literacy	✔		
WLD	110	Cutting Processes	✔	✔	
WLD	111	Oxy-Fuel Welding	✔		
WLD	112	Basic Welding Processes	✔	✔	
WLD	115	SMAW (Stick) Plate	✔	✔	
WLD	116	SMAW (Stick) Plate/Pipe	✔		
WLD	121	GMAW (MIG) FCAW/Plate	✔		✔
WLD	122	GMAW (MIG) Plate/Pipe	✔		
WLD	131	GTAW (TIG) Plate	✔		✔
WLD	132	GTAW (TIG) Plate/Pipe **	✔		
WLD	141	Symbol and Specifications	✔	✔	
WLD	151	Fabrication I **	✔		✔
WLD	261	Certification Practices	✔		
Total Semester Hours Required for Degree			**41-42**	**12**	**12**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

DIP = Diploma C1= Certificate (Basic) C2 = Certificate (Intermediate)

✔ *Denotes required for degree completion*

WELDING

DIPLOMA | CERTIFICATE

Process for ADMISSIONS

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- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACT

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DIPLOMA
Suggested Course Sequence
Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing Inquiry	3	0	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
WLD 141	Symbol and Specifications	2	2	0	3
		7	**10**	**0**	**11**
SPRING SEMESTER					
MAT 110	Math Calculations and Literacy	2	2	0	3
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
		8	**23**	**0**	**16**
SUMMER SEMESTER					
WLD 151	Fabrication I ***OR***	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
		1-2	**6**	**0**	**3-4**
FALL SEMESTER					
WLD 111	Oxy-Fuel Welding	1	3	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 261	Certification Practices	1	3	0	2
		4	**21**	**0**	**11**
		20-21	**60**	**0**	**41-42**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATES: 41-42

PCC Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

Course Descriptions

Prefix No.	Course Title	CL.	LB.	CLINIC	CR
ACA 111	**College Student Success**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122	**College Transfer Success**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ACC 120	**Prin of Financial Acct**	**3**	**2**	**0**	**4**

Prerequisites None
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121	**Prin of Managerial Acct**	**3**	**2**	**0**	**4**

Prerequisites: ACC 120
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 122 **Prin of Financial Acct II** **3** **0** **0** **3**
Prerequisites: ACC 120 Corequisites:
None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129 **Individual Income Taxes** **2** **2** **0** **3**
Prerequisites: None
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 140 **Payroll Accounting** **1** **2** **0** **2**
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 150 **Acct Software Appl** **1** **2** **0** **2**
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 **Intermediate Accounting I** **3** **2** **0** **4**

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

Prerequisites: ACC 120
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221	**Intermediate Acct II**	**3**	**2**	**0**	**4**

Prerequisites: ACC 220
Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AGR 111	**Basic Farm Maintenance**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 121	**Biological Pest Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

Competencies

1. Student Learning Outcomes
2. Identify soil properties and discuss how they relate to pest management.
3. Identify major pests and diseases in production agriculture.
4. Create a pest management plan using sustainable practices.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

AGR 130 Alternative Ag Production 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

AGR 139 Intro to Sustainable Ag 3 0 0 3
Prerequisites: None
Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

Competencies
Student Learning Outcomes

1. Identify sustainable practices in production agriculture.
2. Explain the impact of sustainable agriculture on our environment and our economy.
3. Demonstrate application of sustainable agriculture in a traditional farm management plan.

AGR 140 Agricultural Chemicals 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

Competencies
Student Learning Outcomes

1. Identify common agricultural pests.
2. Develop an integrated pest management plan on target species.
3. Prepare for the North Carolina Pesticide Applicator's Exam.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
AGR 160	**Plant Science**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170	**Soil Science**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

Competencies
Student Learning Outcomes

1. Identify the biological properties of soil.
2. Describe sustainable land care practices and how they impact soil quality.
3. Select and apply fertilizers according to sustainable practices.

AGR 212	**Farm Business Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213	**Ag Law & Finance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
AGR 214	**Agricultural Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 220	**Ag Mechanization**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.

AGR 226	**Maint & Serv of Prod Faci**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a detailed look at maintaining and servicing of production facilities. Emphasis is placed on maintaining electrical equipment, plumbing systems, mechanical equipment, and basic welding and cutting practices. Upon completion, students should be able to troubleshoot and repair ventilation equipment, pumps and plumbing, feed lines, curtain controls, and basic electrical controls.

AGR 262	**Weed ID & Control**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
AGR 263	**Vegetable Production**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes a study of vegetable crop production practices. Topics include variety selection, production methods, fertility management, insect and disease control, and harvesting. Upon completion, students should be able to demonstrate a knowledge of vegetable crop production.

ANS 110	**Animal Science**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

Competencies
Student Learning Outcomes

1. Describe the importance of animal production and explain the major issues related to the production of livestock on an international, national, and state level.
2. Explain the relationship of science and animal production through the studies of biotechnology, technology, genetics, physiology, nutrition, and health.
3. Describe the basic physiology and terminology of the animal industries.
4. Describe the production (including sustainable production) methodologies of the swine, beef, dairy, sheep and horse industries.
5. Recognize the requirements of production animals, and the benefits of proper care, nutrition, genetics, and environment to the animal's productivity levels.

ART 111	**Art Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

ART 114 Art History Survey I 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ART 115 Art History Survey II 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ART 121 Two-Dimensional Design 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to twodimensional visual art. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 122 Three-Dimensional Design 0 6 0 3
Prerequisites: ART 121
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
ART 131	**Drawing I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 132	**Drawing II**	**0**	**6**	**0**	**3**

Prerequisites: ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 240	**Painting I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 241	**Painting II**	**0**	**6**	**0**	**3**

Prerequisites: ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 264 Digital Photography I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 265 Digital Photography II 0 6 0 3
Prerequisites: ART 264
Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 281 Sculpture I 0 6 0 3
Prerequisites: ART 122
Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
ART 282	**Sculpture II**	**0**	**6**	**0**	**3**
Prerequisites:	ART 281				
Corequisites:	None				

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 283	**Ceramics I**	**0**	**6**	**0**	**3**
Prerequisites:	None				
Corequisites:	None				

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 284	**Ceramics II**	**0**	**6**	**0**	**3**
Prerequisites:	ART 283				
Corequisites:	None				

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 288	**Studio**	**0**	**6**	**0**	**3**
Prerequisites:	None				
Corequisites:	None				

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective

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course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ATR 112 Into to Automation **0** **2** **0** **1**
Prerequisites:
Corequisites:

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

BIO 111 General Biology I **3** **3** **0** **4**
Prerequisites DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 112 General Biology II **3** **3** **0** **4**
Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 163 Basic Anat & Physiology **4** **2** **0** **5**
Prerequisites: DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 168 Anatomy and Physiology I 3 3 0 4
Prerequisites: DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 169 Anatomy and Physiology II 3 3 0 4
Prerequisites: BIO 168, DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 175 General Microbiology 2 2 0 3
Prerequisites: Take One: BIO 110, BIO 111, BIO 163, or BIO 168
Take All: DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/ or elective course requirement.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
BIO 275	**Microbiology**	**3**	**3**	**0**	**4**

Prerequisites: Take One: BIO 110, BIO 111, BIO 163, or BIO 168
Take All: DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BPR 111	**Print Reading**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

BPR 115	**Elc/Fluid Power Diagrams**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry.

BPR 130	**Print Reading-Construction**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
BUS 110	**Introduction to Business**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BUS 115	**Business Law I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BUS 116	**Business Law II**	**3**	**0**	**0**	**3**

Prerequisites: BUS 115
Corequisites: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	**Business Math**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
BUS 125	**Personal Finance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137	**Principles of Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/ or elective course requirement.

BUS 153	**Human Resource Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225	**Business Finance**	**2**	**2**	**0**	**3**

Prerequisites: ACC 120
Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
BUS 230	**Small Business Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 260	**Business Communication**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

CAR 110	**Introduction to Carpentry**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111	**Carpentry II**	**3**	**16**	**0**	**8**

Prerequisites: None
Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 113	**Carpentry III**	**3**	**9**	**0**	**6**

Prerequisites: CAR 111
Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

CHM 131 Introduction to Chemistry 3 0 0 3
Prerequisites: DMA 010, DMA 020, and DMA 030
Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 131A Introduction to Chemistry Lab 0 3 0 1
Prerequisites: DMA 010, DMA 020, and DMA 030
Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 151 General Chemistry I 3 3 0 4
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science.
This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 152 General Chemistry II 3 3 0 4
Prerequisites: Take All: CHM 151, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CIS 110 Introduction to Computers 2 2 0 3
Prerequisites: CIS 070
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

CIS 115 Intro to Prog & Logic 2 3 0 3
Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, and DMA-040
Set 2: MAT-121
Set 3: MAT-171
Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

CJC 111 Intro to Criminal Justice 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
CJC 112	**Criminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113	**Juvenile Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114	**Investigative Photography**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC 121	**Law Enforcement Operations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/ or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

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CJC 131	**Criminal Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132	**Court Procedure & Evidence**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141	**Corrections**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CJC 151	**Intro to Loss Prevention**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

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CJC 152	**Intro to Sec/Protect Service**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the various components, processes, and operational characteristics associated with private security and loss prevention services. Topics include armed/unarmed security guard/officer hiring criteria including licensing, job responsibilities, career pathways, professional conduct and communication, public relations, emergency procedures, law, first aide, legal issues and liability, workplace violence, patrol techniques, and the security industry. Upon completion, students should be able to evaluate career options and define and describe the major system components, processes, and operational characteristics associated with the private security industry.

CJC 153	**Private Security Operations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the various operations associated with private security and loss prevention services. Topics include strategies for protecting individuals and company assets, report writing, interview techniques, crime and accident prevention, courtroom procedures, observation techniques, traffic direction, surveillance, substance abuse, law enforcement relationships, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the various operational characteristics common to the private security industry.

CJC 154	**Private Security Business**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the business and managerial aspects specific to private security and loss prevention services. Topics include profitability, personnel management, finances, rules, policies, and law, organizational structure, sales management, and issues specific to private security and loss prevention services. Upon completion, students should be able to explain the basic characteristics required of an effective private security and loss prevention services business.

CJC 170	**Critical Incident Mgmt. Pub Safety**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters,

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terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

CJC 212 Ethics & Comm Relations **3 0 0 3**
Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse **3 0 0 3**
Prerequisites: None
Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology **3 0 0 3**
Prerequisites: None
Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles **3 2 0 4**
Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
CJC 222	**Criminalistics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 225	**Crisis Intervention**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231	**Constitutional Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232	**Civil Liability**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
CJC 233	**Correctional Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel

CJC 240	**Law Enforce Mgt. & Supervision**	**3**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

CJC 241	**Community-Based Corrections**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in postincarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COM 231	**Public Speaking**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
COS 111	**Cosmetology Concepts I**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	**Salon I**	**0**	**24**	**0**	**8**

Prerequisites: None
Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	**Cosmetology Concepts II**	**4**	**0**	**0**	**4**

Prerequisites: Take All: COS-111 and COS-112
Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114	**Salon II**	**0**	**24**	**0**	**8**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
COS 115	**Cosmetology Concepts III**	**4**	**0**	**0**	**4**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	**Salon III**	**0**	**12**	**0**	**4**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	**Cosmetology Concepts IV**	**2**	**0**	**0**	**2**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	**0**	**21**	**0**	**7**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
COS 121	**Manicure/Nail Technology I**	**6**		**4**	**6**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

COS 222	**Manicure/Nail Tech. II**	**0**	**21**	**0**	**7**

Prerequisites: COS-111 and COS-112
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/ safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223	**Contemp Hair Coloring**	**1**	**3**	**0**	**2**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224	**Trichology & Chemistry**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
COS 240	**Contemporary Design**	**1**	**3**	**0**	**2**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 271	**Instructor Concepts I**	**5**	**0**	**0**	**5**

Prerequisites: None
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272	**Instructor Practicum I**	**0**	**21**		**7**

Prerequisites: None
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273	**Instructor Concepts II**	**5**	**0**	**0**	**5**

Prerequisites: COS 271 and COS 272
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
COS 274	**Instructor Practicum II**	**0**	**21**	**0**	**7**

Prerequisites: COS 271 and COS 272
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 139	**Visual BASIC Prog**	**2**	**3**	**0**	**3**

Prerequisites: CIS 115 or CTI 110
Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course is also available through the Virtual Learning Community (VLC). This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CSC 151	**JAVA Programming**	**2**	**3**	**0**	**3**

Prerequisites: CIS 115 or CTI 110
Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, student should be able to design, code, test and debug JAVA programs. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CSC 153	**C# Programming**	**2**	**3**	**0**	**3**

Prerequisites: CIS 115 or CTI 110
Corequisites: None

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion,

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 239 Adv Visual BASIC Prog 2 3 0 3
Prerequisites: CSC 139
Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CSC 251 Advanced JAVA Programming 2 3 0 3
Prerequisites: CSC 151
Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CTI 110 Web, Pgm. & Db Foundation 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTS 115 Info Systems Business Concepts 3 0 0 3
Prerequisites: None
Corequisites: None

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 125 Presentation Graphics 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
CTS 130	**Spreadsheet**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 210	**Computer Ethics**	**3**	**0**	**0**	**3**

Prerequisites: Take One: NET-110, CIS-110, CIS-111, or TNE-111
Corequisites: None

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS 240	**Project Management**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course is a continuation of CSC 142 using the Visual COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

DBA 110	**Database Concepts**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
DBA 120	**Database Programming I**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

DEA 111	**Introduction to DEAT**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is an overview of the digital effects and animation technology field from the simplest processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and knowledge of outstanding examples of work in the field.

DEA 112	**2D Design & Animation I**	**2**	**3**	**0**	**3**

Prerequisites: DEA 111
Corequisites: None

This course covers the process of creating still graphics and 2D animations for use in video, film or web applications. Topics include multilayering, color correction, alpha channel creation, masking, and keyframing. Upon completion, students should be able to demonstrate basic knowledge of 2D animation and add simple special effects and flying text to video, film or web applications.

DEA 212	**2D Design & Animation II**	**2**	**3**	**0**	**3**

Prerequisites: DEA 112 Corequisites:
None

This course covers relatively complex applications of 2D design and animation for use in video, film or web applications. Topics will include designing animation that is true to the physics of movement, realism in the movements of animals and people, and combining elements of animation. Upon completion, students should be able to produce short professional level project in 2D animation.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
DEA 213	**3D Design & Animation I**	**2**	**3**	**0**	**3**

Prerequisites: DEA 111
Corequisites: None

This course provides in-depth demonstration and practice in modeling and texturing in a 3D environment of use in film, video and web applications. Emphasis is placed on understanding the process and various steps involved in the creation of 3Dmodels and text elements for use in 3D animations. Upon completion, students should be able to create, import and manipulate objects in order to demonstrate an understanding of the basics in 3D animation.

DEA 214	**3D Design& Animation II**	**2**	**3**	**0**	**3**

Prerequisites: DEA 213
Corequisites: None

This course covers animation techniques, morphing and special effects used to complete 3D animation for use in film, video and web application. Emphasis is placed on the knowledge, appropriate use, and application of the animation industry's latest tools for 3D animation. Upon completion, students should have rendered an entire 3D scene using models and animations created in 3D Animation I.

DEA 220	**DEAT Compositing**	**2**	**3**	**0**	**3**

Prerequisites: DEA 112
Corequisites: DEA 212 and DEA 213

This course covers the process of combining digital elements to create or enhance scenes. Topics include keying techniques, rotoscoping, motion tracking and the use of alpha channels. Upon completion, students should have an understanding and experience in combining elements from bother 2D and 3D applications into one scene.

DEA 221	**DEAT Modeling**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the principle and skills involved in the synthetic creation of objects and environments with computers. Topics will include initial form creation, constructing wire models, model interaction and environmental modes. Upon completion, students should be able to create synthetic objects and environments using surface, solids and other popular modeling techniques.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
DEA 230	**Implementation Project I**	**2**	**6**	**0**	**4**

Prerequisites: DEA 112
Corequisites: DEA 212

This course provides an opportunity to complete a significant implementation project involving skills and knowledge gained to this point in the DEAT curriculum. Topics include hardware and software systems, digital creation and manipulation of images, editing, multimedia production, animatin and the creation of a demo reel. Upon completion, students should be able to create scenes with computer generated images in order to demonstrate mastery of materials covered in previous and concurrent course work.

DEA 231	**Implementation Project II**	**2**	**6**	**0**	**4**

Prerequisites: DEA 230
Corequisites: DEA 214 and DEA 221

This course provides and opportunity to complete a significant culmination project involving skills and knowledge gained to this point in the DEAT curriculum. Topics include hardware and software systems, digital creation and manipulation of images, editing, multimedia production, 2D animation, 3D animation, online postproduction, and postproduction audio. Upon completion, students should be able to use this project in creating a demonstration reel should be able to use this project in creating a demonstration reel on tape and a compact disk of works completed during the program.

DEA 240	**DEAT Portfolio Review**	**2**	**4**	**0**	**4**

Prerequisites: DEA 230
Corequisites: DEA 221 and DEA 231

This course provides the opportunity to review and refine selected examples of work for the creation of a digital effects and animation portfolio. Topics include video levels, importing and exporting media, creating and manipulating images, editing techniques, and outputting. Upon completion, students should have a videotape and compact disk of their animations, digital effects, and edited projects to show to potential employers.

DFT 111	**Engineering Graphics**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA as a premajor and/or elective course

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ECO 151 Survey of Economics 3 0 0 3

Prerequisites: None
Corequisites: None

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education core requirement in social/behavioral sciences.

ECO 251 Prin of Microeconomics 3 0 0 3

Prerequisites: None
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ECO 252 Prin of Macroeconomics 3 0 0 3

Prerequisites: None
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EDU 119	**Intro to Early Child Educ**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of all children and families. Upon completion, students should be able design career plans and develop schedules, environments and activity plans appropriate for all children.

EDU 131	**Child, Family, & Commun**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097
Corequisites: None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/ resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EDU 145	**Child Development II**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement.

EDU 146	**Child Guidance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: Take DRE-097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151	**Creative Activities**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153	**Health, Safety, & Nutrit**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: DRE-097
This course covers on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion,

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 187	**Teaching and Learning for All**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216	**Foundations of Education**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical /traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

EDU 221	**Children with Exceptional**	**3**	**0**	**0**	**3**

Prerequisites: EDU 144, and EDU 145
Corequisites: DRE 098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EDU 234	**Infants, Toddlers, & Twos**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119
Corequisites: DRE 098

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/ toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 250	**Teacher Licensure Preparation**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119
Corequisites: DRE 098

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 251	**Exploration Activities**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: DRE 098

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259	**Curriculum Planning**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119
Corequisites: DRE 098

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EDU 261	**Early Childhood Admin I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: DRE 098 and EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262	**Early Childhood Admin II**	**3**	**0**	**0**	**3**

Prerequisites: EDU-261
Corequisites: DRE-098 and EDU-119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271	**Educational Technology**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: DRE-098

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 279	**Literacy Develop and Instruct**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 **Language & Literacy Exp** **3** **0** **0** **3**
Prerequisites: None
Corequisites: DRE-098

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/ assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 284 **Early Child Capstone Prac** **1** **9** **0** **4**
Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: DRE 098

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/ assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

ELC 112 **DC/AC Electricity** **3** **6** **0** **5**
Prerequisites: MAT 060
Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

ELC 113 Residential Wiring 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 115 Industrial Wiring 2 6 0 4
Prerequisites: None
Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the
NEC.

Prefix No.	Course Title	Hours Per Week			
		CL.	LB.	CLINIC	CR.
ELC 128	**Intro to PLC**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 213	**Instrumentation**	**3**	**2**	**0**	**4**

Prerequisites: BPR 115 and ELC 112
Corequisites: None

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 228	**PLC Applications**	**2**	**6**	**0**	**4**

Prerequisites: ELC 128
Corequisites: None

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELN 131	**Analog Electronics I**	**3**	**3**	**0**	**4**

Prerequisites: ELC 112
Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 133	**Digital Electronics**	**3**	**3**	**0**	**4**

Prerequisites: ELC 112
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 135 Electronic Circuits **2 3 0 3**
Prerequisites: ELC 112 and ELN 131
Corequisites: None

This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on applications.

EMS-110 EMT **0 6 0 3**
Prerequisites: None
Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS-122 EMS Clinical Practicum I **0 0 3 1**
Prerequisites: EMS-110
Corequisites: None

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS-130 Pharmacology **3 3 0 4**
Prerequisites: EMS-110
Corequisites: None

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EMS-131	**Advanced Airway Management**	**1**	**2**	**0**	**2**

Prerequisites: EMS-110 Corequisites:
None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS-160	**Cardiology I**	**2**	**3**	**0**	**3**

Prerequisites: EMS-110
Corequisites: None

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS-220	**Cardiology II**	**2**	**3**	**0**	**3**

Prerequisites: EMS-122, EMS-130, and EMS-160
Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS-250	**Medical Emergencies**	**3**	**3**	**0**	**4**

Prerequisites: EMS-122 and EMS-130
Corequisites: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/ injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EMS-260	**Trauma Emergencies**	**1**	**3**	**0**	**2**

Prerequisites: EMS-122 and EMS-130
Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS-270	**Life Span Emergencies**	**3**	**3**	**0**	**4**

Prerequisites: EMS-122 and EMS-130
Corequisites: None

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

ENG-001	**English Skills Support**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to supplement the skills introduced in ENG-111 with emphasis placed on the editing and revision components of the writing process. Topics include concepts, skills, writing in a variety of genres and formats using a recursive process, and effective use of rhetorical strategies, with emphasis placed on the editing and revision components of the writing process. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

ENG-002	**Transition English**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

ENG 011 Writing and Inquiry Support 1 2 0 2
Prerequisites: DRE 098
Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 111 Writing and Inquiry 3 0
Prerequisites: DRE 098
Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.

ENG 112 Writing/Research in the Disc 3 0 0 3
Prerequisites: ENG 111 Corequisites:
None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.

ENG 231 American Literature I 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 232 American Literature II 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 241 British Literature I 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 242 British Literature II 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
EPP 110	**Intro to Power Plant Oper**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides a general overview of power generation theory and the methods and equipment employed in the electrical power industry. Topics include power plant procedures, power plant terminology, professional behavior, communication and safety. Upon completion, students will have a basic knowledge of power generation, power plant operations, the role of an operator, and working conditions in the field.

EPP 112	**Fuels and Combustion**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers fossil fuels and combustion as they relate to the electrical power production field. Topics include the study of fossil fuels, characteristics of fuel and combustion, fuel/air ratios, and fuel handling equipment. Upon completion, students should have an understanding of fossil fuels and combustion as they occur in a typical power plant.

EPP 210	**Power Plant Systems**	**2**	**2**	**0**	**3**

Prerequisites: EPP 110 and EPP 112
Corequisites: None

This course covers the general operations and function of major mechanical, electrical, and emissions control systems employed in fossil-fueled, electrical power generating plants. Topics include the function and interaction of major power plant systems including operation of pumps, heat exchangers, valves, compressors, and electrical switchgear. Upon completion, students should be able to describe the function of major plant systems, interpret schematic diagrams, and describe general operational considerations.

EPP 212	**Steam & Combustion TG**	**2**	**2**	**0**	**3**

Prerequisites: EPP 110 and EPP 112
Corequisites: None

This course covers operational and maintenance considerations, general design features of steam and combustion turbines, and associated support systems. Topics include general information on power plant operation, operational consideration, component configuration, control, protective systems, mechanical and electrical support systems, and efficiency considerations. Upon completion, students should be able to demonstrate understanding of steam and combustion turbinegenerator components and support systems, and describe general operational and maintenance considerations.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

EPP 214 Power Plant Environ Mgt 2 2 0 3
Prerequisites: EPP 110 and EPP 112
Corequisites: None

This course provides an overview of state and federal environmental regulations as they apply to water, air, and hazardous waste generation. Topics include current and proposed environmental regulations, power plant effluent and waste streams, and basic environmental control systems and equipment. Upon completion, students should be able to demonstrate knowledge of power plant waste streams, environmental impacts, environmental regulations, and system/processes/ equipment used for control.

FIP 120 Introduction to Fire Protection 2 2
Prerequisites: EPP 110 and EPP 112
Corequisites: None

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 229 Fire Dynamics and Combustion 2 2 0 3
Prerequisites: EPP 110 and EPP 112
Corequisites: None

This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled referenced in NFPA standard 1001. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

FST 100 Intro to Foodservice 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
FST 101	**Quantity Baking I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: FST 103

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.

FST 102	**Foodservice Skills I**	**4**	**8**	**0**	**8**

Prerequisites: None
Corequisites: FST 103

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool, and equipment handling and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.

FST 103	**Foodservice Sanitation**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry.

FST 103A	**Foodservice Sanitation Lab**	**0**	**2**		**1**

Prerequisites: None
Corequisites: FST 103

This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety in the foodservice industry. Emphasis is placed on the practical experiences that enhance personal hygiene habits, safety regulations, and food handling practices that protect the health of the consumer. Upon completion, students should be able to demonstrate the application of sanitation and safety production procedures in foodservice operations.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

FVP 220 Editing I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture-only editing skills.

GRA 151 Computer Graphics 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.

GRO 120 Gerontology 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

GRO 220 Psychological & Social Aspects of Aging 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the individual and social aspects of the aging process. Topics include psychological and social factors of aging; roles of older adults within families, work, and community; and adjustments to aging and retirement.

GRO 230 Health, Wellness, & Nutrition 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of well-being. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

GRO 240 Gerontology Care Managing 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers community resources; discusses care management, including assessment, care-planning, evaluation, issues of family, high-risk and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, identification of major resources and barriers to self-care. Upon completion, students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.

GSM 101 Gunsmithing I 5 21 0 12
Prerequisites: None
Corequisites: None

This course introduces hand tools, blueprints, and basic machines. Emphasis placed on the completion of simple gauges and tools used in the gunsmithing trade. Upon completion, students should be able to produce from blueprints, tools, and fixtures for use in gunsmithing, using hand tools and basic machine set ups. This is a diploma level course.

GSM 102 Gunsmithing II 5 21 0 12
Prerequisites: GSM 101 Corequisites:
None

This course covers sophisticated machine tool operations, basic oxygen-acetylene welding, and basic metal polishing. Emphasis is placed on completing projects from blueprints using advanced machine operations, oxygen-acetylene welding, and metal refinishing. Upon completion, students should be able to perform complex machine tool operations, read blueprints, use an oxygen-acetylene torch, and do basic metal polishing and finishing. This is a diploma level course.

GSM 103 Gunsmithing III 5 21 0 12
Prerequisites: GSM 102
Corequisites: None

This course covers advanced metal finishing, chamber work, stock work, and basic repair work. Topics include caustic and rust blueing, threading, chambering, head spacing, simple repair work, and basic one-piece stock layout and building. Upon completion, students should be able to do various types of metal finishing and basic chambering, stock work, and repair work.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
GSM 204	**Gunsmithing IV**	**5**	**21**	**0**	**12**

Prerequisites: GSM 103
Corequisites: None

This course covers advanced threading, chambering, and stock work. Emphasis is placed on completed projects such as barrel recesses, extractor slots, and two-piece stocks. Upon completion, students should be able to do advanced chambering and stock work. This is a diploma level course.

GSM 205	**Gunsmithing V**	**5**	**21**	**0**	**12**

Prerequisites: GSM 204
Corequisites: None

This course covers complex stock work, diagnosing repairs, basic checkering, ballistics, and reloading. Emphasis is placed on completing projects of tru-bolt and sidelock two-piece stocks, diagnosis and repair, layout and cutting of checkering, and reloading. Upon completion, students should be able to do advanced stock layout and work, diagnose problems, and perform sophisticated repairs, stock checkering, and reloading. This is a diploma level course.

HIS 111	**World Civilizations I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 112	**World Civilizations II**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
HIS 131	**American History I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 132	**American History II**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HMT 110	**Introduction to Healthcare Management**	**1**	**3**	**0**	**2**

Prerequisites: DRE 098 Corequisites:
None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 211	**Long-Term Care Administration**	**1**	**3**	**0**	**2**

Prerequisites: DRE 098
Corequisites: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
HMT 212	**Management of Healthcare Organizations**	**1**	**3**	**0**	**2**

Prerequisites: DRE 098
Corequisites: None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HOR 118	**Equipment Op & Maint**	**1**	**3**	**0**	**2**

Prerequisites: DRE 098
Corequisites: None

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

HSC 110	**Orientation to Health Careers**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HSC 120	**CPR**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

HSE 110	**Intro to Human Services**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/ professional characteristics, diverse populations, community resources, disciplines in the

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field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I **1** **2** **0** **2**
Prerequisites: None
Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques **2** **2** **0** **3**
Prerequisites: None
Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling **2** **2** **0** **3**
Prerequisites: None
Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 145 Child Abuse & Neglect **3** **0** **0** **3**
Prerequisites: None
Corequisites: None

This course explores the abused and neglected child, including the nature and dimension of the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parentchild conflicts.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
HSE 210	**Human Services Issues**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220	**Case Management**	**2**	**2**	**0**	**3**

Prerequisites: HSE 110
Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225	**Crisis Intervention**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HUM 110	**Technology and Society**	**3**	**0**		**3**

Prerequisites: None
Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
HUM 115	**Critical Thinking**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/ Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 120	**Cultural Studies**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 121	**The Nature of America**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 150	**American Women's Studies**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in

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humanities/fine arts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film **2 2 0 3**
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HYD 110 Hydraulics/Pneumatics I **2 3 0 3**
Prerequisites: None
Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 121 Hydraulics/Pneumatics II **1 3 0 2**
Prerequisites: HYD 110
Corequisites: None

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems.

INT 180 Travel Study Abroad **3 0 0 3**
Prerequisites: None
Corequisites: None

This course is designed to apply language and theoretical skills in an appropriate international business setting in a foreign country. Emphasis is placed on strengthening foreign language skills, performing with greater competence and confidence in the international workplace, and completing objectives outlined in

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training plan. Upon completion, students should be able to understand and utilize cultural patterns and business practices in the region of study.

ISC 112 Industrial Safety **2 0 0 2**
Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 115 Construction Safety **2 0 0 2**
Prerequisites: None
Corequisites: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 130 Intro to Quality Control **3 0 0 3**
Prerequisites: None
Corequisites: None

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

ISC 170 Problem-Solving Skills **3 0 0 3**
Prerequisites: None
Corequisites: None

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

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JOU 110	**Intro to Journalism**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

JOU 216	**Writing for Mass Media**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is an introduction to news writing for newspapers and other print media including the techniques of news gathering, reporting, and interviewing. Emphasis is placed on basic methods of gathering information, conducting interviews, organizing a story, writing leads, writing clear, concise copy, and upon developing research skills. Upon completion, students should be able to write clear, concise, accurate, complete, balanced and readable news stories according to guidelines set by industry standards. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

JOU 217	**Feature/Editorial Writing**	**2**	**2**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course covers the basics of persuasive writing for community newspapers and other print media. Emphasis is placed on writing features, reviews, and editorials including audience analysis, appropriate language, effective supporting details, completeness, and accuracy. Upon completion, students should be able to write effective feature stories, reviews, and editorials. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MAT 001	**Math Skills Support**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning

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outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT 003 Transition Math 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 Math Measurement & Literacy Su 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 021 Algebra/Trigonometry I Support 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 Quantitative Literacy Support 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger

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foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 Statistical Methods I Support **1** **2** **0** **2**
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 Precalculus Algebra Support **0** **4** **0** **2**
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110 Mathematical Measurement & Lit **2** **2** **0** **3**
Prerequisites: DMA 010, DMA 020, and DMA 030
Corequisites: None

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 143 Quantitative Literacy **2** **2** **0** **3**
Prerequisites: DMA 010, DMA 020, DMA 030,
DMA 040, DMA 050, and DRE 098
Corequisites: None

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This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

MAT 152 Statistical Methods I 3 2 0 4

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

MAT 171 Precalculus Algebra 3 2 4

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080
Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065
Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

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MAT 172	**Precalculus Trigonometry**	**3**	**2**	**0**	**4**

Prerequisites: MAT 171
Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

MAT 263	**Brief Calculus**	**3**	**2**	**0**	**4**

Prerequisites: MAT 171 Corequisites:
None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

MAT 271	**Calculus I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 172
Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

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MAT 272	**Calculus II**	**3**	**2**	**0**	**4**

Prerequisites: MAT 271
Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

MAT 273	**Calculus III**	**3**	**2**		**4**

Prerequisites: MAT 272
Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

MEC 111	**Machine Processes I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

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MEC 130	**Mechanisms**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

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MED 110	**Orientation to Med Assist**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118	**Medical Law and Ethics**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121	**Medical Terminology I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122	**Medical Terminology II**	**3**	**0**	**0**	**3**

Prerequisites: MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
MED 130	**Admin Office Proc I**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131	**Admin Office Proc II**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140	**Exam Room Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: None
Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150	**Laboratory Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: None
Corequisites: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 240	**Exam Room Procedures II**	**3**	**4**	**0**	**5**

Prerequisites: MED 140
Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
MED 260	**MED Clinical Practicum**	**0**	**0**	**15**	**5**

Prerequisites: None
Corequisites: None

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 272	**Drug Therapy**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276	**Patient Education**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MKT 120	**Principles of Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

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MKT 123	**Fundamentals of Selling**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220	**Advertising and Sales Promotion**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MNT 110	**Intro to Maint Procedures**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 230	**Pumps & Piping Systems**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MUS 110	**Music Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students

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should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

MUS 112 Introduction to Jazz **3 0 0 3**
Prerequisites: None
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/ Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

NAS 101 Nursing Assistant I **3 4 3 6**
Prerequisites: None
Corequisites: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. This is a certificate-level course.

NAS 102 Nursing Assistant II **3 2 6 6**
Prerequisites: None
Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.

NOS 110 Operating System Concepts **2 3 0 3**
Prerequisites: None
Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130 Windows Single User **2 2 0 3**
Prerequisites: NOS 110
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I **2 2 0 3**
Prerequisites: None
Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NUR 111 Intro to Health Concepts **4 6 6 8**
Prerequisites: None
Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health Illness Concepts **3 0 6 5**
Prerequisites: NUR 111 Corequisites:
None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: NUR 111 Corequisites:
None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts 3 0 6 5
Prerequisites: NUR 111
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 Health Care Concepts 3 0 6 5
Prerequisites: NUR 111
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health Systems Concepts 3 0 6 5
Prerequisites: NUR 111
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness,

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts 4 3 15 10
Prerequisites: NUR 111
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, healthwellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

OST 131 Keyboarding 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134 Text Entry & Formatting 2 2 0 3
Prerequisites: None
Corequisites: None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135 Adv Text Entry & Format 2 2 0 3
Prerequisites: OST 134
Corequisites: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
OST 136	**Word Processing**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 148	**Medical Insurance and Billing**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 or DRE 098 or ENG 111
Corequisites: None

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 153	**Office Finance Solutions**	**3**	**0**	**0**	**3**

Prerequisites: ENG-090 or DRE-098 or ENG-111
Corequisites: None

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 164	**Office Editing**	**3**	**0**	**0**	**3**

Prerequisites: ENG-090 or DRE-098 or ENG-111
Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181	**Office Procedures**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with coworkers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
OST 184	**Records Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 241	**Medical Office Transcription I**	**2**	**2**	**0**	**3**

Prerequisites: MED 121 or OST 141
Corequisites: None

This course introduces current transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, editing and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable medical documents in the covered specialties.

OST 243	**Med Office Simulation**	**2**	**2**	**0**	**3**

Prerequisites: OST 148
Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 244	**Med Document Processing**	**2**	**2**	**0**	**3**

Prerequisites: OST-134 or OST-136
Corequisites: None

This course provides a hands-on approach in processing medical documents. Emphasis is placed on creating and editing medical documents. Upon completion, students should be able to prepare accurately formatted medical documents.

OST 247	**Procedure Coding**	**2**	**2**	**0**	**3**

Prerequisites: MED 121 or OST 141
Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
OST 248	**Diagnostic Coding**	**2**	**2**	**0**	**3**

Prerequisites: MED 121 or OST 141
Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249	**Med Coding Certification Prep**	**2**	**3**	**0**	**3**

Prerequisites: OST 247 and OST 248
Corequisites: None

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

OST 250	**Long-term Care Coding**	**2**	**2**	**0**	**3**

Prerequisites: MED-121 or OST-141
Corequisites: None

This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.

OST 280	**Electronic Health Records**	**2**	**2**	**0**	**3**

Prerequisites: CIS-110 or CIS-111 or OST-137
Corequisites: None

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

OST 288	**Medical Office Admin Capstone**	**2**	**2**	**0**	**3**

Prerequisites: OST-148 or HMT-210
Corequisites: None
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

OST 289 Office Administration Capstone 2 2 0 3
Prerequisites: Take One Set: Set 1: OST-134 and OST-164 or Set 2: OST-136 and OST-164
Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

PAD 151 Intro to Public Administration 3 0 0 3
Prerequisites: None
Corequisites: None

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

Competencies
Student Learning Outcomes

1. Describe public personnel administration and management.
2. Explain decision making in public administration.
3. Explain the functions of government in society and in the lives of people composing that society.
4. Discuss ethics in public administration.

PAD 152 Ethics in Government 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

Competencies
Student Learning Outcomes

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

1. Analyze ethical dilemmas and conflicts of interest that arise from individual, organizational and systemic approaches to ethical behavior.
2. Define the role of the public administrator in ethical decision making.
3. Apply the design approach to define the key ethical issues most often encountered in public administration.
4. Identify the important ethical principles for today's society.

PAD 251 Public Finance & Budgeting 3 0 0 3

Prerequisites: None
Corequisites: None

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

Competencies
Student Learning Outcomes

1. Define budgetary process theories and techniques.
2. Describe the impacts of government revenue and expenditure policies.
3. Describe the relation of government finance to the economy.
4. Explain the role of budgeting in executing government policy.

PAD 252 Public Policy Analysis 3 0 0 3

Prerequisites: None
Corequisites: None

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

Competencies
Student Learning Outcomes

1. Describe the relationship between public and private sectors.
2. Define the concepts of ecology and environmental impact.
3. Analyze the effectiveness of public programs.
4. Discuss the use of informal groups and information networks.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
PAD 254	**Grant Writing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

PED 110	**Fit and Well for Life**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/ or elective course requirement.

PHY 110	**Conceptual Physics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

PHY 110A	**Conceptual Physics Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

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PHY 121 Applied Physics 0 2 0 1
Prerequisites: None
Corequisites: PHY 110

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 151 College Physics I 3 2 0 4
Prerequisites: MAT 171
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

PHY 152 College Physics II 3 2 0 4
Prerequisites: PHY 151
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

PHY 251 General Physics I 3 3 0 4
Prerequisites: MAT 271 Corequisites:
MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

PHY 252 General Physics II **3** **3** **0** **4**
Prerequisites: MAT 272 and PHY 251
Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatics forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

POL 120 American Government **3** **0** **0** **3**
Prerequisites: None
Corequisites: None

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PST 169 NC OSFM Training **2** **21** **0** **9**
Prerequisites: DRE 098
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *368 Hours Minimum Documented Training Required.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
PSY 150	**General Psychology**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/ Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/ Behavioral Sciences.

PSY 237	**Social Psychology**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150 or SOC 210
Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 241	**Developmental Psych**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 281	**Abnormal Psychology**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students

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should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SAB 110 Substance Abuse Overview 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SEC 110 Security Concepts 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SOC 210 Introduction to Sociology 3 0 0 3
Prerequisites: DRE 098
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.
This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 2225	**Social Diversity**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

SPA 111	**Elementary Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SPA 112	**Elementary Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: SPA 111
Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisites: None
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/ or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 211 Intermediate Spanish I 3 0 0 3
Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. his course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SPA 212 Intermediate Spanish II 3 0 0 3
Prerequisites: SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SWK 110 Intro to Social Work 3 0 0 3
Prerequisites: None
Corequisites: None

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections,

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 Working with Diversity 3 0 0 3
Prerequisites: None
Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

WAT 120 Intro to Water Treatment 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers the basic concepts and theory of the operation of water treatment facilities. Topics include conventional treatment processes, laboratory procedures, maintenance techniques, and regulatory requirements. Upon completion, students should be able to identify the major processes used in water treatment, perform basic laboratory analyses, and maintain treatment plant equipment.

WBL 111 Work-Based Learning I 0 0 10 1
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 Work-Based Learning I 0 0 20 2
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
WBL 115	**Work-Based Learning II**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: WBL 111, WBL 112, WBL 113, or WBL 114

This seminar course provides a means of assessing the student's work-based learning experiences (WBL 111) in terms of achievement of work experience objectives. The goal of this course is to monitor work-based learning experience progress on an ongoing basis and provide guidance to achieve successful student work-based learning outcomes.

WEB 111	**Intro to Web Graphics**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 115	**Web Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120	**Intro Internet Multimedia**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
WEB 125	**Mobile Web Design**	**2**	**2**	**0**	**3**

Prerequisites: WEB 110
Corequisites: None

This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 140	**Web Development Tools**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210	**Web Design**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WLD 110	**Cutting Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 111	**Oxy-Fuel Welding**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxyfuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 112	**Basic Welding Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	**SMAW (Stick) Plate**	**2**	**9**	**0**	**5**

Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	**SMAW (Stick) Plate/Pipe**	**1**	**9**	**0**	**4**

Prerequisites: WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121	**GMAW (MIG) FCAW/Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Prefix No.	Course Title	Hours Per Week CL.	LB.	CLINIC	CR.
WLD 122	**GMAW (MIG) Plate/Pipe**	**1**	**6**	**0**	**3**

Prerequisites: WLD 121
Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132	**GTAW (TIG) Plate/Pipe**	**1**	**6**	**0**	**3**

Prerequisites: WLD 131
Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141	**Symbols & Specifications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Prefix No.	Course Title	Hours Per Week			
		CL.	LB.	CLINIC	CR.
WLD 151	**Fabrication I**	**2**	**6**	**0**	**4**

Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131
Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 261	**Certification Practices**	**1**	**3**	**0**	**2**

Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

Full-Time Personnel Listing

View our most updated list at www.piedmontcc.edu

(Year indicates start of full-time association with PCC)

Aaron, Samantha G. (2018)
Director, TRiO Programs
B.A. - Siena Heights University
M.A. - Michigan State University

Albright, Richard H. (2019)
Student Success Counselor, Transition Center
A.A. - Miami Dade Community College
B.A. - NC A&T State University
M.Ed. - NC A&T State University

Patricia A. Alghali (2019)
Student Success Counselor
B.S. - North Carolina A&T State University
M.S. - North Carolina A&T State University
Ed.D. - Texas Southern University

Allen, Roy E. (2017) Instructor, Criminal Justice Technology
A.A.S - Alpena Community College
B.A. - The University of North Carolina at Chapel Hill
M.J.A. - Methodist University

Allen, Roy (2017)
Instructor, Criminal Justice Technology
A.A.S - Alpena Community College
B.A. - The University of North Carolina at Chapel Hill
M.J.A - Methodist University

Armstrong, Shawne (2020)
Director, Human Resources
B.A. - West Virginia Wesleyan College
M.B.A. - West Virginia Wesleyan College
M.S. - National Defense University
Graduate Certificate, Human Resources - Purdue University Global

Ashley, Alicia E. (2004)
Executive Administrative Coordinator to the Vice President, Continuing Education/Internal Records Coordinator
A.A.S. - Piedmont Community College

Ashworth, Hunter
Student Services Data/Outcome Analyst
B.S. - Averett University

Bailey, Lynn C. (2012)
Administrative Assistant, TRiO/Educational Opportunity Center
A.A.S. - Piedmont Community College

Barbee, Bret (2019)
Desktop Support II
A.A.S. - Piedmont Community College

Bartlett, Mary Jo (2003)
Executive Administrative Assistant to the Vice President, Student Development
A.A.S. - Piedmont Community College

Bass, Vanessa L. (2001)
Reference Librarian
B.A. - Meredith College
M.L.S. - North Carolina Central University
M.Ed. - University of Phoenix

Bernard, Lucas B. (2014)
Instructor, Agribusiness
A.A.S. - Wake Technical Community College

Blackwell, Jody B. (2009)
Dean, Workforce Development
B.S. - East Carolina University

Bohannon, Debra (2020)
Admissions and Enrollment Specialist
A.A. – University of Phoenix

Bottoms, Janet R. (2012)
Instructor, Web Technologies
A.A. - Palm Beach State College
Bachelor - Lima University
M.S. - NOVA Southeastern University
Certified Internet Web Professional
Administration of Information Security

Bowen, Lynn (2020)
Student Success Counselor/Transition Program
B.S. - Liberty University
M.A. - Southeastern Baptist Theological Seminary

Bowen, Kimberly (2020)
Coordinator, Work-Based Learning
B.M. - The University of North Carolina at Greensboro
M. Ed. - Liberty University

Brandon, Tracey P. (1994)
Accountability and Compliance Officer
A.A.S.-Piedmont Community College

Brown, Edna H. (2003)
Director, Student Development-Caswell County Campus
A.A.S. - Alamance Community College
A.A.S. - Piedmont Community College
B.A.S. - Averett University
Master CIW Designer
Microsoft Office User Specialist in Excel (MOUS)
Cisco Certified Network Associate (CCNA) Network+ Certification i-Net+ Certification
A+ Certification
Microsoft Certified Systems Administrator on MS Windows 2000
Microsoft Certified Professional

Buchanan, Barbara (2018)
Vice President, Instruction/Chief Academic Officer
B.A. - Stephen F. Austin University
M.A. - Stephen F. Austin University
Ph.D. - Texas A&M University

Buchanan, Emily (2019)
Director, Caswell County Campus Operations
B.A. - Elon University
M. Ed. - High Point University

Bullock, Angela H. (2013)
Outreach Counselor I, Educational Opportunity Center
B.A. - North Carolina Central University

Bullock, Demitrius (2020)
Academic Outreach Consultant, Educational Opportunity Center /TRiO
B.S. - Shaw University
M.A. - Webster University

Carter, Michael (2020)
Maintenance Technician
Diploma - Bartlett Yancey High School

Carver, Doris W. (1999)
Vice President, Continuing Education
B.S. - The University of North Carolina at Greensboro
M.B.A. - Averett College
Ph.D. - Trident University International
AchieveGlobal Certified Facilitator
Notary Public, State of North Carolina

Clayton, Janie C. (2013)
Instructor, Reading
A.A.S. - Piedmont Community College
B.B.A. - Averett University
M.A. - East Carolina University
Certificate - East Carolina University

Cobb, Michael K. (2013)
Instructor, Workforce Certification Academy
B.B.A. - Averett University
M.S. - North Carolina Agricultural and Technical State University

Collier, Jennifer B. (2013)
Instructor, Associate Degree Nursing Program
Diploma - Piedmont Community College
A.A.S. - Piedmont Community College
A. A. - Piedmont Community College
A.G.E. - Piedmont Community College
A.S. - Piedmont Community College
B.S.N. - North Carolina Central University
M.S.N. - East Carolina University

Conner, Angela A. (2007)
Instructor/Coordinator, Nursing Assistant
A.A.S. - National Business College
Diploma - Memorial Hospital School of Nursing
R.N. - Registered Nurse, State of North Carolina

Cooley, Lisa K. (1991)
Assistant to the President/Instructor, Mathematics
B.S. - Virginia Polytechnic Institute and State University
M.S. - Virginia Polytechnic Institute and State University

Covington, Lisa M. (2007)
Instructor, Psychology
B.S. - Longwood University
M.S. - Old Dominion University

Daniels, Torrey (2019)
Instructor, Information Technology
B.S. – Elizabeth City State University
M.S. – Full Sail University

Daniels, Jean L. (2012)
Instructor, Office Practices-Correction Education
Diploma-Alamance Community College
A.A.S.-Piedmont Community College

Davis, Andre P. (2019)
Academic Outreach Consultant, Educational Opportunity Center/TRiO
B.S. - Norfolk State University
M.B.A. - University of Phoenix

Davis-Winstead, Janice Y. (2005)
Accounting Technician
A.A.S.-Piedmont Community College

DeSimone, Stephen D. (2000)
Instructor, Biology
B.A. - Quinnipiac College
M.S. - North Carolina State University
Clinical Laboratory Science Certificate - Duke University

Dixon, Cynthia (2018)
Instructor, Cosmetology
A.A.S. - Piedmont Community College
B.A. - North Carolina Central University
Instructor Training Certificate - Dudley Cosmetology University
Diploma - Dudley Cosmetology University

Drumwright, Velma D. (2015)
Program Support Specialist
A.A.S. - Piedmont Community College
Certificate - Piedmont Community College

Duncan, April P. (1999)
Lead Teacher, Child Development Center
Diploma - Piedmont Community College
A.A.S. - Piedmont Community College

Duncan, Jeannette J. (2008)
Administrative Assistant, Title III
A.A. - Piedmont Community College

Duncan, Kathy M. (2006)
Instructor, Associate Degree Nursing Program
B.S.N. - East Carolina University
R.N. - Registered Nurse, State of North Carolina

Duncan, Tammy W. (2013)
Executive Assistant, President and Board of Trustees
A.A.S. - Piedmont Community College
B.B.A. - American Public University

Dunkley, Nadine C. (2008)
Assistant Teacher, Child Development Center
A.A.S. - Piedmont Community College

Eubanks, Paula L. (2013)
Instructor, Medical Coding/Coordinator, Healthcare Management Technology
Certificate - George C. Wallace State Community College
B.A. - Alabama State University
M.H.A. - Capella University

Evans, Michelle P. (2011)
Custodian
Durham High School

Farrar, LaKisha (2019)
Student Recruiter/Advisor
B.A. - Point Park University
M.B.A. - Argosy University

Foti, Benjamin (2018)
Dean, Occupational Extension and Workforce Partnerships
B.A. - Communication Arts- Catawba College
M.P.A. – North Carolina Central

Franklin, Heather R. (2017) Director/Instructor, EMS and Fire Programs
A.A - American Intercontinental University
B.S. - American Intercontinental University
M.A. – American Intercontinental University

Fuller, Swanita (2018)
Registrar
B.S. - North Carolina Central University

Furr, Angelique M. (2016)
Instructor/Administrative Assistant, Law Enforcement Training
A.A.S. - Danville Community College

Gilliam, Julie (2019)
Director, Center for Excellence in Teaching and Learning
B.S. - Longwood University
M. Ed. - University of Virginia
Ed. D. - University of Virginia

Godsey, Jeanette M. (2003)
Program Specialist, Workforce Development
B.A. - Ashford University
Notary Public, State of North Carolina

Graves, Carmen (2017)
Lab Coordinator/Program Manager, TRiO Student Support Services
B.A. - North Carolina A & T State University

Hah, Janet (2020)
Transfer Coach, TRiO/Student Support Services
B.S. - *The* University of North Carolina at Chapel Hill

Harlow, Debra B. (1984)
Dean, Adult Basic Skills
B.A. - Longwood College
M.A. - Appalachian State University
NC CASAS Trainer Certification
CASAS National Certified Trainer
Certified Resource Specialist in Adult Basic Skills Instructor Training
Certified Manager in Program Improvement

Harris, Amy R. (2008)
Administrative Assistant to the Dean, Technical and Occupational Programs
A.A.S. - Piedmont Community College

Harris, John (2020)
Instructor, Welding
A.A.S. - Piedmont Community College

Harris, Kimberly (2018)
Director, Child Development Center
B.A. - Greensboro College
NC Division of Child Care and Early Education: Level 3 Administrator Qualification
Early Childhood Credentials 1 & 2: Early Childhood Administration 1 & 2

Harvey, Madelyn A.L. (2016)
Instructor/Program Coordinator, Human Services Technology
B.S. - Indiana State University
M.S. - Indiana State University
Ph.D. - Walden University

Hatchett, Patricia A. (2004)
Director, Admissions, Retention, and Student Success
B.S. - Wake Forest University

Hatchett, William H. (2001)
Instructor, Business Administration
B.S. - The University of North Carolina at Chapel Hill
M.B.A. - Elon College
M.Acc - Gardner-Webb University
Graduate Certificate Applied Economics - East Carolina University

Hayes, Bob (2018)
Maintenance/Environmental Technician
Orange High School

Hedrick, McKenzie (2019)
Career Coach, College High School Programs
B.S. - The University of Tennessee

Hester, Iris C. (2010)
Instructor, Cosmetology
Diploma - Dickerson Beauty Academy
A.A.S. - Piedmont Community College
B.S. - Averett University
Licensed Cosmetology Instructor, State of North Carolina

Hester, Katharine H. (2010)
Instructor, Biology
B.S. - The University of North Carolina at Greensboro
M.S. - North Carolina Central University

Hill, Erin G. (2012)
Director/Instructor, Cultural Arts Program
B.A. - Carson-Newman College
M.F.A. - Florida State University
M.A. - The University of Westminster

Hindman, Paula L. (2001)
Instructor, Digital Effects and Animation Technology
A.A.S. - Indian Hills Community College
B.S. - Middle Tennessee State University
Alias Instructor Certification: Learning Maya Introduction - Alias Systems Corp
Adobe Certified Associate: Visual Communication using Adobe Photoshop CS6

Holloway, Ryan D. (2018)
Coordinator, Academic Success Center - Caswell County Campus
B.A. - Ashford University

Holloway, Tianna H. (2018)
Counselor, TRiO/Student Support Services
B.A. - UNC Charlotte
M.A. - University of Indianapolis

Holt, Felicia (2018)
Administrative Assistant, Adult Basic Skills
B.S. - Liberty University
Notary Public, State of North Carolina

Holt, Tammy S. (2009) Receptionist/Switchboard Operator
A.A.S. - Piedmont Community College

Howell, S. Drake (2018)
Administrative Assistant, Arts & Sciences and University Transfer
A.A.S. - Piedmont Community College

Irby, Adam W. (2015)
Director, College Safety and Title IX Coordinator
B.L.E.T. - Durham Technical Community College
A.A.S. - Piedmont Community College

Johnson, Rachel E. (2003)
Financial Aid Specialist
A.A.S. - Piedmont Community College
B.B.A. - North Carolina Central University

Jones, Lisa S. (2006)
Instructor, Adult Basic Skills
B.S. - Virginia Polytechnic & Institute and State University

Keen, Scott (2019)
Director, Small Business Center
B.A. - Ozark Christian College
M.B.A. - Oklahoma State University

Kerr, S. Lynn (2011)
Program Assistant, Adult Basic Skills/LEIS Technician
A.A.S. - Piedmont Technical College
B.S. - Mount Olive College
CASAS Implementation Training
Notary Public, State of North Carolina

Latta, Anthony (2012)
Instructor, Advanced Manufacturing
A.A.S. - Piedmont Community College
B.S. - East Carolina University

Lawrence, Tina R. (2018)
Coordinator, LEIS Data and Assessment/Instructor
B.S. - Tarleton State University

Lengle, Caprice M. (2019)
Executive Director, PCC Foundation
B.A. - Barat College (DePaul University)
M.A. - St. Mary's University

Lennon, Kelli E. (2012)
Instructor, Associate Degree Nursing Program
B.S.N. - The University of North Carolina at Greensboro
R.N. - Registered Nurse, State of North Carolina

Levine, Amy F. (2010)
Instructor, Art
B.A. - State University of New York at Binghamton
M.F.A. - CW Post Campus, Long Island University

Lindsey, Erick (2020)
Instructor, Criminal Justice
M.C.J. - Arizona State University
M.P.L.S.A. - Arizona State University

Lunsford, Anita I. (2018)
Youth WIOA Program Specialist, Workforce Development
A.A.S. - Piedmont Community College

Lunsford, Russell L. (2010)
Instructor, Carpentry - Correction Education
Certificate - Danville Community College

Madden, W. Darrell (2013)
Maintenance Specialist
Cummings High School

Mathis, Michele W. (2019)
Director, Research and Institutional Effectiveness
B.A. - The University of North Carolina at Wilmington
M.A. - The University of North Carolina at Wilmington

McLean, Robin R. (2007)
Instructor, Cosmetology
Certificate - Dudley Cosmetology University
Diploma - Leon's Beauty School
B.A. - The University of North Carolina at Greensboro
Licensed Cosmetology Instructor, State of North Carolina

Melton, T. Cory (2003)
Director, Buildings and Grounds
Certified Electrical Contracting License - State of North Carolina

Melton, Tracey P. (1994) Administrative Services Technician
A.A.S. - Alamance Community College

Miller, Don (2019) Dean, Learning Commons
B.A. - University of Alabama
M.A. - California State University, Fresno
M.F.A. - University of North Carolina at Greensboro

Montgomery, Alisa L. (2003) Dean, Health Sciences and Human Services
A.A.S. - Piedmont Community College
B.S.N. - The University of North Carolina at Greensboro
M.S.N. - East Carolina University
R.N. - Registered Nurse, State of North Carolina
Certified Nurse Educator (CNE)

Montgomery, Walter C. (2012) Dean, Technical and Occupational Programs
B.S. - North Carolina State University
M.Ed. - North Carolina Central University

Moore, A. Lennie (2007)
Instructor, Gunsmithing
Diploma - Piedmont Community College

Morrah, Jr. J. Edward (2016)
ADA/OSHA Project Manager
Diploma - Alamance Community College
B.S. - Clemson University

Moser, John B. (1990)
Instructor, Welding Technology
Diploma - Upper Wabash Career Center

Murphy, Beverly J. (1989)
Vice President, Administrative Services/CFO
B.S. - The University of North Carolina at Greensboro

Nabland, Daniell (2020)
Instructor, Chemistry
B.A. - Hampshire College
M.S. - New York University
Ph.D.- New York University

Neely, Lisa W. (2017)
Academic Consultant Assistant, Educational Opportunity Center
A.A.S. - Durham Technical Community College
A.A.S. - Piedmont Community College

Newton, Amy (2020)
Program Coordinator, Medical Assisting
B.S. – Purdue University
M.S. – Purdue University
Registered Medical Assistant (RMA)
Certified Allied Healthcare Instructor (AHI-C)
Certified Phlebotomy Technician (CPT)

Oberman, Nancy S. (2016)
Director/Instructor, Law Enforcement Training
Certification - Acadiana Law Enforcement Training Academy

Oliver, William R. (2013)
System Administrator
A.A.S. - Roanoke-Chowan Community College
CompTIA A+ Certified Professional
Microsoft Certified Professional
Microsoft Technology Associate-Windows Server Administration, Security, and Networking Fundamentals
Microsoft Certified Technology Specialist-Window 7, Configuration

Palmer, Lisa M. (1999)
Institutional Researcher
A.G.E. - Piedmont Community College
B.B.A. - North Carolina Central University

Perry, Christina (2016)
Counselor/Advisor
B.A. - Middlebury College
M.Ed. - Harvard University

Peterson, Karen D. (2017)
Youth WIOA Career Coach/Instructor, Workforce Development
B.A. - The University of North Carolina at Charlotte
M.Ed. - The University of North Carolina at Chapel Hill

Pruitt, Martha A. (2006)
Administrative Assistant to the Dean, Caswell County Campus
A.A. - National College of Business and Technology

Robbins, Melissa G. (2019)
Title III Coordinator/Activity Director
A.A.S. - Southside Virginia Community College
B.S. - Old Dominion University
M.A. - Liberty University

Rollins, Leia M. Gaskin-Sadiku (2016)
Coordinator, College High School Programs
B.A. - Guilford College

Rouse, Nancy (2018)
Instructor, Psychology
B.S. - Liberty University
M.S. - Grand Canyon University

Rudder, Glenda G. (2007)
Custodian
Certificate-Alamance Beauty College

Russell, Valerie L. (2016)
Executive Administrative Assistant to the Vice President, Instruction/Chief Academic Officer
A.A.S. - Alamance Community College

Sanders, Joey (2019)
Student Services Data/Outcome Specialist
B.A. - University of North Carolina at Chapel Hill
M.S.L.S. - University of North Carolina at Chapel Hill

Sanders, Karen H. (2006)
Dean, Arts, Sciences and University Transfer
B.S. - Clemson University
M.A.Ed. - East Carolina University
Certificate in Community College Instruction - East Carolina University

Senegal, Pamela G. (2017)
President
B.A. - North Carolina State University
M.P.A. - North Carolina State University
Ed.D. - North Carolina State University

Shaw, Vicki M. (2018)
Payroll Accountant, Business Office
B.S. - North Carolina Wesleyan

Solomon, Joseph C. (2019)
Technology Support Technician
A.A. – Piedmont Community College
Extron Certified Professional

Steele, Carolyn M. (1995)
Instructor, Early Childhood Associate
B.A. - The University of North Carolina at Chapel Hill
M.Ed. - The University of North Carolina at Greensboro
Ed.D. - The University of North Carolina at Greensboro

Stone, Shelly T. (2001)
Vice President, Student Development
B.A. - The University of North Carolina at Asheville
M.S.W. - Boston University

Strickland, Rhonda B. (2005)
Administrative Assistant to the Vice President, Administrative Services
B.A. - North Carolina State University
Notary Public, State of North Carolina

Tatum, J. Scott, III (1997)
Instructor, Welding Technology
Diploma - Piedmont Community College
A.A.S. - Piedmont Community College
Certified Welding Inspector - American Welding Society (AWS)
Certified Welder - American Welding Society (AWS)

Terry, Lisa D. (2013)
Instructor, Medical Assisting
A.A.S. - Alamance Community College

Thomas, Surkeithus A. (1996)
Accounts Receivable Technician/Cashier
A.A.S. - Piedmont Community College
Notary Public, State of North Carolina

Thomas, Catherine (2019)
Instructor, Mathematis
B.S. – University of California Davis
Sc.M. – John Hopkins

Tingen, Kimberly O. (2007)
Instructor, Nursing Assistant
Diploma - Alamance Community College
A.A.S. - Piedmont Community College
R.N. - Registered Nurse, State of North Carolina

Towell, Mary K. (2018)
NC Pre-K Teacher
B.S. - East Carolina University

Townsend, Elizabeth M. (2006)
Director, Public Information and Marketing
B.S. - Elon University
M.A. - Framingham State University
Certificate of Non-Profit Management - Duke University
Turner, Shannon H. (2015)
Instructor, Mathematics
B.S. - Averett College
M.A.T. - Averett University

Wall, Janine B. (2005) Instructor, Associate Degree Nursing Program
A.A.S. - Rockingham Community College
B.M. - Meredith College
B.S.N. - The University of North Carolina at Greensboro
M.S.N. - East Carolina University
R.N. - Registered Nurse, State of North Carolina

Ward, Lynwood A. (1990)
Instructor, English/History/Humanities
Certificate - Piedmont Community College
B.A. - The University of North Carolina at Wilmington
M.A. - East Carolina University
Certified NRA Basic Pistol Instructor; NCJA Certified Concealed Weapons Instructor

Watkins, Princess M. (2005)
DInstructor, Public Speaking/English
B.A. - Lynchburg College
M.A. - Morehead State University

Watlington, Lori L. (2006) Associate Director, Workforce Development
A.A.S. - Danville Community College
B.B.A. - Averett University
Notary Public, State of North Carolina

Watlington, Kin (2018)
Instructor/Program Coordinator, Agribusiness
B.S. - North Carolina State University
M.S.A. - North Carolina State University
M.S. - North Carolina State University
National Board Certified

Watts, Nancy H. (1996)
Administrative Assistant to the Dean, Health Sciences and Human Services
A.A.S.-Piedmont Community College
Notary Public, State of North Carolina

Wehrenberg, David L. (1998)
Instructor, Advanced Manufacturing
B.S. - Virginia Polytechnic Institute and State University
Manufacturing Certification Trainer, North Carolina Community College System
P.E. - Professional Engineer

Wencel, Mark A. (1993)
Instructor, Business/Accounting/Economics
B.S. - University of Pittsburgh
M.A. - University of Pittsburgh
M.ACC. - Gardner-Webb University
Certified Management Accountant (CMA)
Certified in Financial Management (CFM)

Whitfield, Jerry E. (2006)
Instructor, Welding Technology
Diploma - Piedmont Community College
A.A.S. - Piedmont Community College

Whitfield, Jimmy T. (2019)
Controller

A.A.S. – Piedmont Community College
B.S. – Elon University

Whitlow, Donna M. (1991)
Distance Education Instructional Design
A.B. - Elon College
M.S. - Fort Hays State University

Wiley, Lisa
Information Technology Help Desk Technician
A.S. – Piedmont Community College

Wilkins, Deborah K. (2006)
Business Office Technician
A.A.S. - Piedmont Community College

Williams, Paulita N. (1998)
Director, Financial Aid/Veterans Affairs
A.A.S. - Piedmont Community College
B.S. - North Carolina Central University
MAC - Gardner-Webb University

Williams, Vennesa (2020)
Program Coordinator & Data Manager, Educational Opportunity Center/TRiO
A.A.S. - Monroe College
B.A. - The College of New Rochelle

Williamson, Kristen
Instructor, English
B.A. - Binghamton University
M.A. - Binghamton University

Woods, Darrick (2019)
Director, Associate Degree Nursing
A.A.S. – Piedmont Community College
B.A. – The University of North Carolina at Chapel Hill
M.S.N. - University of Phoenix

Young, Samuel D. (2017)
Instructor, Mathematics
B.S. - Elizabeth City State University
M.S. - Elizabeth City State University

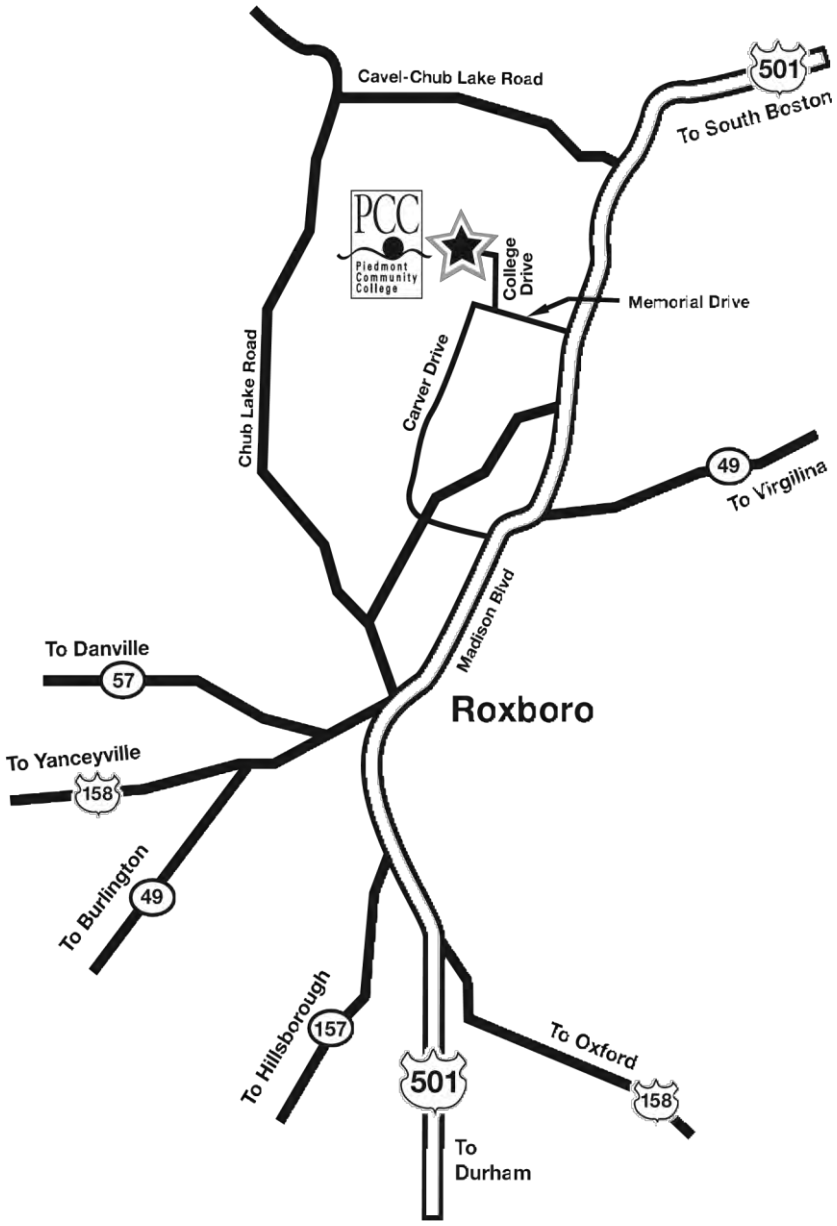
Directions to Person County Campus: 1715 College Drive Roxboro

FROM DURHAM:
Follow U.S. 501 North to Roxboro. Stay on U.S. 501 (which becomes Madison Boulevard) until you get to Carver Drive. Turn left onto Carver Drive and continue on Carver Drive until you get to Northern Middle School (approximately 1 mile). Turn right onto Memorial Drive and then take the next left onto College Drive. All these turns are marked with Piedmont Community College signs.

FROM GREENSBORO-BURLINGTON (I-85):
Take Exit 150 at Roxboro/Alamance Community College/Haw River to N.C. 49 North. Follow N.C. 49 to Roxboro. Turn left on U.S. 501 North Bypass (Madison Boulevard) and continue north to Carver Drive. Turn left onto Carver Drive and continue until you get to Northern Middle School (approximately 1 mile). Turn right onto Memorial Drive and then take the next left onto College Drive. All these turns are marked with Piedmont Community College signs.

FROM SOUTH BOSTON, VA. AREAS:
Follow U.S. 501 South from South Boston, Va. to Roxboro. Turn right onto Memorial Drive, and right onto College Drive.

FROM DANVILLE, VA. AREAS:
Take N.C. 57 to Roxboro. In Roxboro, turn left on N.C. 49 North (Morgan Street) and travel to U.S. 501 North (Madison Boulevard). Turn left onto U.S. 501 until you get to Carver Drive. Turn left onto Carver Drive and continue until you get to Northern Middle School (approximately 1 mile). Turn right onto Memorial Drive and then take the next left onto College Drive. All these turns are marked with Piedmont Community College signs.



FROM CASWELL COUNTY CAMPUS:
Exit campus and turn right onto NC 62. Turn right onto Main Street. Take U.S. 158 East to Roxboro (you will need to turn left onto U.S. 158 East a short distance out of Yanceyville). In Roxboro, turn left onto N.C. 49 North (at stoplight) and continue to intersection with U.S. 501 (Madison Boulevard). Turn left onto Madison Boulevard and left onto Carver Drive. Continue until you get to Northern Middle School (approximately 1 mile). Turn right onto Memorial Drive and then take the next left onto College Drive.

Parking at the Person County Campus

Building Key:
A: H. James Owen Administrative Building & Cashier
B: Classrooms
C: Classrooms & Faculty Offices
D: Barnette Auditorium, PCC Foundation, Timberlake Art Gallery, & Classroom
E: Admissions & Student Development, Bookstore, Continuing Education, Adult Basic Skills, Student Center, & Cafe
F: Classrooms & Labs
G: Classrooms, Labs, Cosmetology & Welding Shops, Student Success Center, & TRiO
H: Child Development Center, Distance Education, Learning Commons, Computer Lab, & The JAR
I: Classrooms, Labs, & Shops
L: Faculty Offices & Classroom
R: Storage
S: Technical Education Building
T: Person Early College for Innovation and Leadership (PECIL)

PCC has ample parking for campus visitors, students, faculty and staff. Motorists are asked to park only in designated parking spaces. When visiting PCC's Administration Building (Building A), take the first turn to the right and park in Parking Lot 1. Parking is limited to one hour. The Administration Building (Building A) is located at the top of the steps on the right. Offices located in Building A include those of the President, Vice Presidents, Personnel, Cashier, and Public Information.

Two other parking lots are located on the main campus, Parking Lot 2 is convenient for visitors and students who are going to the Student Information Center, Admissions, Financial Aid, Counseling, Adult Basic Skills, and the PCC Bookstore, all located in Building E. It is also convenient to many classrooms, the Timberlake Art Gallery, the Barnette Auditorium, and the PCC Foundation, all in Building D.

Parking Lot 3 is located at the back of the campus, providing convenient parking for several classroom buildings, the Gordon P. Allen Learning Commons, the Cosmetology Program, the Student Success Center, and the Child Development Center.

Handicapped parking is available in Parking Lots 2 and 3.

Directions to Caswell County Campus: 331 Piedmont Drive, Yanceyville

FROM DURHAM:
Take I-85 South to U.S. 70 West. In Hillsborough, take N.C. 86 North to Yanceyville. Go straight onto Main Street; take a left onto U.S. 62 South. Go about one-fourth mile and turn left onto campus (Piedmont Drive).

FROM BURLINGTON:
Take U.S. 62 North. The entrance to campus is on the right (Piedmont Drive), just before the intersection with Main Street, Yanceyville.

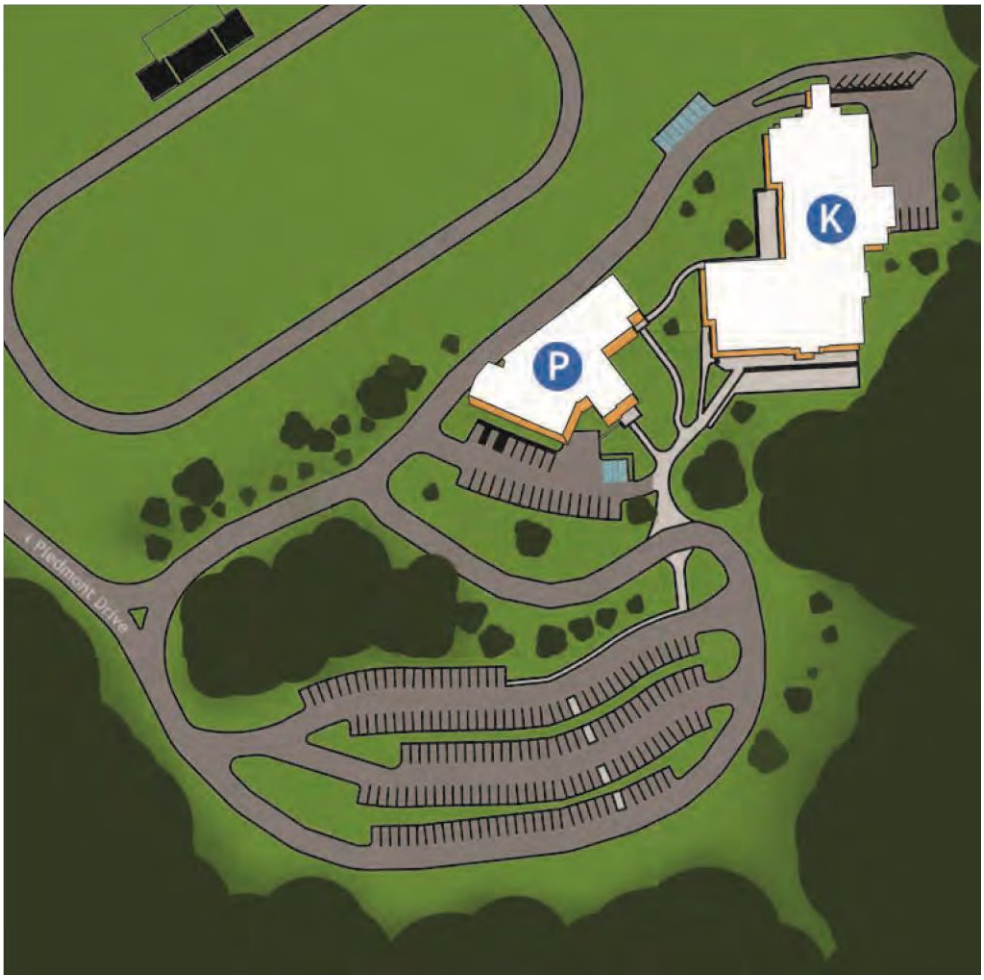
FROM DANVILLE, VA.:
Take U.S. 86 South to Yanceyville. At Main Street, take right, then next left onto U.S. 62 South. The campus entrance (Piedmont Drive) is one-fourth mile on the left.

FROM GREENSBORO:
Take U.S. 29 North to N.C. 150 North. Follow N.C. 150 to U.S. 158 East. In Yanceyville, take right onto Main Street; then go right on N.C. 62 South. The campus entrance (Piedmont Drive) is one-fourth mile on the left.

FROM REIDSVILLE:
Take U.S. 158 East. In Yanceyville, take right onto Main Street; then go right onto N.C. 62 South. The campus is one-fourth mile on the left (Piedmont Drive).

FROM ROXBORO/PERSON COUNTY CAMPUS:
Exit Person County Campus and turn right onto Memorial Drive, then left onto Carver Drive, and right onto U.S. 501 South (Madison Boulevard). Turn right on N.C. 49 South (Morgan Street). Turn right onto U.S. 158 West (Leasburg Road) and follow to Yanceyville. In Yanceyville, follow Main Street to N.C. 62 at Bartlett Yancey High School. Turn left at the high school and then left onto Piedmont Drive into campus.

Parking at the Caswell County Campus



Building Key:
K: Administration, Adult Basic Skills, Classrooms, Cosmetology, Faculty Offices, Human Resources Development, JobLink Career Center, Labs, Learning Commons, Computer Lab, Snack Bar, Student Services, Student Success Center
P: Public Safety Training

PCC has ample parking for its visitors, students, faculty and staff on both campuses. Motorists are asked to park only in designated parking space.

Visitors to PCC's Caswell County Campus may park in the small lot in front of Building P. Two large parking lots for students, faculty, and staff are also located on the front side of the building on the lower level.
A limited number of parking spaces designated for Cosmetology patrons, JobLink® Careers Center visitors and other visitors are located behind Building K.

Handicapped parking is available in all PCC lots.