PIEDMONT
COMMUNITY COLLEGE

2023-2024

GENERAL CATALOG

& STUDENT HANDBOOK

Accreditation

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

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 9355 113th St North #7709, Seminole, FL, 33775. (727) 210-2350.

The Piedmont Community College Emergency Medical Science/Paramedic Program 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 Services Professions. (CoAEMSP). Contact the Review Board at CoAEMSP. 8301 Lakeview Parkway Suite 111-312, Rowlett, TX, 75088. (214) 703-8445.

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.

PCC is an Equal Opportunity/Affirmative Action institution and 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
1715 College Drive
P.O. Box 1197, Roxboro, N. C. 27573
Phone: (336) 599-1181
FAX: (336) 597-3817

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

You can also visit www.piedmontcc.edu.

Contents

Academic Calendars

2023-2024

SUMMER SEMESTER 2023

Mar 13-Apr 28	Summer and Fall Registration/Faculty Advising
May 17-18	Late Registration
May 22	Classes Begin
May 29	Memorial Day
July 3-8	Student Break
July 10	First Class Day After Break
July 18-24	Final Exams
July 24	Last Day of Classes

FALL SEMESTER 2023

July 19-20	Fall Registration
August 7	Curriculum Faculty Return
August 8	Convocation and Professional Development
August 9-10	Late Registration
August 15	Classes Begin
September 4	Labor Day
October 11-12	Fall Break for Students
October 13	First Class Day After Break
November 10	Holiday (Veterans Day)
November 21-25	Student Break (Thanksgiving)
November 27	First Class Day After Break
October 16-November 30	Spring Registration
December 5	Study Day
December 9 -15	Final Exams
December 15	Classes End

SPRING SEMESTER 2024

January 2	Curriculum Faculty Return
January 3-4	Late Registration
January 8	Classes Begin
January 15	Holiday (Martin Luther King, Jr. Day)
March 5-8	Spring Break for Students
March 9	First Day After Class Break
March 29– April 4	Student Break
April 5	First Day After Class Break
Mar 11 – April 30	Summer and Fall Registration/Faculty Advising
May 4 -10	Final Exams
May 10	Last Day of Classes
May 17	Graduation

Approved by the Board of Trustees – November 2, 2021

2024-2025

SUMMER SEMESTER 2024

May 23   Classes Begin
May 27   Memorial Day
July 4   Break
July 5   First Class Day After Break
July 19   Last Day of Classes*

*Friday, July 19 is designated as the 8th Monday

FALL SEMESTER 2024

August 15   Classes Begin
September 2   Labor Day
October 10   First 8-Weeks Ends
October 11-15   Fall Break for Students
October 16   First Class Day After Break/First Day of Second-Eight Weeks
November 11   Holiday (Veterans Day)
November 27-Dec.1   Student Break (Thanksgiving)
December 2   First Class Day After Break
December 16   Classes End

*Thursday, October 10 is designated as the 8th Monday

SPRING SEMESTER 2025

January 6   Classes Begin
January 20   Holiday (Martin Luther King, Jr. Day)
March 3   First-Eight Week Course end
March 4-5   Spring Break for Students
March 6   First Day After Class Break
April 18-24   Student Break
April 25   First Day After Class Break
May 7   Last Day of Classes
May 16   Graduation

Pending Approval by the Board of Trustees

The College
Message from the President

Dear PCC Friends,

Welcome to Piedmont Community College! We are excited to have you join the Pacer Family and to have (many of) you back on campus! The PCC Team has been working hard to ensure YOU will enjoy an enhanced learning environment. From new programs and course options to beautiful campuses, our focus is providing a great educational experience.

While a student, I encourage you to participate in activities and take advantage of PCC's support programs:

- Global Distinction courses and workshops
- Pacer Perspective events where civil discourse is practiced
- Student Clubs, from Student Government to Criminal Justice
- First Year Experience focusing on skills to enhance college success
- Free Tutoring with online and in-person options
- Free Counseling by phone, online, and in-person

In addition, please take the time to learn about financial aid options created to help you advance without worry. PCC offers the Pacer Promise program where students enrolled in technical programs could have free tuition. Funding for short-term training is also available and can help you earn state and national credentials. Visit piedmontcc.edu/scholarships for more details.

The PCC Team wishes you the best this academic year! Don't hesitate to let us know how we can help YOU complete your educational goals!

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
- Carolina Small Business Development Fund Board
- Person Memorial Hospital Board
- Roxboro Savings Bank Board
- Roxboro Alumnae Chapter Delta Sigma Theta Sorority
- UNC World View Council of Advisors

In 2018-19, she was named 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.

Person County Board of Commissioners

Mr. Jason Thomas   Mr. Gordon Powell, Chair
Mr. Charlie Palmer   Mr. Kyle Puryear
Mr. Derrick Sims
Ms. Katherine Cathey, County Manager

Caswell County Board of Commissioners

Mr. Frank Rose   Mr. Finch Holt
Mr. Jeremiah Jefferies   Mr. Rick McVey
Mr. Tim Yarbrough, Vice Chair   Mr. John Dickerson, Chair
Ms. Ethel Gwynn
Mr. Bryan Miller, County Manager

History
Piedmont Community College celebrated 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.

This year, PCC continues work on the Center for Educational and Agricultural Development (CEAD) in Pelham, NC. This will house the College's Agribusiness Technology program, as well as an incubator farm, food hub, and health clinic. The location will also serve as an emergency shelter for the community. The Center is made possible by the many partnerships formed in support of growth in Caswell County.

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.

2022: Groundwork for the Center for Educational and Agricultural Development began in Pelham, NC.

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-Current	Dr. Pamela G. Senegal

Mission, Vision, and Values

Our Mission
Piedmont Community College transforms lives, strengthens community, and inspires individuals to excellence.

Our Vision
Piedmont Community College strives to be recognized nationally for achieving exceptional levels of success in student learning and completion, gainful employment, equity, and affordability.

PCC Values

- **Learning** by committing to PCC's core competencies — writing, reading, communication, math, and computer skills — and engaging instruction and training in a supportive environment that inspires each person to learn at the highest levels of achievement for personal and professional success.
- **People** by creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, express their creativity, share their successes, and encourage others.
- **Diversity** by fostering understanding and appreciating the dimensions it adds to our quality of life.
- **Access** by reaching out to our communities and inviting and supporting all learners and partners to achieve their goals thereby improving the economic prosperity of our students, our community, and the surrounding regions.
- **Integrity** by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and courage to act.
- **Continuous Improvement** by ensuring that all employees engage in ongoing meaningful professional development that will produce ever evolving, data-driven policies, procedures, and practices to ensure excellence in every area of the College.

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 Student Expenses

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: $120 per semester (NUR 111, 112, 113, 212) and $180 (NUR 213/213A)* (Fall, Spring, and Summer)

Nursing Clinical Fee: $34.99 per Fall semester

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

Students are not eligible to register for additional classes if they have an outstanding debt due to the institution or to any other North Carolina technical or community college.

Students who have an outstanding delinquent account are not allowed to graduate or receive their 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).

Those 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 debt has been satisfied.

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. IV. For a class(es) in 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 the 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). Students must register for each class they plan to attend. Semester registration is held at designated times as indicated on the academic calendar.

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

Students cannot participate in or attend any class unless they are 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 https://www.piedmontcc.edu/apply-now/.

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 may 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 junior or senior who has obtained required approval from the high school/homeschool they attend.

All applicants receive counseling for financial assistance upon request.

Admissions

- **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 coursework 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, Medical Assisting, and Emergency Medical Science programs. Students should contact the Office of Admissions for more information about these programs.
    6. Assistance from an advisor 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, Associate in Arts in Teacher Preparation, Associate in Science in Teacher Preparation Degree Programs
1. Complete an online admissions application.
2. Submit 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 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 an advisor 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. Submit and complete the international F-1 student visa admissions requirements by the application deadlines to gain an I-20 form.
3. Once students receive the 1-20 form from admissions, take the I-20 form to the U.S. embassy or consulate office in your country and complete a non-immigrant visa application to apply for a student F-1 visa.
4. Provide evidence of sufficient financial resources. Documentation may be in the form of an official bank statement or other certified evidence of financial support.
5. Complete all medical forms required and have them signed by your physician.

6. Provide evidence of proficiency in the English language.*
7. 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.
8. Complete Admissions Placement Tests.
9. Have an admission interview.
10. Applicants must enroll full-time each semester.

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 an advisor 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 an 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, 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. 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 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.
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
(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

    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

    The Federal Supplemental Educational Opportunity Grant is funded by the Federal Government. A student must demonstrate need by completing the Free Application for Federal Student Aid (FAFSA).

Federal Work-Study

    Federal Work-Study 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 Scholarship

    The North Carolina Scholarship is awarded to eligible undergraduates, North Carolina residents. The NC Scholarship works with federal aid to provide a guaranteed amount of financial assistance with additional state funding provided to students with exceptional needs. Students enrolled at a NC Community College with an adjusted gross income (AGI) of $75,000 or less and an expected family contribution (EFC) of $7,500 or less, as reported on the FAFSA, are guaranteed at least $2,800 from combined federal and state aid. Priority deadline is August 15.

North Carolina Longleaf Commitment Grant

    North Carolina Longleaf Commitment Grant consists of need based, state funded grants. The grant is available for 2021 graduates beginning in the fall of 2021 and for 2022 graduates beginning in the fall of 2022. Apply by filing the Free Application for Federal Student Aid (FAFSA).

North Carolina Community Colleges Foundation Scholarships for Health Careers

    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

    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

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

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

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

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, and involvement in leadership and/or community service. Contact the Financial Aid Office for more details.

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.

With just one application, every applicant has the opportunity to be considered for any curriculum scholarship for which he or she meets the requirements. Students may apply as often as they choose. Final selection of scholarship recipients is the responsibility of the Foundation's Scholarship Committee, comprised of representatives from the organization's board of directors.

Scholarships for short-term workforce development are also available. There are various funds for courses that offer certificates or credentials.

All applications are available on the College's website at https://www.piedmontcc.edu/how-to-pay/scholarships/.

Scholarships offered through the PCC Foundation:
- Alan C. Duncan Young Alumni Leadership Scholarship

- Alan and Cindy Hicks Scholarship Endowment
- 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
- Brianna Marie Wrenn Memorial Scholarship
- Brookland Home Extension Club Scholarship Endowment
- Bruce Wrenn Memorial Scholarship
- 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
- 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
- Gunsmithing Scholarship
- Helen Hobgood Scholarship
- Jacqueline Hall Moore Ambassador Scholarship Endowment
- Jack and Jugrette Whitt Scholarship Endowment
- Jack and Mabel Moore Hester Scholarship Endowment
- James Obadiah and Ida T. Pearce Memorial Scholarship Endowment
- Jean K. Andrews Scholarship Endowment
- Jillian and Ross Mickens Agricultural Scholarship
- Jimmy and Delores White Scholarship Endowment
- John R. Bradsher Scholarship Endowment

- J. Henderson Munday Memorial Scholarship Endowment
- Kathy Gentry and Richard Cates Scholarship Endowment
- Kay Gilbert Wagstaff Endowment
- Landon and Mildred Bradsher Scholarship Endowment
- Legacy Builders Scholarship
- Leona Page Aldridge Memorial Scholarship
- Lucy A. Poole Williams Scholarship
- Mary Ruth Moore Gentry Scholarship Endowment
- Mr. and Mrs. L. P. Cox Memorial Scholarship
- Morgan Family Scholarship
- Nancy Lowery Harris 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
- Pacer Promise Program by the Lonnie and Carol Poole Family Foundation
- 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
- 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 Savings Bank Scholarship Endowment
- Roxboro Woman's Club Scholarship Endowment
- Royal Jackson and Carrie Crumpton Rogers Memorial Scholarship Endowment
- Ruffin Woody Memorial Scholarship
- 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 Kate M. Cox Endowed Scholarship

- 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)
- Gary Davis EMS Scholarship
- Nightingale Scholar
- PCC Alumni Partnership High School Scholarship
- PCC Alumni Partnership New Beginnings Scholarship
- PCC Ambassadors
- Person Memorial Hospital Scholarship
- Person Memorial Hospital Auxiliary Scholarship Endowment
- Pete Slaughter Person County Rescue Squad Memorial Scholarship
- Rowan Walters Scholarship Endowment

Student Consumer Rights and Responsibilities

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 applications 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 re-establish 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 if they feel the policy has not been applied correctly (see PCC Policy 7.12 Student Grievance Process).

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 Dean of Enrollment Services.

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

Return of Title IV Funds 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 funds. 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 on or before the 35 percent point of the enrollment period in which they are charged the College will calculate a return of State Grant funds. 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 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. A grade of "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. A grade of "F", with a last date of attendance prior to the last day of the term will be reported as a reduction in the number of certified hours.

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. If the student has not regained satisfactory academic progress after the following semester of enrollment, they may lose their benefits until they regain satisfactory academic progress.

*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

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 in the Student Development Office on the Person County Campus 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 always have an ID card available for identification on campus. 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 IDs 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 Defibrillators (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 (HEX #00492C), Orange (HEX #F58220) and White (HEX #FFFFFF). 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
  1. Textbooks must be returned within 10 days of the first day of classes. (Purchase receipt must be presented to receive a refund, and textbook must be in new condition).
  2. 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 several 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 arranged 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:
- Accenture Skills Academy: Free access to a range of high-quality tutorials on career selection, the job application process, interviewing skills, and more.
- 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 professionals from various fields of study. Students are afforded the opportunity to complete job applications, speak directly with hiring managers, and share their resumes.

- Career Oriented Workshops: We offer various workshops throughout each semester geared towards strengthening skill sets and providing up-to-date information on career trends.
- Job Postings: Employers are encouraged to post job opportunities online through the Career Coach Platform. This is a free opportunity for employers. Students and community members can view the site easily under the Career Coach link on the PCC website or directly at https://piedmontcc.emsicc.com/work-opportunities

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.

Accessibility 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 responsibility 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.

Advising

Each student is assigned an 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. 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 provides college access to first-generation and low-income participants. The goal of the TRIO EOC Program is to increase the number of adult participants who enroll into post-secondary education institutions.

Types of Services

TRIO EOC services are free and include academic and personal advice, career workshops, information on postsecondary education opportunities and financial literacy; help in completing applications for college admissions, testing, financial aid, and coordination with postsecondary institutions. EOC also assists with media activities to acquaint the community with higher education opportunities.

Target Areas

The TRIO EOC serves 2500 participants annually and is hosted by Piedmont Community College, serving the counties of Alamance, Caswell, Chatham, Durham, Franklin, Granville, Person, Rockingham, Vance, and Warren. To serve each student more effectively, EOC partners with several agencies including NC Works Career Centers, Department of Social Services, county schools, churches, correction facilities, local housing authorities, area colleges, and universities, along with a plethora of community partners.

For more information regarding the TRIO EOC program, please contact the Program Coordinator/Data Manager at (336) 322-2162.

Title III - Strengthening Institutions Programs (SIP)

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. Title III hosts a Transition Center, which makes it possible for transition students to receive individual counseling services and tutoring. Title III offers First-Year Experience, summer bridge programs, and mentoring services for participants to provide 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. Because the Title III program is data driven, staff and faculty work to identify and reduce academic deficits, and address the personal, social/emotional, and academic needs of the Piedmont Community College student.

For more information on the Title III program, please contact the Transition Center Coordinator at (336) 322-2165.

Learning Commons

Located on the Person and Caswell County campuses, the Learning Commons serves as the central location for resources to help students succeed. The Person County Campus Learning Commons is a welcoming space that incorporates distance education, collaborative work- spaces, resources for research, tutoring and testing, a College Transfer Center, a video production room, 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.

Community College Libraries in North Carolina (CCLINC)

Piedmont Community College is networked with 58 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.

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

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

Tutoring

Tutoring is available in the Learning Commons on both campuses, Mon.-Thurs. 8 a.m.- 8 p.m. and Fri. 8 a.m.- 4 p.m. in Fall and Spring and Mon.-Thurs. 8 a.m.- 5 p.m. in Summer. Students can sign up for a face-to-face, virtual or eTutoring appointment at piedmontcc.mywconline.com**.** First-time users will be prompted to set up an account. Walk-ins are also welcome.

Tutoring subjects include:

- Math
- Science
- English
- Spanish
- ACA
- Public Speaking
- Social Sciences
- Humanities

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, Marketing, QEP Steering, 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.

- American Sign Language Club: The purpose of the ASL- American sign language club is to provide a base line knowledge of ASL and the deaf, hearing impaired, and mute community, and their allies at PCC while bringing awareness through social events, activism, coalition building, and outreach/educational programming.

- Animation Club: Is an open club for all students but focuses mainly on the digital and video interests of the Digital Effect and Animation Technology (DEAT) program. 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!

- Creative Writing Club: Helps students create and share their writing with each other and with the PCC campus and community at large.

- Criminal Justice Club: Offers activities & discussion around current issues related to criminal justice.

- Disc Golf Club: The mission of the club is to help students learn and play this popular sport. While emphasis will be given to the technical part of the sport, the main goal will be exercise and fun for the participants. The club gives participants the opportunity to compete in tournaments.

- Film Club: watches and debates a wide variety of films, from Akira Kurosawa's *Seven Samurai* to the Wachowskis' *Matrix* trilogy. In doing this, the club will promote an awareness and appreciation of the history of film beyond the algorithms dictating streaming services.

- 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.

- Minority Male Success Initiative (MMSI) - PCC male minority students can feel connected to the college, empowered and motivated to succeed, and supported by services that meet their needs.

- Pacer Gaming Club - provides a forum for Piedmont Community College students interested in video, board, card, tabletop games, and/or digital art and design to congregate and find community.

- 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 or at least six semester hours towards a certificate with a cumulative grade point average of at least 3.5.

- Sexuality and Gender Equality Club (SAGE): provides support and advocates for lesbian, gay, bisexual, transgender, transitioning students, + other identities, and their allies at PCC while empowering the LGBT+ community and their allies through social events, activism, coalition building, and outreach/educational programming.

- 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, voting initiatives, forums, 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, and College Marshals. The Student Government Association may also recognize students for outstanding achievements in the areas of student participation, sports, or academics.

Student Publications

Student-generated publications will be used to inform faculty, staff, and the student body of activities, events, or general information related to PCC. The Director, Student Engagement, is responsible for monitoring SGA student generated publications.

Students interested in working on student-generated publications should contact the SGA for more information. Club and organization advisors are responsible for monitoring club and organization student-generated publications. The Director, Student Engagement should approve all publications created by clubs or organizations before posting.

For student generated publications the student is responsible for contacting the Director, Student Engagement for final approval before posting any student-generated publication. All student-generated publications must be consistent with the policies and procedures of PCC and the PCC style guide. Student-generated publication is defined as any publication (examples include social media, flyers, PCC Pacer articles, etc.) created by the Student Government Association (SGA), student clubs and organizations, or an individual student.

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 driving conditions and/or limit accessibility to the campus and campus parking areas, the President or designee will decide if classes are to be cancelled. For additional guidance on PCC's policy 2.10, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-2-general-administration/.

Announcements regarding class changes will be made on PCC's social media, website, and the following radio and television stations:

- WKRX/WRXO-Roxboro (96.7 FM)
- WAKG-Danville, VA (103.3 AM)
- WRAL Raleigh (101.5 FM)
- 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 Visitors

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 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 students from class or remove 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 are unacceptable in teaching/learning situations.

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.

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 additional guidance on PCC's policy 7.5, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-7-students/.

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 always conduct themselves as responsible adults.

For additional guidance on PCC's policy 7.5, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-7- students/.

Tobacco Use Policy

Effective August 1, 2017, PCC prohibits the use of tobacco products 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 the 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 for 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
Students infected with a communicable disease will not be excluded from enrollment or restricted in their access to college services or facilities, unless medically based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of other members of the institution. For additional guidance on PCC's policy 7.16, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-7-students/.

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 at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-7-students/.

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, PCC student email address, city, program of study, dates of attendance, and credentials 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

Piedmont Community College encourages the resolution of all non-discipline related disputes involving students through open and informal communication between the affected parties. If a non-disciplinary dispute remains unresolved, students are provided due process to seek a resolution. Copies of the current official student grievance policy and the Student Appeal Procedure may be obtained from the Office of Student Development or on the PCC website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-7-students/.

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. For additional guidance on PCC's policy 7.12.3, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-7-students/.

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.

Disabled

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

It is the policy of PCC to maintain a work environment and a learning culture that is free from 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. For additional guidance on PCC's policy 2.17, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-2-general-administration/.

Sexual Assault

Piedmont Community College is committed to providing an academic environment free of sexual assault, as required 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; and the 1992 Higher Education Amendment to the 1990 Crime Awareness and Campus Security Act. For additional guidance on PCC's policy 2.8, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-2-general-administration/.

Clery Act

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosure about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

For more information, visit the Campus Safety page on the PCC website at www.piedmontcc.edu or visit the College Safety office on the Person County Campus, Building E, Room 229A.

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 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 with a maximum of twelve (12) semester credit hours. *Federal Financial Aid regulations define full-time status for aid at 12 semester credit hours for any semester.

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, Instruction/Chief Academic Officer.

Class Attendance

At Piedmont Community College (PCC), regular attendance at all class meetings is necessary for student success. For additional guidance on PCC's policy 6.8, visit the College website at https://www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-6-programs-instruction/.

Advanced Placement Examinations

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 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.

Any student who would like to take a placement test may do so; the student must contact the Admissions office.

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 period by contacting their advisor. Classes may be added through the 10% census date.

Students who add classes after the general registration period are responsible for attending the class and/or completing enrollment verification by the census date.

Multiple Entry Points

The College offers a variety of curriculum course schedules and start dates. Some classes are a full 16 weeks, while others may be shorter. Even after the semester begins, there are still opportunities to enroll in courses. Start and end dates for all courses are included on the student's course schedule in Self-Service.

Withdrawals

A student may withdraw from class or the College by completing a withdrawal form, which is available in [TeamIA.](#) The electronic approval of the student's instructor(s) is required to finalize the withdrawal. A student who does not participate in a course for two consecutive weeks may be withdrawn by the instructor through the 70% point of the course. If a student stops participating after the 70% point, the instructor is authorized to award the student an I or the grade earned.

Transfer Credit

Piedmont Community College will determine transfer credit for courses taken at accredited institutions by the Registrar, upon recommendation of the instructional dean in collaboration with the program coordinator or content area expert, as needed. Transfer credit will be 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.
• 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 office or business administration 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 an official verification of successful completion of the CPS exam and will be evaluated on an individual basis by the program advisor and the appropriate instructional dean.

Credit will be granted only for 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 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.

Any waiver of prerequisite must be approved by the appropriate instructional dean.

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 advisor or program coordinator must submit an electronic request including the rationale for the substitution through TeamIA. Approval for the substitution must be obtained from both the respective instructional dean and Vice President, Instruction.

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.

Credit for Prior Learning

Piedmont Community College (PCC) awards credit to students for prior learning through non-credit coursework and from previously completed instruction, training programs, and experiences. For additional guidance on PCC's policy 6.10.1, visit the College website at www.piedmontcc.edu/about/policies-procedures/policies-procedures-section-6-programs-instruction/.

Grading System

Grades

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	Incomplete Emergency	0#
AU	Audit	*
CE	Credit-by-Examination	*
AP	Advanced Placement	*
TC	Transfer Credit	*
NS	No Show	*
P	Pass	*
P1	Pass-Tier 1	*
P2	Pass-Tier 2	*
P3 R	Pass-Tier 3	*
	Repeat – Developmental	*
TP	Course only or Reenroll	
	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 agreed upon date in less than one semester. In not completed, 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 content area 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.

- **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 and developmental reading/writing.

- **TP (Tech Prep):** refers to credit received for documented college level competencies achieved through articulation agreements with area high schools.

Change of Grade

Once a grade has been awarded, it may be changed only by the instructor through electronic submission of a Special Conditions Report through TEAMia. 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	Grade	Credit Hours	Grade Point	Total Points Earned
ECO 251	C	3	2	6
MAT 070	B	5	3	15
BUS 110	D	5	1	5
Total credit hours attempted		13		26

GPA: 2.00	

* Total Points Earned (26) ÷ Total Credit Hours (13) = GPA (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. Good academic standing with the College is assigned to a student who maintains a 2.0 overall academic GPA.

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 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. Students who have been on academic probation for two consecutive semesters may be counseled to consider changing their major. 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

The Nursing and Medical Assisting Programs enroll students as a cohort 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 earn a "B" or better on all major courses and a "C" or better on all general education courses to be eligible to remain in the program. Students dismissed under this policy may petition the appropriate program coordinator or instructional dean.

Readmission to Program

Students dismissed for academic reasons may only be readmitted upon recommendation from the advisor or program coordinator. Students dismissed for disciplinary reasons must obtain final approval for readmission from the Vice President, Student Development. Some programs (e.g. Associate Degree Nursing, EMS, and Medical Assisting) 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 TeamIA. 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 submitting an electronic Change of Information form through TeamIA. CCP students must see their advisor to change or add a pathway.

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 be received as transfer credit only and will not affect GPA.

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-enrolls 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.

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 online (https://www.piedmontcc.edu/student-life/commencement/ or 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.

PCC holds an annual graduation ceremony at the conclusion of the spring semester. Students may participate in spring graduation following the completion of their graduation requirements. Students who are within one (1) course or four (4) credit hours of meeting graduation requirements for their program of study and intend to complete those requirements by the following summer or fall semester, will be allowed to participate in the spring graduation ceremony. Degrees, however, will not be conferred until course work is completed with a passing grade. Students will indicate their understanding that completion of coursework is required to receive their respective credentials. Students who plan to "walk" in spring exercises must complete applications for graduation.

After graduation audit requests are processed at the end of each term, the Office of Research and Institutional Effectiveness (ORIE) and the Registrar's Office will identify any additional students who have satisfied any program completion requirements. Any student who has completed program requirements may then be administratively graduated, and the earned credential will be noted on the student's transcript. The student will also receive communications from PCC with details on how to obtain a printed diploma and how to participate in the annual commencement ceremony.

Continuing Education / Short-term Workforce Development (STWD)

Continuing Education/STWD at Piedmont Community College provides workforce training and serves as a catalyst for economic development by providing quality programming.

Continuing Education/STWD includes training and programs in the following areas: College and Career Readiness/Adult Basic Skills/High School Equivalency, Customized and Contract Training, Small Business Center, Personal Enrichment, Workforce Development, and multiple programs that result in industry-recognized credentials.

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	# of Hours	Fee
Occupational Extension Courses	0-24 hrs	$70
	25-50 hrs	$125
	51+ hrs	$180

Self-Supporting   varies
GED® Testing   -   Computer-Based - $20 each subject or $80 total
HiSET® Testing -   Paper-Based -$15 each subject or $75 total/Computer-Based - $10 each or $50 total

To register for a course, please visit
https://ww04.elbowspace.com/secure/20200511124758040233

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.

   e. 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.

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

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

   h. 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.

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

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

    k. The Criminal Justice Standards Division of the Department of Justice for the training of criminal justice professionals, as defined in G.S. 17C20(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:

b 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.

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 remove the incomplete and receive a grade, the student must complete the remaining requirements as specified by the instructor.

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 upon completion of the course.
    B. Faculty will submit attendance rosters and final grades to the departmental area dean or director for review immediately upon completion of the course.
    C. 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.
    D. Each director is responsible for verification of completeness of attendance rosters and for providing accurate information in the audit files.

Section 3: Transcripts
    A. To obtain transcripts of GED® or HiSET® testing result, students must contact the North Carolina Community College System Career and College Readiness testing office.
    B. All other official transcripts are authorized through 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.

        i   To order official transcripts online:
        ii   Login into the National Student Clearinghouse secure site at www.studentclearinghouse.org
        iii   Follow the steps on the site to order a transcript. 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.
        iv   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.
        v   Order updates will be emailed to you from the Clearinghouse. You can also track your order online.
        vi   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.

    C. Unofficial Transcripts: These transcripts are available for current students (or student who left the college within a one-year period) through Self-Service to download and print free of charge.

D. 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.

Section 4: Change of Grade
A. Once a grade has been awarded, it may only be changed by the instructor submitting the appropriate electronic form in TeamIA.
B. 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 census point of the class and master course objectives.

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 with 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 aged 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. The 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, Title II (ABS)

Adult Basic Skills program includes Adult Basic Education (ABE), high school equivalency (HSE) preparation for GED® tests or HiSET® high school equivalency tests, English as a Second Language (ESL), Adult High School (AHS), 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 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.

Adult High School (AHS)

The Adult High School program is offered cooperatively with a local public school system to offer adults an opportunity to earn an Adult High School (AHS) diploma through a curriculum of instruction. Course and graduation requirements are in alignment with the standards established by the State Board of Education, school district, and community college. The AHS diploma is issued in cooperation between the local board of education and community college trustees. Transcripts will be evaluated prior to admittance to the program. Students who need less than five courses to graduate are encouraged to enroll in the Adult High School program. All students enrolled in the program must meet the minimum number of credits required for graduation by the North Carolina Department of Public Instruction and local school board.

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 (HSE)

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-based format of testing as well as computer-based format. 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.org or www.GED.com. Testing is offered weekly at the Person County Campus and biweekly Caswell County campus of PCC. Test schedules are arranged for day and evening testing sessions as well as some Saturday testing. Minors must 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.

Pricing Guide:

GED®   Testing   -   Computer-Based   - $20   each   subject   or $80   total
HiSET® Testing -   Paper-Based -$15 each subject or $75 total/Computer-Based - $10 each or $50 total

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 appropriate dean.

Occupational Extension Programs

Occupational Extension courses consist of single courses each complete, 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 multiple modalities.

Public Safety Training

Piedmont Community College provides training for currently employed individuals or individuals interested in careers in the following public safety training areas: EMS, Fire and Rescue, and Law Enforcement.

Visit the Programs of Study page to learn more.

Business Development and Entrepreneurship Center (BDEC)

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 and Contract Training Programs (CCTP)

CCTP 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 CCTP 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 CCTP 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 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.

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 meets 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. For more information, contact the BDEC at (336) 322-2480.

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.

National Career Readiness Certificate (NCRC)

The 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 an 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 enact 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
- 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, University Transfer and General Education for more information.

Summer Camps

Each year Piedmont Community College offers free weeklong summer camps for middle school and high school students. The camps may include Agribusiness, Cosmetology, Welding, Mechatronics, Criminal Justice, Healthcare, Math, Gaming, Computer Science, Digital Effects and Animation Technology and others. Students must submit an application to PCC prior to the start of 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.

Opportunities for students:

- Student Scholarships – apply three times per year at www.piedmontcc.edu/scholarships.
- Student Incentive – free course available to students earning their high school equivalency at PCC
- Student Ambassador Program – Nomination required from PCC faculty or staff member. Ambassadors receive a scholarship.

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.

Summary Report of 2022 Performance Measures

In June 2012, the State General Assembly adopted new Performance Measures for Student Success reflecting the goals of the North Carolina Community College System's three-year strategic plan, SuccessNC. The original measures were developed by a system-wide committee of community college leadership, faculty, and staff. The 2022 Report incorporates multiple subsequent refinements to the measures, including a shift to reporting indexed scores rather than percentages.

The information below describes the current performance measures and reports PCC performance on each measure from the report 2022 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, 2020 – June 30, 2021*).
   Scores: Goal: 1.35;   PCC: .38;   Mean: .99;   Baseline: .28

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. (*2018 cohort*)
   Scores: Goal: 1.15;   PCC: 1.14;   Mean: 1.01;   Baseline: .75

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. (*2018 cohort*)
   Scores: Goal: 1.19;   PCC: .75;   Mean: 1.02;   Baseline: .66

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 (*2020 cohort*).
Scores: Goal: 1.07;   PCC: 1.00;   Mean: 1.00;   Baseline: .87

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. (*2017 cohort*)
Scores: Goal: 1.09;   PCC: .84;   Mean: 1.01;   Baseline: .85

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. (*AY 2020-21*)
Scores: Goal: 1.07;   PCC: 1.12;   Mean: 0.99;   Baseline: 0.81

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. (*AY 2019-20*)
Scores: Goal: 1.02;   PCC: .94;   Mean: .99;   Baseline: .92

PROGRAMS OF STUDY

PROGRAM TITLE	DEGREE/DIPLOMA/CERTIFICATE
Accounting and Finance	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 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
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 Childcare	Certificate
Early Childhood Education - Transfer Teaching Licensure Early	A.A.S. Degree
Early Childhood Education - Transfer Non-Teaching	A.A.S. Degree
Electrical Power Production	A.A.S. Degree
Emergency Medical Science	A.A.S. Degree
General Occupational Technology	A.A.S. Degree
Gunsmithing	Diploma, Certificate
Healthcare Management Technology	A.A.S. Degree, Certificate
Human Services Technology	A.A.S. Degree
Human Services Technology - Gerontology	A.A.S. Degree, Certificate
Human Services Technology – Addiction & Recovery Studies	A.A.S. Degree, Diploma, Certificate
Industrial Systems Technology	A.A.S. Degree, Diploma, Certificate
Infant/Toddler Care	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 - Gaming	A.A.S. Degree, Diploma, Certificate
Information Technology - Security	A.A.S. Degree, Diploma, Certificate
Mechatronics Engineering Technology	A.A.S. Degree, Diploma, Certificate
Medical Assisting	A.A.S. Degree, Diploma, Certificate
Nurse Aide **	Certificate
Office Administration	A.A.S. Degree, Diploma, Certificate
Office Administration - Office Specialist	Certificate
Practical Nursing	Diploma
Public Safety Administration - Correction Services	A.A.S. Degree
Public Safety Administration - Emergency & Fire Mgmt.	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

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 through instruction in 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 effective communication (oral and written).
- All graduates of degree programs must demonstrate competence in critical thinking skills.
- All graduates of degree programs must demonstrate competence in intercultural/global competence.
- All graduates of degree programs must demonstrate competence in quantitative/scientific reasoning.

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. Students taking fewer courses than suggested in the sequence will require additional semesters of study in order to complete the program. Prerequisites that 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 nationally recognized 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 Hyflex courses.

Online

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

Hybrid/Blended courses combine traditional face-to-face coursework on campus along with online coursework. 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.

Hyflex

HyFlex courses have designated meeting times that occur throughout the semester. Students may attend these events face-to-face or via Zoom at these designated times. In addition, because the course is HyFlex in nature, it also affords students additional flexibility, where they can watch the recorded classes afterwards and treat the course as a fully online course. Thus, for this class,

students can: (1) attend class sessions face-to-face, (2) attend classes via Zoom, or (3) watch the recorded sessions after the class.

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,

ART 111	Art Appreciation	HIS 111	World Civilizations I
ART 114	Art History Survey I	HIS 112	World Civilizations II
ART 115	Art History Survey II	HIS 131	American History I
BIO 111	General Biology I	HIS 132	American History II
BIO 112	General Biology II	MAT 143	Quantitative Literacy
CHM 151	General Chemistry I	MAT 152	Statistical Methods I
CHM 152	General Chemistry II	MAT 171	Precalculus Algebra
COM 120	Intro to Interpersonal Communication	MAT 172	Precalculus Trigonometry
COM 231	Public Speaking	MAT 271	Calculus I
DRA 111	Theatre Appreciation	MAT 272	Calculus II
ECO 251	Prin. Of Microeconomics	MUS 110	Music Appreciation
ECO 252	Prin. Of Macroeconomics	MUS 112	Introduction to Jazz
ENG 111	Writing and Inquiry	PHI 215	Philosophical Issues
ENG 112	Writing & Research in the Disciplines	PHI 240	Intro to Ethics
ENG 231	American Literature I	PHY 151	College Physics I
ENG 232	American Literature II	PHY 152	College Physics II
ENG 241	British Literature I	POL 120	American Government
ENG 242	British Literature II	PSY 150	General Psychology
GEL 111	Introductory Geology	SOC 210	Introduction to Sociology

students in all programs of study culminating in a degree or diploma enroll in general education courses. 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.

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

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 help 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 may 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
MAT010   Math Measurement & Literacy Support (Co-requisite class with MAT 110)
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 (A25800)
Associate in Applied Science
Full-Time Program Guide

Program Notes:
- The Accounting and Finance associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Accounting and Finance at PCC offers an associate degree (A25800), diploma (D25800), and certificate (C25800).

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ACC 120	Prin. of Financial Acct I	4	F, S, SU		
ACC 129	Individual Income Taxes	3	F, S		
XXX	Humanities/Fine Arts Elective	3	See List		
BUS 110	Introduction to Business	3	F, S, SU		
XXX	Social/Behavioral Science Elective	3	See List		
	Semester Totals:	17			
Spring Semester					
ACC 121	Prin. of Managerial Acct	4	S		
ACC 122	Prin. of Financial Acct II	3	F, S, SU		
ACC 150	Accounting Software Appl	2	S		
XXX	Economics Elective	3	See List		
ENG 111	Writing and Inquiry	3	F, S, SU		
XXX	Mathematics Elective	3-4	See List		
	Semester Totals:	18-19			
Fall Semester					
ACC 140	Payroll Accounting	2	F, S		
ACC 220	Intermediate Acct I	4	F		
BUS 115	Business Law I	3	F, S		
BUS 121	Business Math	3	F, S		
CIS 110	Intro to Computers	3	F, S, SU		
XXX	Communications Elective	3	See List		
	Semester Totals:	18			

Accounting and Finance – Associate in Applied Science

Spring Semester				
ACC 221	Intermediate Acct II	4	S	
BUS 137	Prin. of Management	3	F, S	
BUS 225	Business Finance	3	S	
CTS 130	Spreadsheet	3	F, S	
WBL 111	Work-Based Learning I	1	F, S, SU	
WBL 115	Work-Based Learning Seminar I	1	F, S, SU	
	Semester Totals:	**15**		
	Program Totals:	**68-69**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Economics Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Accounting and Finance Diploma (D25800) Program Guide

Program Options: Accounting and Finance at PCC offers an associate degree (A25800), diploma (D25800), and certificate (C25800).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ACC 120	Prin. of Financial Acct I	4	F, S, SU		
ACC 129	Individual Income Taxes	3	F, S		
BUS 110	Introduction to Business	3	F, S, SU		
	Semester Totals:	**11**			
Spring Semester					
ACC 121	Prin. of Managerial Acct	4	S		
ACC 150	Accounting Software Appl	2	S		
ENG 111	Writing and Inquiry	3	F, S, SU		
XXX	Economics Elective	3	See List		
	Semester Totals:	**12-13**			
Fall Semester					
ACC 140	Payroll Accounting	2	F, S		
BUS 115	Business Law I	3	F, S		
BUS 121	Business Math	3	F, S		
CIS 110	Intro to Computers	3	F, S, SU		
XXX	Communications Elective	3	See List		
	Semester Totals:	**14**			
Spring Semester					
BUS 137	Prin. of Management	3	S		
CTS 130	Spreadsheet	3	F, S, SU		
	Semester Totals:	**6**			
	Program Totals:	**44**			

Course #	Course Name	Credit Hrs.	Term Offered
Economics Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Accounting and Finance – Diploma

Accounting and Finance (C25800) Certificate Program Guide

Program Options: Accounting and Finance at PCC offers an associate degree (A25800), diploma (D25800), and certificate (C25800).

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACC 120	Prin. of Financial Acct I	4	F, S, SU		
ACC 129	Individual Income Taxes	3	F, S		
ACC 140	Payroll Accounting	2	F, S		
	Semester Totals:	**9**			
Spring Semester					
ACC 121	Prin. of Managerial Acct	4	S		
ACC 150	Accounting Software Appl	2	S		
CIS 110	Intro to Computers	3	F, S, SU		
	Semester Totals:	**9**			
	Program Totals:	**18**			

Accounting and Finance – Certificate

Agribusiness Technology – Plant Science (A15100PS)
Associate in Applied Science
Full-Time Program Guide

Program Notes: The Agribusiness Technology associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.

Program Options: Agribusiness Technology at PCC offers an associate degree (A15100PS), diploma (D15100PS), and certificate (C15100PS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
AGR 139	Intro to Sustainable Ag	3	F		
AGR 140	Agricultural Chemicals	3	F		
ANS 110	Animal Science	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
	Semester Totals:	16			
Spring Semester					
AGR 111	Basic Farm Maintenance	2	S		
AGR 160	Plant Science	3	S		
XXX	Communications Elective	3	See List		
HUM 115	Critical Thinking	3	F, S, SU		
MAT 143	Quantitative Literacy	3	F, S, SU		
	Semester Totals:	14			
Summer Semester					
WBL 111	Work-Based Learning I	1	SU		
	Semester Totals:	1			
Fall Semester					
AGR 121	Biological Pest Management	3	F		
AGR 130	Alternative Ag Production	3	S		
AGR 170	Soil Science	3	F		
AGR 212	Farm Business Management	3	F		
PSY 150	General Psychology	3	F, S, SU		
BUS 110	Intro to Business	3	F, S, SU		
	Semester Totals:	18			

Agribusiness Technology – Associate in Applied Science

Spring Semester				
AGR 262	Weed ID & Control	3	S	
AGR 213	Ag Law & Finance	3	S	
BUS 137	Principles of Management	3	F, S	
AGR 263	Vegetable Production	3	F	
AGR 214	Agricultural Marketing	3	S	
	Semester Totals:	**15**		
	Program Totals:	**65**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Agribusiness Technology – Plant Science (D15100PS) Diploma Program Guide

Program Notes:
- The Agribusiness Technology diploma requires Work-Based Learning (WBL).
- For WBL courses, students must complete an intake form with their advisor.

Program Options: Agribusiness Technology at PCC offers an associate degree (A15100PS), diploma (D15100PS), and certificate (C15100PS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
AGR 139	Intro to Sustainable Ag	3	F		
AGR 140	Agricultural Chemicals	3	F		
ANS 110	Animal Science	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	12			
Spring Semester					
AGR 160	Plant Science	3	S		
XXX	Communications Elective	3	See List		
AGR 262	Weed ID & Control	3	S		
AGR 263	Vegetable Production	3	S		
	Semester Totals:	12			
Summer Semester					
WBL 111	Work-Based Learning I	1	SU		
	Semester Totals:	1			
Fall Semester					
AGR 130	Alternative Ag Production	3	F		
AGR 170	Soil Science	3	F		
AGR 212	Farm Business Management	3	F		
AGR 121	Biological Pest Management	3	F		
	Semester Totals:	12			
	Program Totals:	38			

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Agribusiness Technology – Diploma

Agribusiness Technology – Plant Science (C15100PS) Certificate Program Guide

Program Options: Agribusiness Technology at PCC offers an associate degree (A15100PS), diploma (D15100PS), and certificate (C15100PS)

Financial Aid Eligibility: No

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
AGR 130	Alternative Ag Production	3	F		
AGR 121	Biological Pest Management	3	F		
	Semester Totals:	**6**			
Spring Semester					
AGR 262	Weed ID & Control	3	S		
AGR 263	Vegetable Production	3	S		
AGR 160	Plant Science	3	S		
	Semester Totals:	**9**			
	Program Totals:	**15**			

Agribusiness Technology – Certificate

Associate in Arts (A10100)
Full-Time Program Guide

Program Notes: ENG 111 must be taken before ENG 112.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ENG 111	Writing and Inquiry	3	F, S, SU		
ACA 122	College Transfer Success	1	F, S, SU		
XXX	Humanities/Fine Arts Elective	3	See List		
XXX	Pre-Major Elective	3-4	See List		
PED 110	Fit and Well for Life	2	F, S		
BIO 111	General Biology I OR	4	F, S, SU		
CHM 151	General Chemistry I	4	F, S, SU		
	Semester Totals:	16-17			
Spring Semester					
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
COM 231	Public Speaking	3	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
XXX	Social/Behavioral Science Elective	3	See List		
MAT 143	Quantitative Literacy OR	3	F, S, SU		
MAT 152	Statistical Methods I OR	4	F, S, SU		
MAT 171	Pre-Calculus Algebra	4	F, S, SU		
	Semester Totals:	14-16			
Fall Semester					
XXX	Social/Behavioral Science Elective	3	See List		
XXX	Humanities/Fine Arts Elective	3	See List		
XXX	Pre-Major Elective	4	See List		
XXX	Gen Ed or Pre-Major Elective	3-4	See List		
XXX	Gen Ed or Pre-Major Elective	3-4	See List		
	Semester Totals:	16-18			
Spring Semester					
XXX	Social/Behavioral Science Elective	3	See List		
XXX	Pre-Major Elective	4	See List		
XXX	Gen Ed or Pre-Major Elective	3-4	See List		
XXX	Gen Ed or Pre-Major Elective	3-4	See List		
	Semester Totals:	13-15			
	Program Totals:	60-61			

Associate in Arts

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 2			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	F, S
Social/Behavioral Science: Choose 3 from two different subject areas			
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
PSY 150	General Psychology	3	F, S, SU
SOC 210	Intro. to Sociology	3	F, S, SU

Course #	Course Name	Credit Hrs.	Term Offered
Pre-Major Electives: Choose 3 to 4 (11 credits needed)			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
BIO 111	General Biology I	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
CHM 151	General Chemistry I	4	F, S, SU
CHM 152	General Chemistry II	4	S
CIS 115	Intro. to Programming & Logic	3	S
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MAT 143	Quantitative Literacy	3	F, S, SU

MAT 152	Statistical Methods I	4	F, S, SU
Pre-Major Electives (Continued)			
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHY 151	College Physics I	4	F, S*
PSY 150	General Psychology	3	F, S, SU
PSY 241	Intro. to Sociology	3	F, S, SU
PSY 281	Abnormal Psychology	3	F
SOC 210	Intro. to Sociology	3	F, S, SU
SOC 220	Social Problems	3	F, S, SU
SPA 111	Elementary Spanish I	3	F, S
SPA 112	Elementary Spanish II	3	F, S

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only.

Course #	Course Name	Credit Hrs.	Term Offered
Gen-Ed Electives: Choose 3 to 4 (12 credits needed)			
ACC 120	Principles of Financial Accounting	4	F, S, SU
ACC 121	Principles of Managerial Accounting	4	S
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
BIO 111	General Biology I	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
BIO 163	Basic Anatomy & Physiology	5	F
BIO 168	Anatomy & Physiology I	4	F, S, SU
BIO 169	Anatomy & Physiology II	4	F, S, SU
BIO 275	Microbiology	4	S
BUS 110	Intro. to Business	3	F, S, SU
BUS 115	Business Law I	3	F, S
BUS 137	Principles of Management	3	S
CHM 151	General Chemistry I	4	F, S, SU
CHM 152	General Chemistry II	4	S
CIS 115	Intro. to Programming & Logic	3	S
CJC 111	Intro. to Criminal Justice	3	F, S
CJC 113	Juvenile Justice	3	S
CJC 121	Law Enforcement Operations	3	F
CJC 141	Corrections	3	F
CJC 212	Ethics & Community Relations	3	F
COM 120	Intro. to Interpersonal Comm.	3	F, S
CSC 139	Visual BASIC Programming	3	F
CSC 151	JAVA Programming	3	S
CSC 239	Advanced Visual BASIC Prog.	3	S
CTS 115	Information Systems Business Con.	3	F
ECO 251	Principles of Microeconomics	3	F, S, SU

Gen-Ed Electives (Continued)

ECO 252	Principles of Macroeconomics	3	F, S, SU
ENG 125	Creative Writing I	3	TBD
ENG 126	Creative Writing II	3	TBD
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
ENG 273	African-American Literature	3	TBD
HEA 110	Personal Health & Wellness	3	TBD
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
HUM 110	Technology & Society	3	F, S
HUM 115	Critical Thinking	3	F, S, SU
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods I	4	F, S, SU
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	TBD
PHY 151	College Physics I	4	F, S*
PSY 150	General Psychology	3	F, S, SU
PSY 241	Intro. to Sociology	3	F, S, SU
PSY 281	Abnormal Psychology	3	F
REL 110	World Religions	3	TBD
REL 211	Intro. to Old Testament	3	TBD
REL 212	Intro. to New Testament	3	TBD
SOC 210	Intro. to Sociology	3	F, S, SU
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SOC 225	Social Diversity	3	S
SPA 111	Elementary Spanish I	3	F, S
SPA 112	Elementary Spanish II	3	F, S

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only

Associate in Arts – Teacher Preparation (A1010T)
Full-Time Program Guide

Program Notes: ENG 111 must be taken before ENG 112.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ENG 111	Writing and Inquiry	3	F, S, SU		
ACA 122	College Transfer Success	1	F, S, SU		
EDU 216	Foundations in Education	3	F		
BIO 111	General Biology I OR	4	F, S, SU		
CHM 151	General Chemistry I	4	F, S, SU		
XXX	Humanities/Fine Arts Elective	3	See List		
	Semester Totals:	**14**			
Spring Semester					
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
XXX	Humanities/Fine Arts Elective	3	See List		
SOC 225	Social Diversity	3	S		
EDU 187	Teaching and Learning for All	4	S		
MAT 143	Quantitative Literacy OR	3	F, S, SU		
MAT 152	Statistical Methods I OR	4	F, S, SU		
MAT 171	Pre-Calculus Algebra	4	F, S, SU		
	Semester Totals:	**16-17**			
Fall Semester					
EDU 279	Literacy Development & Instruction	4	F		
XXX	Social/Behavioral Science Elective	3	See List		
XXX	Humanities/Fine Arts Elective	3	See List		
XXX	Gen Ed Elective	3-4	See List		
	Semester Totals:	**13-14**			
Spring Semester					
EDU 250	Teacher Licensure Preparation	3	S		
XXX	Social/Behavioral Science Elective	3	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
	Semester Totals:	**15-18**			
	Program Totals:	**60-61**			

Associate in Arts – Teacher Preparation

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 3 from two different subject areas			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
COM 120	Intro. to Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	F, S
Social/Behavioral Science: Choose 2 from two different subject areas			
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
PSY 150	General Psychology	3	F, S, SU
SOC 210	Intro. to Sociology	3	F, S, SU

Course #	Course Name	Credit Hrs.	Term Offered
Gen-Ed Electives: Choose 4 to 5 (14 credits needed)			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
BIO 111	General Biology I	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
CHM 151	General Chemistry I	4	F, S, SU
CHM 152	General Chemistry II	4	S
CIS 110	Intro. to Computers	3	F, S, SU
CIS 115	Intro. to Programming & Logic	3	S
COM 120	Intro. to Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU

Gen-Ed Electives (Continued)

HIS 132	American History II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods I	4	F, S, SU
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	F, S
PHY 151	College Physics I	4	F, S*
PSY 150	General Psychology	3	F, S, SU
PSY 241	Intro. to Sociology	3	F, S, SU
PSY 281	Abnormal Psychology	3	F
REL 110	World Religions	3	TBD
REL 211	Intro. to Old Testament	3	TBD
REL 212	Intro. to New Testament	3	TBD
SOC 210	Intro. to Sociology	3	F, S, SU
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SPA 111	Elementary Spanish I	3	F, S
SPA 112	Elementary Spanish II	3	F, S

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only.

Associate in General Education Nursing (A1030N)
Full-Time Program Guide

Program Notes: ENG 111 must be taken before ENG 112.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ENG 111	Writing and Inquiry	3	F, S, SU		
ACA 122	College Transfer Success	1	F, S, SU		
PSY 150	General Psychology	3	F, S, SU		
BIO 168	Anatomy & Physiology I	4	F, S, SU		
MAT 152	Statistical Methods I	4	F, S, SU		
	Semester Totals:	15			
Spring Semester					
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
BIO 169	Anatomy & Physiology II	4	F, S, SU		
PSY 241	Developmental Psychology	3	F, S, SU		
XXX	Humanities/Fine Arts Elective	3	See List		
MAT 143 OR **MAT 171**	Quantitative Literacy OR Pre-Calculus Algebra	3 / 4	F, S, SU		
	Semester Totals:	16-17			
Fall Semester					
SOC 210	Intro. to Sociology	3	F, S, SU		
ENG 232	American Literature II	3	F, S, SU		
XXX	Humanities/Fine Arts Elective	3	See List		
CHM 151	General Chemistry I	4	F, S, SU		
XXX	Other Elective	3-4	See List		
	Semester Totals:	16-17			
Spring Semester					
XXX	Social/Behavioral Science Elective	3	F, S, SU		
BIO 275	Microbiology	4	S		
XXX	Other Elective	3-4	See List		
XXX	Other Elective	3-4	See List		
	Semester Totals:	13-15			
	Program Totals:	60-61			

Associate in General Education Nursing

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1 from each group			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
HUM 115	Critical Thinking	3	F, S, SU
PHI 240	Intro. to Ethics	3	F, S
Social/Behavioral Science: Choose 1 from each group			
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SOC 225	Social Diversity	3	S

Course #	Course Name	Credit Hrs.	Term Offered
Other Electives: Choose 2-3 (7 credits needed)			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
BIO 111	General Biology I	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
CHM 151	General Chemistry I	4	F, S, SU
CHM 152	General Chemistry II	4	S
CIS 110	Intro. to Computers	3	F, S, SU
CIS 115	Intro. to Programming & Logic	3	S
CJC 113	Juvenile Justice	3	S
CJC 212	Ethics & Community Relations	3	F
COM 120	Intro. to Int. Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
ENG 125	Creative Writing I	3	TBD
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
ENG 273	African-American Literature	3	TBD
HEA 110	Personal Health & Wellness	3	TBD
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
Other Electives (Continued)			
HIS 131	American History I	3	F, S, SU

HIS 132	American History II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PED 110	Fit and Well for Life	3	F, S
PHI 240	Intro. to Ethics	3	F, S
PHY 151	College Physics I	4	F, S*
PSY 281	Abnormal Psychology	3	F
REL 110	World Religions	3	TBD
REL 211	Intro. to Old Testament	3	TBD
REL 212	Intro. to New Testament	3	TBD
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SPA 111	Elementary Spanish I	3	F, S
SPA 112	Elementary Spanish II	3	F, S

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only.

Associate in Science (A10400)
Full-Time Program Guide

Program Notes:

- ENG 111 must be taken before ENG 112.
- MAT 171 must be taken before MAT 172; MAT 271 must be taken before MAT 272. (Some students may use MAT 271-272 as their required math course sequence; most students use MAT 171-MAT 172.)
- BIO 111 must be taken before BIO 112.
- CHM 151 must be taken before CHM 152.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ENG 111	Writing and Inquiry	3	F, S, SU		
ACA 122	College Transfer Success	1	F, S, SU		
XXX	Mathematics Choice 1	4	See List		
CIS 110	Introduction to Computers	3	F, S, SU		
XXX	Natural Science Choice 1	4	See List		
	Semester Totals:	15			
Spring Semester					
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
COM 231	Public Speaking	3	F, S, SU		
XXX	Mathematics Choice 2	4	See List		
XXX	Social/Behavioral Science Elective	3	See List		
XXX	Natural Science Choice 2	4	See List		
	Semester Totals:	17			
Fall Semester					
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Humanities/Fine Arts Elective	3	See List		
	Semester Totals:	12-15			
Spring Semester					
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Social/Behavioral Science Elective	3	See List		
	Semester Totals:	12-15			
	Program Totals:	60-61			

Associate in Science

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	F, S
Social/Behavioral Science: Choose 2 from two different subject areas			
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
PSY 150	General Psychology	3	F, S, SU
SOC 210	Intro. to Sociology	3	F, S, SU
Mathematics: Choose 2			
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
Natural Science: Choose 1 group			
BIO 111	General Biology I AND	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
	OR		
CHM 151	General Chemistry I AND	4	F, S, SU
CHM 152	General Chemistry II	4	S

Course #	Course Name	Credit Hrs.	Term Offered
Gen-Ed Electives: Choose 3 to 4 (12 credits needed)			
ACC 120	Principles of Financial Accounting	4	F, S, SU
ACC 121	Principles of Managerial Accounting	4	S
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
BIO 111	General Biology I	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
BIO 163	Basic Anatomy & Physiology	5	F
BIO 168	Anatomy & Physiology I	4	F, S, SU
BIO 169	Anatomy & Physiology II	4	F, S, SU
BIO 275	Microbiology	4	S

BUS 110	Intro. to Business	3	F, S, SU
BUS 115	Business Law I	3	F, S
BUS 137	Principles of Management	3	S
CHM 151	General Chemistry I	4	F, S, SU
CHM 152	General Chemistry II	4	S
CIS 115	Intro. to Programming & Logic	3	S
CJC 111	Intro. to Criminal Justice	3	F, S
CJC 113	Juvenile Justice	3	S
CJC 121	Law Enforcement Operations	3	F
CJC 141	Corrections	3	F
CJC 212	Ethics & Community Relations	3	F
COM 120	Intro. to Interpersonal Comm.	3	F, S
CSC 139	Visual BASIC Programming	3	F
CSC 151	JAVA Programming	3	S
CSC 239	Advanced Visual BASIC Prog.	3	S
CTS 115	Information Systems Business Con.	3	F
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
ENG 125	Creative Writing I	3	TBD
ENG 126	Creative Writing II	3	TBD
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
ENG 273	African-American Literature	3	TBD
HEA 110	Personal Health & Wellness	3	TBD
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
Gen-Ed Electives (Continued)			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods I	4	F, S, SU
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	F, S
PHY 151	College Physics I	4	F, S*
PSY 150	General Psychology	3	F, S, SU
PSY 241	Intro. to Sociology	3	F, S, SU
PSY 281	Abnormal Psychology	3	F
REL 110	World Religions	3	TBD
REL 211	Intro. to Old Testament	3	TBD
REL 212	Intro. to New Testament	3	TBD

SOC 210	Intro. to Sociology	3	F, S, SU
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SOC 225	Social Diversity	3	S
SPA 111	Elementary Spanish I	3	F, S
SPA 112	Elementary Spanish II	3	F, S

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only.

Associate in Science in Teacher Prep (A1040T)
Full-Time Program Guide

Program Notes:

- ENG 111 must be taken before ENG 112.
- MAT 171 must be taken before MAT 172; MAT 271 must be taken before MAT 272. (Some students may use MAT 271-272 as their required math course sequence; most students use MAT 171-MAT 172.)
- BIO 111 must be taken before BIO 112.
- CHM 151 must be taken before CHM 152.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ENG 111	Writing and Inquiry	3	F, S, SU		
ACA 122	College Transfer Success	1	F, S, SU		
EDU 216	Foundations in Education	3	F		
XXX	Mathematics Choice 1	4	See List		
XXX	Natural Science Choice 1	4	See List		
	Semester Totals:	**15**			
Spring Semester					
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
XXX	Mathematics Choice 2	4	See List		
XXX	Natural Science Choice 2	4	See List		
SOC 225	Social Diversity	3	S		
EDU 187	Teaching and Learning for All	4	S		
	Semester Totals:	**18**			
Fall Semester					
EDU 279	Literacy Development & Instruction	4	F		
XXX	Social/Behavioral Science Elective	3	See List		
XXX	Humanities/Fine Arts Elective	3	See List		
XXX	Gen Ed Elective	3-4	See List		
	Semester Totals:	**13-14**			
Spring Semester					
EDU 250	Teacher Licensure Preparation	3	S		
XXX	Humanities/Fine Arts Elective	3	See List		
XXX	Gen Ed Elective	3-4	See List		
XXX	Gen Ed Elective	3-4	See List		
	Semester Totals:	**12-14**			
	Program Totals:	**60-61**			

Associate in Science in Teacher Prep

Course #	Course Name		Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 2 from two different subject areas				
ART 111	Art Appreciation		3	F, S, SU
ART 114	ART History Survey I		3	F
ART 115	Art History Survey II		3	S
COM 120	Intro. to Interpersonal Communication		3	F, S
COM 231	Public Speaking		3	F, S, SU
ENG 232	American Literature II		3	F, S, SU
ENG 241	British Literature I		3	F, S
ENG 242	British Literature II		3	F, S, SU
MUS 110	Music Appreciation		3	F, S
MUS 112	Intro. to Jazz		3	F, S
PHI 240	Intro. to Ethics		3	F, S
Social/Behavioral Science: Choose 1				
ECO 251	Principles of Microeconomics		3	F, S, SU
ECO 252	Principles of Macroeconomics		3	F, S, SU
HIS 111	World Civilizations I		3	F, S
HIS 112	World Civilizations II		3	F, S
HIS 131	American History I		3	F, S, SU
HIS 132	American History II		3	S
PSY 150	General Psychology		3	F, S, SU
SOC 210	Intro. to Sociology		3	F, S, SU
Mathematics: Choose 2				
MAT 171	Precalculus Algebra		4	F, S, SU
MAT 172	Precalculus Trigonometry		4	F, S
MAT 271	Calculus I		4	F
MAT 272	Calculus II		4	S
Natural Science: Choose 1 group				
BIO 111	General Biology I	AND	4	F, S, SU
BIO 112	General Biology II		4	F, S, SU
	OR			
CHM 151	General Chemistry I	AND	4	F, S, SU
CHM 152	General Chemistry II		4	S

Course #	Course Name	Credit Hrs.	Term Offered
Gen-Ed Electives: Choose 3 to 4 (11 credits needed)			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
BIO 111	General Biology I	4	F, S, SU
BIO 112	General Biology II	4	F, S, SU
CHM 151	General Chemistry I	4	F, S, SU
CHM 152	General Chemistry II	4	S
CIS 110	Intro. to Computers	3	F, S, SU
CIS 115	Intro. to Programming & Logic	3	S

Course	Title	Credits	Semester
COM 120	Intro. to Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
ENG 232	American Literature II	3	F, S, SU
ENG 241	British Literature I	3	F, S
ENG 242	British Literature II	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods I	4	F, S, SU
MAT 171	Precalculus Algebra	4	F, S, SU
MAT 172	Precalculus Trigonometry	4	F, S
MAT 271	Calculus I	4	F
MAT 272	Calculus II	4	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
PHI 240	Intro. to Ethics	3	F, S
PHY 151	College Physics I	4	F, S*
PSY 150	General Psychology	3	F, S, SU
PSY 241	Intro. to Sociology	3	F, S, SU
PSY 281	Abnormal Psychology	3	F
REL 110	World Religions	3	TBD
REL 211	Intro. to Old Testament	3	TBD
REL 212	Intro. to New Testament	3	TBD
SOC 210	Intro. to Sociology	3	F, S, SU
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SPA 111	Elementary Spanish I	3	F, S
SPA 112	Elementary Spanish II	3	F, S

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only.

Business Administration (A25120)
Associate in Applied Science
Full-Time Program Guide

Program Notes: The Business Administration associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
BUS 110	Introduction to Business	3	F, S, SU		
XXX	Economics Elective	3	See List		
CIS 110	Introduction to Computers	3	F, S, SU		
XXX	Business Elective	3	See List		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	**16**			
Spring Semester					
ACC 120	Prin. Of Financial Accounting	4	F, S, SU		
ACC 129	Individual Income Taxes	3	F, S		
BUS 115	Business Law	3	F, S		
BUS 121	Business Math	3	F, S		
BUS 137	Principles of Management	3	S		
	Semester Totals:	**16**			
Fall Semester					
BUS 153	Human Resource Mgt	3	F		
BUS 260	Business Communication	3	F		
XXX	Mathematics Elective	3-4	See List		
XXX	Communications Elective	3	See List		
XXX	Humanities/Fine Arts Elective	3	See List		
MKT 120	Principles of Marketing	3	F		
	Semester Totals:	**18-19**			

Business Administration - Associate in Applied Science

	Spring Semester				
BUS 225	Business Finance	3	S		
CTS 130	Spreadsheet	3	F, S, SU		
XXX	Marketing Elective	3	See List		
XXX	Economics Elective or Social/Behavioral Science Elective	3	See List		
XXX	Business Elective	3	See List		
WBL 111	Work-Based Learning I	1	F, S, SU		
WBL 115	Work-Based Learning Seminar I	1	F, S, SU		
	Semester Totals:	**17**			
	Program Totals:	**67-68**			

Course #	Course Name	Credit Hrs.	Term Offered
Economics Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Marketing Elective: Choose 1			
MKT 123	Fundamentals of Selling	3	S
MKT 220	Advertising and Sale Promo	3	S

Course #	Course Name	Credit Hrs.	Term Offered
Business Elective: Choose 2			
ECO 251	Prin of Microeconomics	3	F, S, SU
ECO 252	Prin of Macroeconomics	3	F, S, SU
MKT 123	Fundamentals of Selling	3	S
MKT 220	Advertising and Sales Promotion	3	S
ACC 121	Prin of Managerial Accounting	4	S
ACC 122	Prin of Financial Acct II	3	F, S, SU
ACC 140	Payroll Accounting	2	F, S
ACC 150	Accounting Software Appl	2	S
ACC 220	Intermediate Accounting I	4	F
ACC 221	Intermediate Accounting II	4	S
BUS 116	Business Law II	3	S
BUS 125	Personal Finance	3	S
BUS 230	Small Business Management	3	F, S

Business Administration (D25120) Diploma Program Guide

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
BUS 110	Introduction to Business	3	F, S, SU		
XXX	Economics Electives	3	See List		
CIS 110	Introduction to Computers	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	13			
Spring Semester					
ACC 120	Prin. of Financial Accounting	4	F, S, SU		
BUS 115	Business Law	3	F, S		
BUS 121	Business Math	3	F, S		
BUS 137	Principles of Management	3	S		
	Semester Totals:	13			
Fall Semester					
BUS 153	Human Resource Mgt	3	F		
XXX	Communications Elective	3	See List		
MKT 120	Principles of Marketing	3	F		
	Semester Totals:	9			
Spring Semester					
BUS 225	Business Finance	3	S		
	Semester Totals:	3			
	Program Totals:	38			

Course #	Course Name	Credit Hrs.	Term Offered
Economics Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Business Administration - Diploma

Business Administration (C25120) Certificate Program Guide

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: No

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
BUS 110	Introduction to Business	3	F, S, SU		
BUS 153	Human Resource Management	3	F, S		
ECO 251 **OR** **ECO 252**	Prin. of Microeconomics OR Prin. of Macroeconomics	3	F, S, SU		
	Semester Totals:	9			
Spring Semester					
BUS 115	Business Law	3	F, S		
CIS 110	Introduction to Computers	3	F, S, SU		
	Semester Totals:	6			
	Program Totals:	15			

Business Administration – Certificate

Business Administration - Management (C25120SM) Certificate Program Guide

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
BUS 110	Introduction to Business	3	F, S, SU		
BUS 230	Small Business Management	3	F, S		
CIS 110	Introduction to Computers	3	F, S, SU		
	Semester Totals:	9			
Spring Semester					
ACC 120	Prin. of Financial Accounting	4	F, S, SU		
BUS 137	Principles of Management	3	S		
	Semester Totals:	7			
	Program Totals:	16			

Business Administration – Management

Business Administration - Marketing (C25120K)
Certificate Program Guide

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
BUS 110	Introduction to Business	3	F, S, SU		
BUS 153	Human Resource Management	3	F		
MKT 120	Principles of Marketing	3	F		
	Semester Totals:	9			
Spring Semester					
BUS 115	Business Law	3	F, S		
MKT 220	Advertising and Sales Prom	3	S		
MKT 123	Fundamentals of Selling	3	S		
	Semester Totals:	9			
	Program Totals:	18			

Business Administration – Marketing

Business Administration - Small Business Startup (C25120SS) Certificate Program Guide

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
BUS 110	Introduction to Business	3	F, S, SU		
BUS 230	Small Business Management	3	F, S		
	Semester Totals:	**6**			
Spring Semester					
ACC 120	Prin. of Financial Accounting	4	F, S, SU		
BUS 115	Business Law	3	F, S		
BUS 137	Principles of Management	3	S		
	Semester Totals:	**10**			
	Program Totals:	**16**			

Business Administration - Small Business Startup - Certificate

Cosmetology Diploma (D55140)
Program Guide

Program Notes:

- COS 111 and COS 112 must be completed before taking additional COS courses.
- Certain COS courses must be taken together: COS 111/112, COS 113/114, COS 115/116, and COS 118/240. COS 115/116 and 118/240 can be taken out of the suggested course sequence.
- Students must clock 1500 salon and class hours to successfully complete the program to be eligible to sit for the North Carolina Board of Cosmetic Arts licensure exam.

Program Options: Cosmetology at PCC offers a diploma (D55140) and a certificate (C55140).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
COS 111	Cosmetology Concepts I	4	F, S		
COS 112	Salon I	8	F, S		
ENG 111	Writing Inquiry	3	F, S, SU		
	Semester Totals:	**16**			
Spring Semester					
COS 113	Cosmetology Concepts II	4	F, S		
COS 114	Salon I	8	F, S		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	**15**			
Fall Semester					
COS 115	Cosmetology Concepts III	4	F		
COS 116	Salon III	4	F		
	Semester Totals:	**8**			
Spring Semester					
COS 240	Contemporary Design	2	S		
COS 118	Salon IV	7	S		
	Semester Totals:	**9**			
	Program Totals:	**48**			

Cosmetology Diploma

Cosmetology (C55140) Certificate Program Guide

Program Notes:

- COS 111 and COS 112 must be completed before taking additional COS courses.
- Certain COS courses must be taken together: COS 111/112, COS 113/114, COS 115/116, and COS 118/240. COS 115/116 and 118/240 can be taken out of the suggested course sequence.
- Students must clock 1200 salon and class hours to successfully complete the program, in addition to completing a 500-hour apprenticeship with a licensed cosmetologist to be eligible to sit for the North Carolina Board of Cosmetic Arts licensure exam.

Program Options: Cosmetology at PCC offers a diploma (D55140) and a certificate (C55140).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
COS 111	Cosmetology Concepts I	4	F, S		
COS 112	Salon I	8	F, S		
	Semester Totals:	**12**			
Spring Semester					
COS 113	Cosmetology Concepts II	4	F, S		
COS 114	Salon I	8	F, S		
	Semester Totals:	**12**			
Fall Semester					
COS 115	Cosmetology Concepts III	4	F		
COS 116	Salon III	4	F		
	Semester Totals:	**8**			
Spring Semester					
COS 118 **OR** **COS 240**	Salon IV OR Contemporary Design	7 2	S		
	Semester Totals:	**2-7**			
	Program Totals:	**34-39**			

Cosmetology – Certificate

Criminal Justice Technology (A55180)
Associate in Applied Science
Full-Time Program Guide

Program Options: Criminal Justice Technology offers an associate degree (A55180) and three certificates in General Criminal Justice (C55180), Corrections Specialist (C55180S), and Advanced Criminal Investigation (C55180AI).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
CJC 111	Intro to Criminal Justice	3	F		
CJC 121	Law Enforcement Operations	3	F		
CJC 141	Corrections	3	F		
	Semester Totals:	**13**			
Spring Semester					
XXX	Mathematics Elective	3	See List		
CJC 112	Criminology	3	S		
CJC 113	Juvenile Justice	3	S		
CJC 221	Investigative Principles	4	S		
XXX	Program Elective	3	See List		
	Semester Totals:	**16**			
Summer Semester					
XXX	Program Elective	3	See List		
CIS 110	Introduction to Computers	3	F, S, SU		
	Semester Totals:	**6**			
Fall Semester					
XXX	Humanities/Fine Arts Elective	3	See List		
XXX	Communications Elective	3	See List		
CJC 132	Court Procedure and Evidence	3	F		
CJC 212	Ethics and Community Relations	3	F		
CJC 213	Substance Abuse	3	F		
	Semester Totals:	**15**			

Criminal Justice Technology - Associate in Applied Science

	Spring Semester				
XXX	Sociology Elective	3	See List	
CJC 131	Criminal Law	3	S	
CJC 214	Victimology	3	S	
CJC 225	Crisis Intervention	3	S	
CJC 231	Constitutional Law	3	S	
	Semester Totals:	**15**		
	Program Totals:	**65**		

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 110	Math Measurement and Literacy	3	F
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods I	4	F, S, SU
MAT 171	Precalculus Algebra	4	F, S, SU
Program Elective: Choose 2			
BIO 111	General Biology I	4	F, S, SU
CJC 241	Community-Based Corrections	3	F
ENG 112	Writing & Research in the Disciplines	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
PSY 241	Intro. to Sociology	3	F, S, SU
PSY 281	Abnormal Psychology	3	F
SOC 210	Intro. to Sociology	3	F, S, SU
SOC 213	Sociology of the Family	3	F
SOC 220	Social Problems	3	F, S, SU
SOC 225	Social Diversity	3	S
SOC 240	Social Psychology	3	TBD
WBL 111	Work-Based Learning I	1	F, S
Humanities Elective: Choose 1			
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Sociology Elective: Choose 1			
SOC 220	Social Problems	3	F, S, SU
SOC 225	Social Diversity	3	S

Criminal Justice Technology
General Certificate (C55180) Program Guide

Program Options: Criminal Justice Technology offers an associate degree (A55180), and three certificates in General Criminal Justice (C55180), Corrections Specialist (C55180S), and Advanced Criminal Investigation (C55180AI).

Financial Aid Eligibility: No (Must be enrolled in associate degree for eligibility)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
CJC 111	Intro to Criminal Justice	3	F		
CJC 121	Law Enforcement Operations	3	F		
CJC 141	Corrections	3	F		
	Semester Totals:	**9**			
Spring Semester					
CJC 112	Criminology	3	S		
	Semester Totals:	**3**			
	Program Totals:	**12**			

Criminal Justice Technology - Certificate

Criminal Justice Technology
Advanced Criminal Investigations Certificate (C55180AI)
Program Guide

Program Options: Criminal Justice Technology offers an associate degree (A55180), and three certificates in General Criminal Justice (C55180), Corrections Specialist (C55180S), and Advanced Criminal Investigation (C55180AI).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
CJC 212	Ethics and Community Relations	3	F		
CJC 222	Criminalistics	3	F		
	Semester Totals:	**6**			
Spring Semester					
CJC 221	Investigative Principles	4	S		
CJC 131	Criminal Law	3	S		
CJC 231	Constitutional Law	3	S		
	Semester Totals:	**10**			
	Program Totals:	**16**			

Criminal Justice Technology - Advanced Criminal Investigations – Certificate

Criminal Justice Technology
Corrections Specialist Certificate (C55180S) Program Guide

Program Options: Criminal Justice Technology offers an associate degree (A55180), and three certificates in General Criminal Justice (C55180), Corrections Specialist (C55180S), and Advanced Criminal Investigation (C55180AI).

Financial Aid Eligibility: No (Must be enrolled in associate degree to be eligible).

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
CJC 213	Substance Abuse	3	F		
CJC 141	Corrections	3	F		
	Semester Totals:	**6**			
Spring Semester					
CJC 221	Investigative Principles	4	S		
CJC 225	Crisis Intervention	3	S		
	Semester Totals:	**7**			
	Program Totals:	**13**			

Criminal Justice Technology - Corrections Specialist Certificate

Digital Effects and Animation Technology (A30130)
Associate in Applied Science
Full-Time Program Guide

Program Notes: The Digital Effects and Animation Technology associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.

Program Options: Digital Effects and Animation at PCC offers an associate degree (A30130) and certificate (C30130).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
ART 131	Drawing I	3	F		
DEA 111	Introduction to DEAT	3	F		
DEA 221	DEAT Modeling	3	F		
GRA 151	Computer Graphics	2	F		
	Semester Totals:	15			
Spring Semester					
COM 231	Public Speaking	3	F, S, SU		
MAT 143	Quantitative Literacy	3	F, S, SU		
DEA 112	2D Design & Animation I	3	S		
DEA 213	3D Design & Animation I	3	S		
CIS 115	Intro to Programming & Logic	3	S		
	Semester Totals:	15			
Summer Semester					
WBL 111	Work-Based Learning I	1	F, SU		
WBL 115	Work-Based Learning Seminar I	1	F, SU		
	Semester Totals:	2			
Fall Semester					
GRA 152	Computer Graphics II	2	F		
DEA 212	2D Animation II	3	F		
DEA 214	3D Animation II	3	F		
DEA 230	Implementation Project	4	F		
XXX	Humanities/Fine Arts Elective	3	See List		
	Semester Totals:	15			

Digital Effects and Animation Technology - Associate in Applied Science

Spring Semester				
DEA 220	DEAT Composing	3	S	
DEA 231	Implementation Project II	4	S	
DEA 240	DEAT Portfolio Review	4	S	
FVP 220	Editing I	3	S	
XXX	Social/Behavioral Science Elective	3	See List	
	Semester Totals:	**17**		
	Program Totals:	**64**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. Of Microeconomics	3	F, S, SU
ECO 252	Prin. Of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU

Digital Effects and Animation Technology (C30130) Certificate Program Guide

Program Options: Digital Effects and Animation at PCC offers an associate degree (A30130) and certificate (C30130).

Financial Aid Eligibility: No (Must be enrolled in degree program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
DEA 111	Introduction to DEAT	3	F		
DEA 221	DEAT Modeling	3	F		
GRA 151	Computer Graphics	2	F		
	Semester Totals:	**8**			
Spring Semester					
DEA 112	2D Design & Animation I	3	S		
FVP 220	Editing I	3	S		
	Semester Totals:	**6**			
	Program Totals:	**14**			

Digital Effects and Animation Technology - Certificate

Early Childhood Education – Career Option (A55220CO)
Associate in Applied Science
Full-Time Program Guide

Program Options: Early Childhood Education – Career Option at PCC offers an associate degree (A55220CO), a diploma (D55220), and two certificates (C55220) and (C55220S).

Program Notes:
- EDU 221 requires previous completion of EDU 144 & EDU 145.
- EDU 234, EDU 259, & EDU 261 requires previous completion of EDU 119.
- EDU 262 requires previous completion of EDU 261.
- EDU 284 is a capstone course taken during the final semester of study.
- ENG 111 must be taken before ENG 112.

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 144	Child Development I	3	F		
EDU 145	Child Development II	3	F		
EDU 146	Child Guidance	3	F		
EDU 151	Creative Activities	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	**20**			
Spring Semester					
CIS 110	Introduction to Computers	3	F, S, SU		
COM 231	Public Speaking	3	F, S, SU		
EDU 131	Child, Family, & Community	3	S		
EDU 153	Health, Safety, & Nutrition	3	S		
XXX	Humanities/Fine Arts Elective	3	See List		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	**18**			
Fall Semester					
EDU 221	Children with Exceptionalities	3	F		
EDU 234	Infants, Toddlers, & Twos	3	F		
EDU 261	Early Childhood Administration I	3	F		
EDU 280	Language & Literacy	3	F		
MAT 110 OR MAT 143	Math Measurement & Literacy OR Quantitative Literacy	3	F / F, S, SU		
	Semester Totals:	**15**			

Early Childhood Education – Career Option - Associate in Applied Science

Spring Semester				
EDU 251	Exploration Activities	3	S	
EDU 259	Curriculum Planning	3	S	
EDU 262	Early Childhood Administration II	3	S	
EDU 271	Educational Technology	3	S	
EDU 284	Early Childhood Practicum	4	S	
	Semester Totals:	**16**		
	Program Totals:	**69**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	ART History Survey I	3	F
ART 115	Art History Survey II	3	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S

Early Childhood Education – Non-Teaching (A55220NL)
Associate in Applied Science
Full-Time Program Guide

Program Notes:

- EDU 221 requires previous completion of EDU 144 & EDU 145.
- EDU 234, EDU 259, & EDU 261 requires previous completion of EDU 119.
- EDU 262 requires previous completion of EDU 261.
- EDU 284 is a capstone course taken during the final semester of study.
- ENG 111 must be taken before ENG 112.

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 144	Child Development I	3	F		
EDU 145	Child Development II	3	F		
EDU 146	Child Guidance	3	F		
EDU 151	Creative Activities	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	20			
Spring Semester					
CIS 110	Introduction to Computers	3	F, S, SU		
COM 231	Public Speaking	3	F, S, SU		
EDU 131	Child, Family, & Community	3	S		
EDU 153	Health, Safety, & Nutrition	3	S		
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	18			
Fall Semester					
BIO 111	General Biology I	4	F, S, SU		
EDU 221	Children with Exceptionalities	3	F		
EDU 234	Infants, Toddlers, & Twos	3	F		
EDU 261	Early Childhood Administration I	3	F		
EDU 280	Language & Literacy	3	F		
MAT 143	Quantitative Literacy	3	F, S, SU		
	Semester Totals:	19			

Early Childhood Education – Non-Teaching - Associate in Applied Science

Spring Semester				
CHM 151	General Chemistry I	4	F, S, SU	
EDU 262	Early Childhood Administration II	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
XXX	Social/Behavioral Science Elective	3	See List	
EDU 284	Early Childhood Practicum	4	S	
	Semester Totals:	17		
	Program Totals:	74		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
Social/Behavioral Science: Choose 1			
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
SOC 210	Intro. to Sociology	3	F, S, SU

Early Childhood Education – Teaching Licensure (A55220TL)
Associate in Applied Science
Full-Time Program Guide

Program Notes:

- EDU 221 requires previous completion of EDU 144 & EDU 145.
- EDU 234, EDU 259, & EDU 261 requires previous completion of EDU 119.
- EDU 262 requires previous completion of EDU 261.
- EDU 284 is a capstone course taken during the final semester of study.
- ENG 111 must be taken before ENG 112.

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 144	Child Development I	3	F		
EDU 145	Child Development II	3	F		
EDU 146	Child Guidance	3	F		
EDU 151	Creative Activities	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	20			
Spring Semester					
CIS 110	Introduction to Computers	3	F, S, SU		
COM 231	Public Speaking	3	F, S, SU		
EDU 131	Child, Family, & Community	3	S		
EDU 153	Health, Safety, & Nutrition	3	S		
ENG 112	Writing/Research in the Disciplines	3	F, S, SU		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	18			
Fall Semester					
BIO 111	General Biology I	4	F, S, SU		
EDU 221	Children with Exceptionalities	3	F		
EDU 234	Infants, Toddlers, & Twos	3	F		
EDU 216	Foundations of Education	3	F		
EDU 280	Language & Literacy	3	F		
MAT 143	Quantitative Literacy	3	F, S, SU		
	Semester Totals:	19			

Early Childhood Education – Teaching Licensure - Associate in Applied Science

Spring Semester				
CHM 151	General Chemistry I	4	F, S, SU	
EDU 250	Teacher Licensure Preparation	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
XXX	Social/Behavioral Science Elective	3	See List	
EDU 284	Early Childhood Practicum	4	S	
	Semester Totals:	**17**		
	Program Totals:	**74**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S
Social/Behavioral Science: Choose 1			
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
HIS 111	World Civilizations I	3	F, S
HIS 112	World Civilizations II	3	F, S
HIS 131	American History I	3	F, S, SU
HIS 132	American History II	3	S
SOC 210	Intro. to Sociology	3	F, S, SU

Early Childhood Education – Career Option Diploma (D55220) Program Guide

Program Notes:
- EDU 221 requires previous completion of EDU 144 & EDU 145.
- EDU 234 & EDU 259 require previous completion of EDU 119.
- EDU 284 is a capstone course taken during the final semester of study.

Program Options: Early Childhood Education – Career Option at PCC offers an associate degree (A55220CO), a diploma (D55220), and two certificates (C55220) and (C55220S).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 144	Child Development I	3	F		
EDU 145	Child Development II	3	F		
EDU 146	Child Guidance	3	F		
	Semester Totals:	14			
Spring Semester					
COM 231	Public Speaking	3	F, S, SU		
EDU 131	Child, Family, & Community	3	S		
EDU 153	Health, Safety, & Nutrition	3	S		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	12			
Fall Semester					
EDU 151	Creative Activities	3	F		
EDU 221	Children with Exceptionalities	3	F		
EDU 234	Infants, Toddlers, & Twos	3	F		
	Semester Totals:	9			
Spring Semester					
EDU 251	Exploration Activities	3	S		
EDU 259	Curriculum Planning	3	S		
EDU 284	Early Childhood Practicum	4	S		
	Semester Totals:	10			
	Program Totals:	45			

Early Childhood Education – Career Option - Diploma

Early Childhood Education – Career Option Certificate 1 (C55220) Program Guide

Program Options: Early Childhood Education at PCC offers an associate degree (A55220CO), a diploma (D55220), and two certificates (C55220) and (C55220S).

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 146	Child Guidance	3	F		
EDU 151	Creative Activities	3	F		
	Semester Totals:	10			
Spring Semester					
EDU 153	Health, Safety, & Nutrition	3	S		
EDU 251	Exploration Activities	3	S		
	Semester Totals:	6			
	Program Totals:	16			

Early Childhood Education – Career Option - Certificate 1

Early Childhood Education – Career Option Certificate 2 (C55220S) Program Guide

Program Notes:

- EDU 261 requires previous completion of EDU 119.
- EDU 262 requires previous completion of EDU 261.

Program Options: Early Childhood Education at PCC offers an associate degree (A55220CO), a diploma (D55220), and two certificates (C55220) and (C55220S).

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 144	Child Development I	3	F		
EDU 145	Child Development II	3	F		
EDU 261	Early Childhood Administration I	3	F		
	Semester Totals:	**13**			
Spring Semester					
EDU 262	Early Childhood Administration II	3	S		
	Semester Totals:	**3**			
	Program Totals:	**16**			

Early Childhood Education – Career Option - Certificate 2

Early Childhood Education – Infant/Toddler Care Certificate (C55290) Program Guide

Financial aid eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
EDU 119	Intro. to Early Childhood Education	4	F, S		
EDU 144	Child Development I	3	F		
EDU 234	Infants, Toddlers, & Twos	3	F		
	Semester Totals:	**10**			
Spring Semester					
EDU 131	Child, Family, & Community	3	S		
EDU 153	Health, Safety, & Nutrition	3	S		
	Semester Totals:	**6**			
	Program Totals:	**16**			

Early Childhood Education – Infant/Toddler Care - Certificate

Emergency Medical Science (A45340)
Associate in Applied Science
Full-Time Program Guide

Program Notes: Students currently certified as an EMT, AEMT, or Paramedic through NCOEMS or the National Registry may be given credit for prior learning.

Program Options: The EMS program at PCC offers an associate degree (A45340).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ENG 111	Writing & Inquiry	3	F, S, SU		
ACA 122	College Transfer Success	1	F, S, SU		
EMS 110	EMT	9	F		
XXX	Math or Science Choice	3-4	See List		
	Semester Totals:	**16-17**			
Spring Semester					
BIO 163	Basic Anatomy and Physiology	5	F		
ENG 112	Writing & Research in the Disc	3	F, S, SU		
EMS 122	EMS Clinical Practicum I	0	S		
EMS 130	Pharmacology	4	S		
EMS 131	Advance Airway Mgmt.	2	S		
	Semester Totals:	**18**			
Summer Semester					
EMS 160	Cardiology I	3	S		
EMS 221	EMS Clinical Practicum II	2	S		
EMS 250	Medical Emergencies	4	S		
	Semester Totals:	**9**			
Fall Semester					
EMS 270	Life Span Emergencies	4	S		
EMS 220	Cardiology II	3	F		
EMS 231	EMS Clinical Practicum III	3	F		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	**13**			

Emergency Medical Science - Associate in Applied Science

Spring Semester				
EMS 240	Patients w/ Special Challenges	2	S	
EMS 235	EMS Management	2	F	
EMS 241	EMS Clinical Practicum IV	4	S	
EMS 260	Trauma Emergencies	2	F	
EMS 285	EMS Capstone	2	S	
XXX	Humanities Elective	3	See List	
	Semester Totals:	**12**		
	Program Totals:	**68-69**		

Course #	Course Name	Credit Hours	Term Offered
Math/Science: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods I	4	F, S, SU
BIO 111	General Biology I	4	F, S, SU
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S

Electrical Power Production (A50130)
Associate in Applied Science
Full Time Program Guide

Program Notes:

- This program requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.
- ENG 111 must be taken before ENG 112.

Program Options: Electrical Power Production offers an associate degree (A50130).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
MAT 171	Pre-Calculus Algebra	4	F, S, SU		
ISC 112	Industrial Safety	2	F		
EPP 110	Intro to Power Plant Operations	2	F		
EPP 112	Fuels & Combustion	3	F		
	Semester Totals:	15			
Spring Semester					
CIS 110	Intro to Computers	3	F, S, SU		
ELC 112	DC/AC Electricity	5	S		
ENG 112	Argument-Based Research	3	F, S, SU		
HYD 110	Hydraulics/Pneumatics	3	S		
BPR 115	ELC/Fluid Power Diagrams	2	S		
	Semester Totals:	16			
Summer Semester					
ELC 117	Motors and Controls	4	SU		
WBL 111	Work-Based Learning I	1	F, S, SU		
WBL 115	Work-Based Learning Seminar I	1	F, S, SU		
	Semester Totals:	6			
Fall Semester					
ELC 128	Intro to PLC's	3	F		
ELC 213	Instrumentation	4	F		
EPP 210	Power Plant Systems	3	F		
ISC 170	Problem Solving	3	F		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	16			

Electrical Power Production - Associate in Applied Science

Spring Semester				
WAT 120	Intro to Water Treatment	2	S	
MNT 230	Pumps & Piping Systems	2	S	
EPP 212	Steam & Combustion TG	3	S	
EPP 214	Power Plant Environ Mgt	2	S	
ELC 228	PLC Applications	4	S	
XXX	Humanities/Fine Arts Elective	3	See List	
	Semester Totals:	**16**		
	Program Totals:	**69**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities Electives: Choose 1			
HUM 110	Technology and Society	3	F
HUM 115	Critical Thinking	3	F, S, SU

Gunsmithing Diploma (D30210) Program Guide

Program Options: Gunsmithing offers a diploma (D30210), certificate I (C3021001), certificate II (C3021002), certificate III (C3021003), certificate IV (C3021004), and certificate V (C3021005).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GSM 101	Gunsmithing I	12	F, S, SU		
MAT 110	Math Measurement & Literacy	3	F		
	Semester Totals:	**15**			
Spring Semester					
GSM 102	Gunsmithing II	12	F, S, SU		
	Semester Totals:	**12**			
Fall Semester					
GSM 103	Gunsmithing III	12	F, S, SU		
	Semester Totals:	**12**			
Spring Semester					
GSM 204	Gunsmithing IV	12	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	**15**			
Fall Semester					
GSM 205	Gunsmithing V	12	F, S, SU		
	Semester Totals:	**12**			
	Program Totals:	**66**			

Gunsmithing – Diploma

Gunsmithing I Certificate (C3021001) Program Guide

Program Options: Gunsmithing offers a diploma (D30210), certificate I (C3021001), certificate II (C3021002), certificate III (C3021003), certificate IV (C3021004), and certificate V (C3021005).

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GSM 101	Gunsmithing I	12	F, S, SU		
	Semester Totals:	**12**			

Gunsmithing I – Certificate

Gunsmithing II Certificate (C3021002) Program Guide

Program Options: Gunsmithing offers a diploma (D30210), certificate I (C3021001), certificate II (C3021002), certificate III (C3021003), certificate IV (C3021004), and certificate V (C3021005).

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GSM 102	Gunsmithing II	12	F, S, SU		
	Semester Totals:	**12**			

Gunsmithing II – Certificate

Gunsmithing III Certificate (C3021003) Program Guide

Program Options: Gunsmithing offers a diploma (D30210), certificate I (C3021001), certificate II (C3021002), certificate III (C3021003), certificate IV (C3021004), and certificate V (C3021005).

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GSM 103	Gunsmithing III	12	F, S, SU		
	Semester Totals:	**12**			

Gunsmithing III – Certificate

Gunsmithing IV Certificate (C3021004) Program Guide

Program Options: Gunsmithing offers a diploma (D30210), certificate I (C3021001), certificate II (C3021002), certificate III (C3021003), certificate IV (C3021004), and certificate V (C3021005).

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GSM 104	Gunsmithing IV	12	F, S, SU		
	Semester Totals:	**12**			

Gunsmithing IV – Certificate

Gunsmithing V Certificate (C3021005) Program Guide

Program Options: Gunsmithing offers a diploma (D30210), certificate I (C3021001), certificate II (C3021002), certificate III (C3021003), certificate IV (C3021004), and certificate V (C3021005).

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GSM 105	Gunsmithing V	12	F, S, SU		
	Semester Totals:	**12**			

Gunsmithing V - Certificate

Healthcare Management Technology (A25200)
Associate in Applied Science
Full-Time Program Guide

Program Notes:
- Courses marked with an asterisk ***** indicate classes also count toward the Healthcare Management Technology-Medical Coding certificate (C25200C).
- Students who have current CCA or CCS-P certifications through AHIMA may be awarded credit for prior learning.
- The Healthcare Management Technology associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.

Program Options: Healthcare Management Technology at PCC offers an associate degree (A25200) and a Medical Coding certificate (C25200C).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ACC 120	Prin. of Financial Acct	4	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
HMT 110	Intro to Healthcare Mgt	3	F		
MED 121*	Medical Terminology I	3	F		
MED 122*	Medical Terminology II	3	F		
	Semester Totals:	**17**			
Spring Semester					
ACC 121	Prin. of Managerial Accounting	4	S		
COM 120 **OR** **COM 231**	Intro. to Int. Communication OR Public Speaking	3	F, S F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
MAT 110 **OR** **MAT 143**	Math Measurement & Literacy OR Quantitative Literacy	3	F F, S, SU		
MED 118	Medical Law & Ethics	2	S		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	**18**			

Healthcare Management Technology - Associate in Applied Science

Fall Semester				
GRO 120	Gerontology	3	F	
OST 148	Medical Insurance & Billing	3	F	
OST 247*	Procedure Coding	3	F	
OST 248*	Diagnostic Coding	3	F	
OST 280	Electronic Health Records	3	F	
	Semester Totals:	**15**		
Spring Semester				
HMT 211	Long-Term Care Admin	3	S	
HMT 212	Mgmt of Healthcare Organizations	3	S	
OST 249*	Med Coding Certification Prep	4	S	
OST 250*	Long Term Care Coding	3	S	
WBL 111	Work-Based Learning I	1	F, S, SU	
WBL 115	Work-Based Learning Seminar I	1	F, S, SU	
XXX	Humanities/Fine Arts Elective	3	See List	
	Semester Totals:	**18**		
	Program Totals:	**68**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S

Healthcare Management Technology
Medical Coding Certificate (C25200C) Program Guide

Program Notes: Credit earned in the Medical Coding certificate program can count for credit toward the Healthcare Management Technology associate degree.

Program Options: Healthcare Management Technology at PCC offers an associate degree (A25200) and a Medical Coding certificate (C25200C).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
MED 121	Medical Terminology I	3	F		
MED 122	Medical Terminology II	3	F		
OST 247	Procedure Coding	3	F		
OST 248	Diagnostic Coding	3	F		
	Semester Totals:	**12**			
Spring Semester					
OST 249	Med Coding Certification Prep	4	S		
OST 250	Long Term Care Coding	3	S		
	Semester Totals:	7			
	Program Totals:	**19**			

Healthcare Management Technology - Medical Coding - Certificate

Human Services Technology (A45380)
Associate in Applied Science - Full-time Program Guide

Program Notes: The Human Services Technology associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.

Program Options: Human Services Technology at PCC offers an associate degree (A45380).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S		
ENG 111	Writing and Inquiry	3	F, S, SU		
GRO 120	Gerontology	3	F		
HSE 110	Introduction to Human Services	3	F		
HSE 112	Group Process I	2	F		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	18			
Spring Semester					
ENG 112	Argument-Based Research	3	F, S, SU		
XXX	Communications Elective	3	See List		
HSE 125	Counseling	3	S		
HSE 145	Child Abuse and Neglect	3	S		
SWK 110	Introduction to Social Work	3	S		
SOC 210	Introduction to Sociology	3	F, S, SU		
	Semester Totals:	18			
Fall Semester					
HSE 123	Interviewing Techniques	3	F		
HSE 220	Case Management	3	F		
BIO 111 OR	General Biology OR	4	F, S, SU		
MAT 110	Math Measurement & Literacy	3	F		
SOC 220	Social Problems	3	F, S		
SAB 110	Substance Abuse Overview	3	F		
	Semester Totals:	15-16			

Human Services Technology - Associate in Applied Science

Spring Semester				
XXX	Humanities Elective	3	See List	
HSE 225	Crisis Intervention	3	S	
HSE 210	Human Services Issues	2	S	
PSY 241	Developmental Psychology	3	F, S	
OR	OR			
PSY 281	Abnormal Psychology	3	F, S	
SOC 225	Social Diversity	3	F, S	
WBL 111	Work-Based Learning I	1	F, S	
WBL 115	Work-Based Learning Seminar I	1	F, S	
	Semester Totals:	16		
	Program Totals:	67-68		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S

Human Services Tech. - Addictions and Recovery Studies (A4538E) Associate in Applied Science
Full-Time Program Guide

Program Notes: The Human Services Technology associate degree requires Work-Based Learning (WBL) courses, students must complete an intake form with their advisor.

Program Options: This program offers an associate degree in Human Services Technology-Addictions and Recovery Studies (A45380).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Student Success	1	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
HSE 110	Introduction to Human Services	3	F		
PSY 150	General Psychology	3	F, S, SU		
SAB 110	Substance Abuse Overview	3	F		
	Semester Totals:	16			
Spring Semester					
HSE 125	Counseling	3	S		
HSE 210	Human Services Issues	2	S		
PSY 241	Developmental Psychology	3	F, S		
OR	OR				
PSY 281	Abnormal Psychology	3	F, S		
SAB 135	Addictive Process	3	S		
SAB 240	SAB Issues in Client Serv.	3	S		
SOC 210	Intro to Sociology	3	F, S, SU		
	Semester Totals:	17			
Fall Semester					
XXX	Communications Elective	3	See List		
HSE 112	Group Process I	2	F		
HSE 123	Interviewing Techniques	3	F		
SAB 120	Intake and Assessment	3	F		
SAB 125	SAB Case Management	3	F		
SOC 220	Social Problems	3	F, S		
	Semester Totals:	17			

Human Services Tech. - Addictions and Recovery Studies - Associate in Applied Science

Spring Semester				
BIO 111	General Biology	4	F, S, SU	
OR	OR			
MAT 110	Math Measurement & Literacy	3	F	
XXX	Humanities Elective	3	See List	
SOC 225	Social Diversity	3	S	
OR	OR			
SAB 210	Addiction & Recovery Counseling	3	S	
HSE 225	Crisis Intervention	3	S	
WBL 111	Work-Based Learning I	1	F, S, SU	
WBL 115	Work-Based Learning Seminar I	1	F, S, SU	
	Semester Totals:	**14-15**		
	Program Totals:	**64-65**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU

Human Services Technology – Gerontology (A4538B)
Associate in Applied Science
Full-Time Program Guide

Program Notes: The Human Services Technology associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.

Program Options: This program offers an associate degree in Human Services Technology-Gerontology (A4538B) and a certificate in Gerontology (C4538B).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
GRO 120	Gerontology	3	F		
HSE 110	Introduction to Human Services	3	F		
HSE 112	Group Process I	2	F		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	18			
Spring Semester					
XXX	Communications Elective	3	See List		
XXX	Humanities/Fine Arts Elective	3	See List		
HSE 125	Counseling	3	S		
HSE 210	Human Services Issues	2	S		
GRO 220	Psychosocial Aspects of Aging	3	S		
SOC 210	Introduction to Sociology	3	F, S, SU		
	Semester Totals:	17			
Fall Semester					
GRO 230	Health, Wellness and Nutrition	4	F		
HSE 123	Interviewing Techniques	3	F		
PSY 241	Developmental Psychology	3	F, S		
OR	OR				
PSY 281	Abnormal Psychology	3	F, S		
SAB 110	Substance Abuse Overview	3	F		
SOC 220	Social Problems	3	F, S		
	Semester Totals:	16			

Human Services Technology – Gerontology - Associate in Applied Science

	Spring Semester			
BIO 111	General Biology	4	F, S, SU	
OR	OR			
MAT 110	Math Measurement & Literacy	3	F	
HSE 225	Crisis Intervention	3	S	
GRO 240	Gerontology Care Management	3	S	
SOC 225	Social Diversity	3	S	
WBL 111	Work-Based Learning I	1	F, S	
WBL 115	Work-Based Learning Seminar I	1	F, S	
	Semester Totals:	**14-15**		
	Program Totals:	**65-66**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
ART 114	Art History Survey I	3	F
ART 115	Art History Survey II	3	S
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
MUS 112	Intro. to Jazz	3	F, S

Human Services Technology
Gerontology Certificate (C4538B) Program Guide

Program Options: This program offers an associate degree in Human Services Technology-Gerontology (A4538B) and a certificate in Gerontology (C4538B).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
GRO 120	Gerontology	3	F		
GRO 230	Health, Wellness and Nutrition	4	F		
PSY 150	General Psychology	3	F, S, SU		
	Semester Totals:	10			
Spring Semester					
GRO 220	Psychosocial Aspects of Aging	3	S		
GRO 240	Gerontology Care Management	3	S		
	Semester Totals:	6			
	Program Totals:	16			

Human Services Technology - Gerontology Certificate

Industrial Systems Technology (A50240)
Associate in Applied Science - Full Time Program Guide

Program Notes:

- Industrial Systems Technology associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Industrial Systems Technology offers an associate degree (A50240), diploma (D50240), and certificate (C50240).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
MAT 143	Quantitative Literacy	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
MNT 110	Intro. To Maintenance	2	F		
MEC 111	Machine Processes Elective	3	F		
XXX	Humanities/Fine Arts Elective	3	See List		
	Semester Totals:	**15**			
Spring Semester					
WLD 112	Basic Welding	2	F, S, SU		
XXX	Communications Elective	3	See List		
HYD 110	Hydraulics	3	S		
MEC 130	Mechanisms	3	S		
CIS 110	Intro. To Computers	3	F, S, SU		
	Semester Totals:	**14**			
Summer Semester					
ELC 117	Motors and Controls	4	SU		
WBL 111	Work Based Learning Seminar I	1	F, S, SU		
WBL 115	Work Based Experience I	1	F, S, SU		
	Semester Totals:	**6**			

Industrial Systems Technology - Associate in Applied Science

Fall Semester				
ELC 113	Basic Wiring	4	F	
ISC 170	Problem Solving Skills	3	F	
ELC 128	Intro. To PLC	3	F	
ELC 115	Industrial Wiring	4	F	
BPR 111	Blueprint Reading	2	F	
ISC 112	Industrial Safety	2	F	
	Semester Totals:	**18**		
Spring Semester				
ELC 112	DC/AC Electricity	5	S	
DFT 119	Basic CAD	2	S	
WLD 121 OR WLD 131	GMAW (MIG) OR GMAW (TIG)	4	F, S, SU	
XXX	Social/Behavioral Science Elective	3	See List	
	Semester Totals:	**14**		
	Program Totals:	**67**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities Electives: Choose 1			
HUM 110	Technology and Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
Social/Behavioral Science: Choose 1			
ECO 251	Principles of Microeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Intro. to Sociology	3	F, S, SU

Industrial Systems Technology Diploma (D50240)
Program Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Industrial Systems Technology offers an associate degree (A50240), diploma (D50240), and certificate (C50240).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
MAT 143	Quantitative Literacy	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
MNT 110	Intro. To Maintenance	2	F		
MEC 111	Machine Processes Elective	3	F		
	Semester Totals:	**11**			
Spring Semester					
WLD 112	Basic Welding	2	F, S, SU		
HYD 110	Hydraulics	3	S		
MEC 130	Mechanisms	3	S		
CIS 110	Intro. To Computers	3	F, S, SU		
	Semester Totals:	**11**			
Summer Semester					
ELC 117	Motors and Controls	4	SU		
	Semester Totals:	**4**			
Fall Semester					
ELC 113	Basic Wiring	4	F		
ELC 128	Intro. to PLC	3	F		
BPR 111	Blueprint Reading	2	F		
ISC 112	Industrial Safety	2	F		
	Semester Totals:	**11**			
Spring Semester					
DFT 119	Basic CAD	2	S		
ELC 112	DC/AC Electricity	5	S		
	Semester Totals:	**7**			
	Program Totals:	**44**			

Industrial Systems Technology Diploma - Program Guide

Industrial Systems Technology Certificate (C50240) Program Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Industrial Systems Technology offers an associate degree (A50240), diploma (D50240), and certificate (C50240)

Financial aid eligibility: No (Must be enrolled in associate degree or diploma for eligibility)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ISC 170	Problem Solving Skills	3	F		
BPR 111	Blueprint Reading	2	F		
MNT 110	Intro. To Maintenance	2	F		
ISC 112	Industrial Safety	2	F		
	Semester Totals:	9			
Spring Semester					
HYD 110	Hydraulics	3	S		
MEC 130	Mechanisms	3	S		
	Semester Totals:	6			
	Program Totals:	15			

Industrial Systems Technology – Certificate

Information Technology - Business Support (A25590BU)
Associate in Applied Science
Full-Time Program Guide

Program Notes:

- The Information Technology: Business Support associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Information Technology – Business Support at PCC offers an associate degree (A25590BU) and diploma (D25590BU)

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
DBA 110	Database Concepts	3	F		
	Semester Totals:	**16**			
Spring Semester					
DBA 120	Database Programming I	3	S		
XXX	Mathematics Elective	3-4	See List		
NET 110	Networking Concepts	3	S		
XXX	Social/Behavioral Science Elective	3	See List		
CIS 115	Introduction to Prog & Logic	3	S		
NOS 130	Windows Single User	3	S		
	Semester Totals:	**18-19**			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
XXX	Communications Elective	3	See List		
NOS 230	Windows Administration I	3	F		
	Semester Totals:	**18**			

Information Technology - Business Support

Spring Semester				
CTS 240	Project Management	3	S	
CTS 210	Computer Ethics	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
CTS 130	Spreadsheets	3	F, S, SU	
CTI 141	Cloud and Storage Concepts	3	S	
WBL 111	Work-Based Learning I	1	F, S, SU	
	Semester Totals:	**16**		
	Program Totals:	**68-69**		

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S

Information Technology - Business Support (D25590BU) Diploma Program Planning Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology – Business Support at PCC offers an associate degree (A25590BU) and diploma (D25590BU).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
DBA 110	Database Concepts	3	F		
	Semester Totals:	**16**			
Spring Semester					
DBA 120	Database Programming I	3	S		
XXX	Mathematics Elective	3-4	See List		
NET 110	Networking Concepts	3	S		
CIS 115	Introduction to Prog & Logic	3	S		
	Semester Totals:	**12-13**			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
	Semester Totals:	**12**			
Spring Semester					
CTS 210	Computer Ethics	3	S		
CTS 130	Spreadsheet	3	F, S, SU		
	Semester Totals:	**6**			
	Program Totals:	**46**			

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU

Information Technology - Business Support - Diploma

Information Technology - Computer Programming (A25590CP)
Associate in Applied Science Degree
Full-Time Program Guide

Program Notes:

- The Information Technology: Computer Programming associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Information Technology - Computer Programming at PCC offers an associate degree (A25590CP), diploma (D25590CP), and certificate (C25590CP).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CSC 153	C# Programming	3	F		
	Semester Totals:	**16**			
Spring Semester					
DBA 120	Database Programming I	3	S		
XXX	Mathematics Elective	3-4	See List		
CSC 151	Java Programming I	3	S		
XXX	Social/Behavioral Science Elective	3	See List		
CIS 115	Introduction to Prog & Logic	3	S		
CSC 253	Advanced C# Programming	3	F, S		
	Semester Totals:	**18-19**			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
XXX	Communications Elective	3	See List		
CSC 134 **OR** **CSC 118**	C++ Programming **OR** Swift Programming I	3	F, S / F		
	Semester Totals:	**18**			

Information Technology - Computer Programming - Associate in Applied Science

Spring Semester					
CTS 240	Project Management	3	F, S	
CTS 210	Computer Ethics	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
CSC 139	Visual BASIC Programming		S	
OR	OR	3		
CSC 218	Swift Programming II		S	
CTI 141	Cloud and Storage Concepts	3	S	
WBL 111	Work-Based Learning I	1	F, S, SU	
	Semester Totals:	**16**		
	Program Totals:	**68-69**		

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S

Information Technology - Computer Programming (D25590CP) Diploma Program Planning Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology - Computer Programming at PCC offers an associate degree (A25590CP), diploma (D25590CP), and certificate (C25590CP).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CSC 153	C# Programming	3	F		
	Semester Totals:	16			
Spring Semester					
DBA 120	Database Programming I	3	S		
XXX	Mathematics Elective	3-4	See List		
CSC 151	Java Programming I	3	S		
CIS 115	Introduction to Prog & Logic	3	S		
CSC 253	Advanced C# Programming	3	F, S		
	Semester Totals:	15-16			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
	Semester Totals:	12			
Spring Semester					
CTS 210	Computer Ethics	3	S		
	Semester Totals:	3			
	Program Totals:	46			

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU

Information Technology - Computer Programming – Diploma

Information Technology - Computer Programming (C25590CP) Certificate Program Planning Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology - Computer Programming at PCC offers an associate degree (A25590CP), diploma (D25590CP), and certificate (C25590CP)

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
CIS 110	Introduction to Computers	3	F, S, SU		
CSC 153	C# Programming	3	F		
CSC 134	C++ Programming		F, S		
OR	OR	3			
CSC 118	Swift Programming I		F		
	Semester Totals:	9			
Spring Semester					
CSC 253	Advanced C# Programming	3	F, S		
CSC 139	Visual BASIC Programming				
OR	OR	3	S		
CSC 218	Swift Programming II				
CTI 141	Cloud and Storage Concepts	3	S		
	Semester Totals:	9			
	Program Totals:	18			

Information Technology - Computer Programming – Certificate

Information Technology – Gaming, Simulation, and Design (A25590GS) - Associate in Applied Science
Full-Time Program Guide

Program Notes:

- The Information Technology: Gaming, Simulation, and Design associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Information Technology – Gaming, Simulation, and Design at PCC offers an associate degree (A25590GS), diploma (D25590GS), and certificate (C25590GS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
SGD 111	Introduction to SGD	3	F		
	Semester Totals:	16			
Spring Semester					
DBA 110	Database Concepts	3	F, S		
XXX	Mathematics Elective	3-5	See List		
CSC 151	Java Programming I	3	S		
XXX	Social/Behavioral Science Elective	3	See List		
CIS 115	Intro to Prog & Logic	3	S		
SGD 112	SGD Design	3	S		
	Semester Totals:	18-19			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
XXX	Communications Elective	3	See List		
CSC 134 OR CSC 118	C++ Programming OR Swift Programming I	3	F, S F		
	Semester Totals:	18			

Information Technology – Gaming, Simulation, and Design - Associate in Applied Science

Spring Semester				
CTS 240	Project Management	3	F, S	
CTS 210	Computer Ethics	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
SGD 113	SGD Programming	3	S	
DBA 120	Database Programming I	3	S	
WBL 111	Work-Based Learning I	1	F, S, SU	
	Semester Totals:	**16**		
	Program Totals:	**68-69**		

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S

Information Technology – Gaming, Simulation, and Design (D25590GS) Diploma Program Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology – Gaming, Simulation, and Design at PCC offers an associate degree (A25590GS), diploma (D25590GS), and certificate (C25590GS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
SGD 111	Introduction to SGD	3	F		
	Semester Totals:	16			
Spring Semester					
XXX	Mathematics Elective	3-4	See List		
CSC 151	Java Programming I	3	S		
CIS 115	Intro to Prog & Logic	3	S		
	Semester Totals:	9-10			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
	Semester Totals:	12			
Spring Semester					
CTS 210	Computer Ethics	3	S		
SGD 113	SGD Programming	3	S		
DBA 120	Database Programming I	3	S		
	Semester Totals:	9			
	Program Totals:	46-47			

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU

Information Technology – Gaming, Simulation, and Design - Diploma

Information Technology Gaming, Simulation, and Design (C25590GS) Certificate Program Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology – Gaming, Simulation, and Design at PCC offers an associate degree (A25590GS), diploma (D25590GS), and certificate (C25590GS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
CIS 110	Intro to Computers	3	F, S, SU		
CSC 134	C++ Programming	3	F		
SGD 111	Introduction to SGD	3	F		
	Semester Totals:	9			
Spring Semester					
DBA 110	Database Concepts	3	S		
SGD 112	SGD Design	3	S		
SGD 113	SGD Programming	3	S		
	Semester Totals:	9			
	Program Totals:	18			

Information Technology Gaming, Simulation, and Design - Certificate

Information Technology – Systems Security (A25590SS)
Associate in Applied Science Degree
Full-Time Program Guide

Program Notes:

- The Information Technology: Systems Security associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Information Technology - Systems Security at PCC offers an associate degree (A25590SS) and diploma (D25590SS)

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CCT 110	Introduction to Cyber Crime	3	F		
	Semester Totals:	16			
Spring Semester					
DBA 120	Database Programming I	3	S		
XXX	Mathematics Elective	3-4	See List		
XXX	Social/Behavioral Science Elective	3	See List		
CIS 115	Intro to Prog & Logic	3	S		
SEC 150	Secure Communications	3	S		
NET 110	Networking Concepts	3	F, S		
	Semester Totals:	18-19			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
XXX	Communications Elective	3	See List		
SEC 160	Security Administration I	3	F		
	Semester Totals:	18			

Information Technology – Systems Security - Associate in Applied Science Degree

Spring Semester				
CTS 240	Project Management	3	S	
CTS 210	Computer Ethics	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
SEC 175	Perimeter Defense	3	S	
CTI 141	Cloud and Storage Concepts	3	S	
WBL 111	Work-Based Learning I	1	F, S, SU	
	Semester Totals:	**16**		
	Program Totals:	**68-69**		

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S

Information Technology – Systems Security (D25590SS) Diploma Program Planning Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology - Systems Security at PCC offers an associate degree (A25590SS) and diploma (D25590SS)

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
CTI 110	Web, Pgm, DB Foundation	3	F		
CTI 120	Network & Security Foundation	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CCT 110	Introduction to Cyber Crime	3	F		
	Semester Totals:	**16**			
Spring Semester					
DBA 120	Database Programming I	3	S		
XXX	Mathematics Elective	3-4	See List		
NET 110	Networking Concepts	3	F, S		
CIS 115	Intro to Prog & Logic	3	S		
SEC 150	Secure Communications	3	S		
CTS 210	Computer Ethics	3	S		
	Semester Totals:	**18-19**			
Fall Semester					
CTS 120	Hardware/Software Support	3	F, S		
SEC 110	Security Concepts	3	F, S		
CTS 115	Info System Business Concepts	3	F		
NOS 110	Operating Systems Concepts	3	F		
	Semester Totals:	**12**			
	Program Totals:	**46-47**			

Course #	Course Name	Credit Hrs.	Term Offered
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU

Information Technology – Systems Security – Diploma

Information Technology Systems Security (C25590SS) Certificate Program Planning Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Information Technology - Systems Security at PCC offers an associate degree (A25590SS), diploma (D25590SS), and certificate (C25590SS)

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
CIS 110	Intro to Computers	3	F, S, SU		
CCT 110	Introduction to Cyber Crime	3	F		
SEC 160	Security Administration I	3	F		
	Semester Totals:	**9**			
Spring Semester					
SEC 150	Secure Communications	3	S		
CTI 141	Cloud and Storage Concepts	3	S		
SEC 175	Perimeter Defense	3	S		
	Semester Totals:	**9**			
	Program Totals:	**18**			

Information Technology Systems Security – Certificate

Mechatronics Engineering Technology (A40350)
Associate in Applied Science
Full-Time Program Guide

Program Notes:

- Mechatronics associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Mechatronics offers an associate degree (A40350), diploma (D40350), and certificate (C40350).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
MAT 171	Precalculus Algebra	4	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
MNT 110	Intro. to Maintenance	2	F		
ATR 112	Intro. to Automation Intro.	3	F		
CIS 110	Intro. to Computers	3	F, S, SU		
	Semester Totals:	16			
Spring Semester					
PHY 151	College Physics I	4	F, S*		
XXX	Communications Elective	3	See List		
ELC 112	DC/AC Electricity	5	S		
HYD 110	Hydraulics	3	S		
	Semester Totals:	15			
Summer Semester					
ELC 117	Motors and Controls	4	SU		
WBL 111	Work-Based Learning I	1	F, S, SU		
WBL 115	Work-Based Learning Seminar I	1	F, S, SU		
	Semester Totals:	6			

Mechatronics Engineering Technology - Associate in Applied Science

Fall Semester				
ISC 170	Problem Solving	3	F	
ELC 115	Industrial Wiring	4	F	
ELC 128	Intro to PLC's	3	F	
ELC 213	Instrumentation	4	F	
ISC 112	Industrial Safety	2	F	
BPR 111 **OR** **BPR 115**	Blueprint Reading OR ELC/ Fluid Power Diagrams	2	F F	
	Semester Totals:	**18**		
Spring Semester				
DFT 119	Basic CAD	2	S	
MEC 130	Mechanisms	3	S	
ELC 113 **OR** **ELC 228**	Residential Wiring OR PLC Applications	4	S S	
XXX	Social/Behavioral Science Elective	3	See List	
XXX	Humanities Elective	3	See List	
	Semester Totals:	**15**		
	Program Totals:	**70**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities Electives: Choose 1			
HUM 110	Technology and Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
Social/Behavioral Science: Choose 1			
ECO 251	Principles of Microeconomics	3	F, S, SU
ECO 252	Principles of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Intro. to Sociology	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Mechatronics Engineering Technology (D40350)
Diploma Program Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Mechatronics offers an associate degree (A40350), diploma (D40350), and certificate (C40350).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
MAT 171	Precalculus Algebra	4	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
MNT 110	Intro. to Maintenance	2	F		
ATR 112	Intro. to Automation	3	F		
CIS 110	Intro. to Computers	3	F, S, SU		
	Semester Totals:	**15**			
Spring Semester					
PHY 151	College Physics I	4	F, S*		
ELC 112	DC/AC Electricity	5	S		
HYD 110	Hydraulics	3	S		
MEC 130	Mechanisms	3	S		
	Semester Totals:	**15**			
Summer Semester					
ELC 117	Motors and Controls	4	SU		
	Semester Totals:	**4**			
Fall Semester					
ELC 128	Intro to PLC's	3	F		
ELC 213	Instrumentation	4	F		
ISC 112	Industrial Safety	2	F		
BPR 111 OR BPR 115	Blueprint Reading OR ELC/ Fluid Power Diagrams	2	F		
ISC 170	Problem Solving	3	F		
	Semester Totals:	**14**			
	Program Totals:	**48**			

* Offered Fall & Spring 2023-24. After this academic year, course will be offered Spring only.

Mechatronics Engineering Technology - Diploma

Mechatronics Engineering Technology Certificate (C40350) Program Guide

Program Notes: Credit for prior learning may be available for some courses.

Program Options: Mechatronics offers an associate degree (A40350), diploma (D40350), and certificate (C40350).

Financial Aid Eligibility: No (Must be enrolled in associate degree or diploma for eligibility).

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ATR 112	Intro. To Automation Intro.	3	F		
ELC 213	Instrumentation	4	F		
ISC 112	Industrial Safety	2	F		
	Semester Totals:	**9**			
Spring Semester					
MEC 130	Mechanisms	3	S		
HYD 110	Hydraulics	3	S		
	Semester Totals:	**6**			
	Program Totals:	**15**			

Mechatronics Engineering Technology – Certificate

Medical Assisting (A45400)
Associate in Applied Science
Full-Time Program Guide

Program Options: Medical Assisting offers an associate degree (A45400), a diploma in Medical Assisting (D45400), and a certificate in Medical Office Specialist (C45400).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
BIO 163	Basic Anatomy & Physiology	5	F		
CIS 110	Basic Computers	3	F, S		
MED 110	Orientation to Med Assist	1	F		
MED 118	Medical Law and Ethics	2	F		
	Semester Totals:	**12**			
Spring Semester					
MED 121	Medical Terminology I	3	F, S		
MED 122	Medical Terminology II	3	F, S		
MED 130	Admin. Office Procedures I	2	S		
MED 131	Admin. Office Procedures II	2	S		
MED 140	Examining Room Procedures I	5	S		
MAT 110 **OR** **MAT 143**	Math Measurement & Literacy OR Quantitative Literacy	3	F F, S, SU		
	Semester Totals:	**18**			
Summer Semester					
PSY 150	General Psychology	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	**6**			
Fall Semester					
XXX	Communications Elective	3	See List		
HSC 120	CPR	1	F, S		
MED 150	Laboratory Procedures I	5	F		
OST 148	Medical Insurance & Billing	3	F		
OST 280	Electronic Health Records	3	F		
MED 272	Drug Therapy	3	F		
	Semester Totals:	**18**			

Medical Assisting - Associate in Applied Science

Spring Semester				
MED 260	MED Clinical Externship	5	S	
MED 264	MED Assisting Overview	2	S	
MED 276	Patient Education	2	S	
HUM 115	Critical Thinking	3	F, S, SU	
	Semester Totals:	**12**		
	Program Totals:	**66**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Medical Assisting Diploma (D45400) Program Guide

Program Options: Medical Assisting offers an associate degree (A45400), a diploma in Medical Assisting (D45400), and a certificate in Medical Office Specialist (C45400).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
BIO 163	Basic A&P	5	F		
MED 110	Orientation to Med Assist	1	F		
MED 118	Medical Law & Ethics	2	F		
MED 121	Med Terms I	3	F, S		
MED 122	Med Terms II	3	F, S		
	Semester Totals:	15			
Spring Semester					
CIS 110	Intro to Computers	3	F, S		
MED 130	Admin. Office Procedures I	2	S		
MED 131	Admin. Office Procedures II	2	S		
MED 140	Examining Room Procedures I	5	S		
MED 150	Lab Procedures I	5	F, S		
	Semester Totals:	17			
Summer Semester					
PSY 150	General Psychology	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	6			
Fall Semester					
MED 260	MED Clinical Externship	5	S		
MED 264	MED Assisting Overview	2	S		
MED 272	Drug Therapy	3	F		
	Semester Totals:	10			
	Program Totals:	48			

Medical Assisting – Diploma

Medical Assisting
Medical Office Specialist Certificate (C45400)

Program Options: Medical Assisting offers an associate degree (A45400), a diploma in Medical Assisting (D45400), and a certificate in Medical Office Specialist (C45400).

Financial Aid Eligibility: No (Must be enrolled in associate degree or diploma for eligibility)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
MED 121	Medical Terminology I	3	F, S		
MED 122	Medical Terminology II	3	F, S		
MED 118	Medical Law and Ethics	2	F		
OST 148	Medical Insurance & Billing	3	F		
	Semester Totals:	11			
Spring Semester					
MED 130	Admin. Office Procedures I	2	S		
MED 131	Admin. Office Procedures II	2	S		
CIS 110	Intro. to Computers	3	F, S, SU		
	Semester Totals:	7			
	Program Totals:	18			

Medical Assisting - Medical Office Specialist Certificate

Associate Degree Nursing (A45110)
Associate in Applied Science
Full-Time Program Guide

Admissions: The ADN program has a competitive admissions process. For more information on the admissions process, see the ADN Program page.

Program Notes: The NUR courses in the ADN program must be taken in the sequence laid out in the semester plan. Students must achieve a final grade of 80 (B) and a satisfactory in clinical to progress to the next course.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Summer Semester					
BIO 168	Anatomy and Physiology I	4	F, S, SU		
	Semester Totals:	4			
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
BIO 169	Anatomy and Physiology II	4	F, S, SU		
NUR 111	Intro to Health Concepts	8	F		
	Semester Totals:	16			
Spring Semester					
PSY 150	General Psychology	3	F, S, SU		
NUR 112	Health Illness Concepts	5	S		
NUR 114	Holistic Health Concepts	5	S		
	Semester Totals:	13			
Summer Semester					
NUR 113	Family Health Concepts	5	SU		
PSY 241	Developmental Psychology	3	F, S, SU		
	Semester Totals:	8			
Fall Semester					
ENG 112	Writing/Research in the Discip.	3	F, S, SU		
NUR 211	Health Care Concepts	5	F		
NUR 212	Health Systems Concepts	5	F		
	Semester Totals:	13			
Spring Semester					
HUM 115	Critical Thinking	3	F, S, SU		
NUR 213	Complex Health Concepts	10	S		
	Semester Totals:	13			
	Program Totals:	67			

Associate Degree Nursing - Associate in Applied Science

Practical Nursing (D45660) Diploma
Program Guide

Admissions: The PN program has a competitive admissions process. For more information on the admissions process, see the PN Program page.

Program Notes:

- The NUR courses in the PN program must be taken in the sequence laid out in the semester plan. Students must achieve a final grade of 80 (B) and a satisfactory in clinical to progress to the next course.
- Biology Options (take one of the following):
  - Take BIO 163 Basic Anatomy & Physiology (the minimum requirement for Anatomy and Physiology, recommended for students who plan to complete only the Practical Nursing diploma) **OR**
  - Take BIO 168 Anatomy and Physiology I **AND** BIO 169 Anatomy and Physiology II (recommended for students who plan to pursue an Associate Degree in Nursing and other Health Technologies programs or who hope to complete a four-year baccalaureate degree)

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Prior to Enrollment					
BIO*	Anatomy and Physiology	4-5	F, S, SU		
	Semester Totals:	**4-5**			
Spring Semester					
ENG 111	Writing & Inquiry	3	F, S, SU		
BIO 169*	Anatomy and Physiology II	4	F, S, SU		
NUR 101	Practical Nursing I	11	S		
	Semester Totals:	**14-18**			
Summer Semester					
PSY 150	General Psychology	3	F, S, SU		
NUR 102	Practical Nursing II	10	SU		
	Semester Totals:	**13**			
Fall Semester					
NUR 103	Practical Nursing III	9	F		
MAT 110	Math Measurement & Literacy	3	F		
	Semester Totals:	**12**			
	Program Totals:	**43-48**			

Practical Nursing - Diploma

Nurse Aide Certificate (C45840)
Program Guide

Program Options: Nurse Aide at PCC offers a certificate (C45480).

Program Notes: Students who successfully pass NAS 101 are eligible to take the NC State Nurse Aide I exam. To take NAS 102, students must be currently listed on the NC Nurse Aide Registry as a Nurse Aide I. Upon completion of Nurse Aide II, students are eligible to be listed with the NC Board of Nursing as a Nurse Aide II.

Financial Aid Eligibility: No

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester/Spring Semester					
NAS 101	Nurse Aide I	6	F, S, SU		
NAS 102	Nurse Aide II	6	F, S		
	Semester Totals:	**12**			
	Program Totals:	**12**			

Nurse Aide - Certificate

Office Administration (A25370) Associate of Applied Science Full-Time Program Guide

Program Notes:

- The Office Administration associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with their advisor.
- Credit for prior learning may be available for some courses.

Program Options: Office Administration at PCC offers an associate degree (A25370), diploma (D25370), and certificates for Office Administration (C25370) and Office Specialist (25370OS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
BUS 110	Introduction to Business	3	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
OST 181	Office Procedures	2	F		
OST 131	Keyboarding	2	F, S		
XXX	Humanities/Fine Arts Elective	3	See List		
	Semester Totals:	18			
Spring Semester					
BUS 121	Business Math	3	F, S		
XXX	Mathematics Elective	3-4	See List		
OST 134	Text Entry & Formatting	3	F, S		
OST 164	Office Editing	3	S		
XXX	Economics or Social/Behavioral Science Elective	3	See List		
CTS 125	Presentation Graphics	3	S		
	Semester Totals:	17-18			
Fall Semester					
BUS 115	Business I	3	F, S		
CTS 130	Spreadsheet	3	F, S, SU		
DBA 110	Database Concepts	3	F		
XXX	Communications Elective	3	See List		
OST 136	Word Processing	3	F, S		
OST 184	Records Management	3	F		
	Semester Totals:	18			

Office Administration - Associate of Applied Science

Spring Semester				
OST 233	Office Publications Design	3	S	
OST 135	Adv Text Entry & Formatting	3	F, S	
OST 153	Office Finance Solutions	3	S	
SPA 111	Elementary Spanish	3	F, S	
OST 289 **OR** **WBL 111**	Office Administration Capstone OR Work-Based Learning I	3 1	S F, S, SU	
	Semester Totals:	**13-15**		
	Program Totals:	**66-69**		

Course #	Course Name	Credit Hrs.	Term Offered
Humanities/Fine Arts Elective: Choose 1			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
Mathematics Elective: Choose 1			
MAT 143	Quantitative Literacy	3	F, S, SU
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
Social/Behavioral Science Elective: Choose 1			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Office Administration (D25370) Diploma Program Guide

Program Notes: Credit for prior learning (CPL) may be available for some courses.

Program Options: Office Administration at PCC offers an associate degree (A25370), diploma (D25370), and certificates for Office Administration (C25370) and Office Specialist (25370OS).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Introduction to Computers	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
OST 181	Office Procedures	3	F		
OST 131	Keyboarding	2	F, S		
	Semester Totals:	**12**			
Spring Semester					
OST 134	Text Entry & Formatting	3	F, S		
OST 164	Office Editing	3	S		
CTS 125	Presentation Graphics	3	S		
OST 153	Office Finance Solutions	3	S		
OST 184	Records Management	3	S		
	Semester Totals:	**15**			
Fall Semester					
BUS 115	Business I	3	F, S		
CTS 130	Spreadsheet	3	F, S, SU		
DBA 110	Database Concepts	3	F		
XXX	Communications Elective	3	See List		
OST 136	Word Processing	3	F, S		
	Semester Totals:	**15**			
	Program Totals:	**42**			

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU

Office Administration - Diploma

Public Safety Admin. – Correction Services (A55480CS)
Associate in Applied Science
Full-Time Program Guide

Program Options: Public Safety Administration: Correction Services Track offers an associate degree (A55480CS).

Program Notes:

- Credit for prior learning (CPL) may be available for some courses.
- Elective credit awarded for courses with the following prefixes: BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA.
- Other elective credit may be awarded for continuing education hours in the chosen field of study based on NCCCS Course Descriptions for PST courses upon submission of continuing education transcripts from NCOEMS, NCJA, NCOSFM and other approved agencies.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
PAD 151	Intro to Public Admin.	3	F		
CJC 170	Critical Incident Mgmt. Public Safety	3	F		
CJC 141	Corrections	3	F		
	Semester Totals:	16			
Spring Semester					
PAD 152	Ethics in Government	3	S		
PAD 251	Public Finance & Budgeting	3	S		
XXX	Communications Elective	3	See List		
CJC 232	Civil Liability	3	S		
OR	OR				
CJC 233	Correctional Law	3	S		
POL 120	American Government	3	S		
OR	OR				
PSY 150	General Psychology	3	S		
	Semester Totals:	15			
Summer Semester					
MAT 143	Quantitative Literacy	3			
OR	OR		F, S, SU		
MAT 152	Statistical Methods I	4			
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	3-6			

Public Safety Admin. – Correction Services - Associate in Applied Science

Fall Semester				
PAD 252	Public Policy Analysis	3	F	
PAD 254	Grant Writing	3	F	
CJC 240 **OR**	Law Enforce Mgt. & Supervision OR	3	F	
EMS 235	EMS Management	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
	Semester Totals:	18		
Spring Semester				
CJC 225	Crisis Intervention	3	S	
XXX	Concentration Requirements	3	See Eval or CPL	
XXX	Concentration Requirements	3	See Eval or CPL	
XXX	Concentration Requirements	3	See Eval or CPL	
XXX	Concentration Requirements	3	See Eval or CPL	
	Semester Total	15		
	Program Total	**67-68**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
HUM 110	Technology & Society	3	F, S
HUM 115	Critical Thinking	3	F, S, SU

Public Safety Administration
Emergency and Fire Management Services (A55480EF)
Associate in Applied Science
Full-time Program Guide

Program Options: Public Safety Administration: Emergency and Fire Management Services Track offers an associate degree (A55480EF).

Program Notes:

- Credit for prior learning (CPL) may be available for some courses.
- Elective credit awarded for courses with the following prefixes: BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA.
- Other elective credit may be awarded for continuing education hours in the chosen field of study based on NCCCS Course Descriptions for PST courses upon submission of continuing education transcripts from NCOEMS, NCJA, NCOSFM and other approved agencies.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
CJC 170	Critical Incident Mgmt Pub Safety	3	F		
PAD 151	Intro to Public Administration	3	F		
XXX	General Elective	3	See Eval or CPL		
	Semester Totals:	16			
Spring Semester					
PAD 152	Ethics in Government	3	S		
PAD 251	Public Finance & Budgeting	3	S		
FIP 120	Intro to Fire Protection	3	S		
POL 120 OR	American Government OR	3	TBD		
PSY 150	General Psychology	3	F, S, SU		
XXX	General Elective	3	See Eval or CPL		
	Semester Totals:	15			
Summer Semester					
MAT 143 OR	Quantitative Literacy OR	3	F, S, SU		
MAT 152	Statistical Methods I	3	F, S, SU		
ENG 111	Writing and Inquiry	3	F, S, SU		
	Semester Totals:	3-4			

Public Safety Administration - Emergency and Fire Management Services – Associate in Applied Science

Fall Semester				
PAD 252	Public Policy Analysis	3	F	
PAD 254	Grant Writing	3	F	
CJC 240	Law Enforce Mgt. & Supervision	3	F	
OR	OR			
EMS 235	EMS Management	3	S	
XXX	Humanities/Fine Arts Elective	3	See List	
XXX	Communications Elective	3	See List	
XXX	General Elective	3	See Eval or CPL	
	Semester Totals:	**18**		
Spring Semester				
EMS 110	EMT	9	F, S	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
	Semester Total:	**18**		
	Program Total:	**70-71**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
HUM 110	Technology & Society	3	F, S
HUM 115	Critical Thinking	3	F, S, SU

Public Safety Administration Law Enforcement Services (A55480LE) Associate of Applied Science
Full-Time Program Guide

Program Options: Public Safety Administration: Law Enforcement Services Track offers an associate degree (A55480LE).

Program Notes:
- Credit for prior learning (CPL) may be available for some courses.
- Elective credit awarded for courses with the following prefixes: BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA.
- Other elective credit may be awarded for continuing education hours in the chosen field of study based on NCCCS Course Descriptions for PST courses upon submission of continuing education transcripts from NCOEMS, NCJA, NCOSFM and other approved agencies.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
PAD 151	Intro to Public Administration	3	F		
CJC 170	Critical Incident Mgmt Pub Safety	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CIS 110	Intro to Computers	3	F, S, SU		
XXX	General Elective	3	See Eval or CPL		
	Semester Totals:	16			
Spring Semester					
PAD 152	Ethics in Government	3	S		
PAD 251	Public Finance & Budgeting	3	S		
CJC 221	Investigative Principles	4	S		
CJC 231	Constitutional Law	3	S		
POL 120 OR PSY 150	American Government OR General Psychology	3	TBD F, S, SU		
	Semester Totals:	16			
Summer Semester					
MAT 143 OR MAT 152	Quantitative Literacy OR Statistical Methods I	3 4	F, S, SU		
	Semester Totals:	3-4			

Public Safety Administration Law Enforcement Services - Associate of Applied Science

Fall Semester				
PAD 252	Public Policy Analysis	3	F	
PAD 254	Grant Writing	3	F	
CJC 132	Court Procedure and Evidence	3	F	
CJC 240	Law Enforce Mgt. & Supervision	3	F	
OR	OR			
EMS 235	EMS Management	3	S	
XXX	Communications Elective	3	See List	
XXX	Humanities/Fine Arts Elective	3	See List	
	Semester Totals:	18		
Spring Semester				
CJC 131	Criminal Law	3	S	
CJC 225	Crisis Intervention	3	S	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	2	See Eval or CPL	
	Semester Totals:	17		
	Program Totals:	**70-71**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
HUM 110	Technology & Society	3	F, S
HUM 115	Critical Thinking	3	F, S, SU

Public Safety Administration
Security and Loss Prevention (A55480SL)
Associate in Applied Science - Full-time Program Guide

Program Options: Public Safety Administration: Security and Loss Prevention Track offers an associate degree (A55480SL).

Program Notes:
- Credit for prior learning (CPL) may be available for some courses.
- Elective credit awarded for courses with the following prefixes: BUS, CJC, ECO, EMS, ENG, FIP, PST, PSY, SOC, SPA.
- Other elective credit may be awarded for continuing education hours in the chosen field of study based on NCCCS Course Descriptions for PST courses upon submission of continuing education transcripts from NCOEMS, NCJA, NCOSFM and other approved agencies.

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
PAD 151	Intro to Public Administration	3	F		
CJC 170	Critical Incident Mgmt Pub Safety	3	F		
CJC 152	Intro to Sec/Protect Service	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
CIS 110	Intro to Computers	3	F, S SU		
	Semester Totals:	16			
Spring Semester					
PAD 152	Ethics in Government	3	S		
PAD 251	Public Finance & Budgeting	3	S		
CJC 153	Private Security Operations	3	S		
CJC 151	Intro to Loss Prevention	3	S		
XXX	Communications Elective	3	See List		
POL 120 OR PSY 150	American Government OR General Psychology	3	TBD F, S, SU		
	Semester Totals:	18			

Public Safety Administration - Security and Loss Prevention - Associate in Applied Science

Summer Semester				
MAT 143 **OR** **MAT 152**	Quantitative Literacy OR Statistical Methods I	3 4	F, S, SU	
	Semester Totals:	**3-4**		
Fall Semester				
PAD 252	Public Policy Analysis	3	F	
PAD 254	Grant Writing	3	F	
CJC 240	Law Enforce Mgt. & Supervision	3	F	
XXX	Humanities Elective	3	See List	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
	Semester Totals:	**18**		
Spring Semester				
CJC 154	Private Security Business	3	S	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
XXX	General Elective	3	See Eval or CPL	
	Semester Total	**15**		
	Program Total	**70-71**		

Course #	Course Name	Credit Hrs.	Term Offered
Communications Elective: Choose 1			
COM 120	Interpersonal Communication	3	F, S
COM 231	Public Speaking	3	F, S, SU
Humanities Elective: Choose 1			
HUM 110	Technology & Society	3	F
HUM 115	Critical Thinking	3	F, S, SU

Welding (D50420) Diploma Program Guide

Program Options: Welding offers a diploma (D50420), basic certificate (C50420), and intermediate certificate (C50420I).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
ENG 111	Writing Inquiry	3	F, S, SU		
WLD 110	Cutting Processes	2	F, S, SU		
WLD 112	Basic Welding Processes	2	F, S, SU		
WLD 141	Symbol and Specifications	3	F, S		
	Semester Totals:	**11**			
Spring Semester					
MAT 110	Math Calculations and Literacy	3	F		
WLD 115	SMAW (Stick) Plate	5	F, S, SU		
WLD 121	GMAW (MIG) FCAW/Plate	4	F, S, SU		
WLD 131	GTAW (TIG) Plate	4	F, S, SU		
	Semester Totals:	**16**			
Summer Semester					
WLD 151	Fabrication I	4			
OR	OR		F, S, SU		
WLD 132	GTAW (TIG) Plate/Pipe	3			
	Semester Totals:	**3-4**			
Fall Semester					
WLD 111	Oxy-Fuel Welding	2	F, S, SU		
WLD 116	SMAW (Stick) Plate/Pipe	4	F, S, SU		
WLD 122	GMAW (MIG) Plate/Pipe	3	F, S, SU		
WLD 261	Certification Practices	2	F, S, SU		
	Semester Totals:	**11**			
	Program Totals:	**41-42**			

Welding - Diploma Program Guide

Welding Basic Certificate (C50420) Program Guide

Program Options: Welding offers a diploma (D50420), basic certificate (C50420), and intermediate certificate (C50420I)

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
WLD 110	Cutting Processes	2	F, S, SU		
WLD 112	Basic Welding Processes	2	F, S, SU		
WLD 141	Symbol and Specifications	3	F, S		
WLD 115	SMAW (Stick) Plate	5	F, S, SU		
	Program Totals:	**12**			

Welding Basic - Certificate

Welding Intermediate Certificate (C50420I) Program Guide

Program Options: Welding offers a diploma (D50420), basic certificate (C50420), and intermediate certificate (C50420I).

Financial Aid Eligibility: No (Must be enrolled in diploma program for financial aid.)

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
WLD 121	GMAW (MIG) FCAW/Plate	4	F, S, SU		
WLD 131	GTAW (TIG) Plate	4	F, S, SU		
WLD 151	Fabrication I	4	F, S, SU		
	Program Totals:	**12**			

Welding Intermediate – Certificate

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

Course Descriptions

The following course descriptions provide brief synopses of courses offered in PCC programs of study. CL denotes class hours, whereas LB and CLINIC represent lab and clinical hours respectively. The total number of credit hours for each course is designated by CR.

		CL	LB	CLINIC	CR
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.

		CL	LB	CLINIC	CR
ACC 120	**Principles of Financial Accounting**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

		CL	LB	CLINIC	CR
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 systems.

		CL	LB	CLINIC	CR
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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**
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 income 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 using appropriate technology.

ACC 150 **Accounting Software Applications**	1	3	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

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 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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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.

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.

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.

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

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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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.

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.

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.

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.

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.

	CL	LB	CLINIC	CR

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.

BIO 111   General Biology I   3   3   0   4

Prerequisites:
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.

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.

BIO 163   Basic Anatomy & Physiology   4   2   0   5

Prerequisites:
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 of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 168   Anatomy and Physiology I   3   3   0   4

Prerequisites:
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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

BIO 169   **Anatomy and Physiology II**   3   3   0   4

Prerequisites:

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.

BIO 275   **Microbiology**   3   3   0   4

Prerequisites: Take One: BIO 111, BIO 163, or BIO 168

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.

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.

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.

| **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.

		CL	LB	CLINIC	CR
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.

		CL	LB	CLINIC	CR
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.

		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.

		CL	LB	CLINIC	CR
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.

		CL	LB	CLINIC	CR
CCT 110	**Intro to Cyber Crime**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the

private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

| **CHM 151** | **General Chemistry I** | 3 | 3 | 0 | 4 |

Prerequisites: None
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.

| **CHM 152** | **General Chemistry II** | 3 | 3 | 0 | 4 |

Prerequisites: CHM 151
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 study in chemistry and related professional fields.

| **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).

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

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 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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

Prefix No. Course		Title Hours Per Week			
		CL	**LB**	**CLINIC**	**CR**

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, terrorism, and school/workplace violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

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.

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 post incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation, and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COM 120	Intro Interpersonal Com	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

COM 140	Intro Intercultural Com	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture.

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.

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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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 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.

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.

CSC 118   **Swift Programming I**   **2**   **3**   **0**   **3**

Prerequisites: None

Corequisites: None

This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

CSC 134   **C++ Programming**   **2**   **3**   **0**   **3**

Prerequisites: None

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, students should be able to design, code, test and debug at a beginning level.

Prefix No. Course		Title Hours Per Week			
		CL	**LB**	**CLINIC**	**CR**

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, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 218   **Swift Programming II**   **2**   **3**   **0**   **3**

Prerequisites: CSC 118
Corequisites: None

This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR
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 253 **Advanced C# Programming**	2	3	0	3

Prerequisites: CSC-153
Corequisites: None

This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

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 website 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 and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media, and protocols.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

CTI 141 **Cloud & Storage Concepts** 1 4 0 3
Prerequisites: None
Corequisites: None
This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration, and management of cloud storage systems.

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.

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.

Prefix No.	Course Title	CL	LB	CLINIC	CR
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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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.

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 3D models 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 principles 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.

| **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, animation, 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 coursework.

| **DEA 231** | **Implementation Project II** | **2** | **6** | **0** | **4** |

Prerequisites: DEA 230
Corequisites: DEA 214 and DEA 221
This course provides an 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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
DFT 119	**Basic CAD**	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DRA 111	**Theatre Appreciation**	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

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.

EDU 119	**Intro to Early Childhood Education**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability-diverse children and their families in inclusive settings and design a personal career/professional development plan.

EDU 131	**Child, Family, & Community**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation, and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication, and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify

evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 145	**Child Development II**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation, and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 146	**Child Guidance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic, and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology, and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression, and positive behaviors while recognizing the relationship between children's social, emotional, and cognitive development.

EDU 151	**Creative Activities**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153	**Health, Safety, & Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs, and safe learning environments.

EDU 187   Teaching and Learning for All   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 Exceptionalities   3   0   0   3
Prerequisites: EDU 144 and EDU 145
Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate

strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

EDU 234	**Infants, Toddlers, and Twos**	3	0	0	3

Prerequisites: EDU 119
Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships, and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically, and ability-diverse children birth to 36 months.

EDU 250	**Teacher Licensure Preparation**	3	0	0	3

Prerequisites: ENG 111 and MAT 143, 152, or 171
Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry-level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology-based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 251	**Exploration Activities**	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers fundamental concepts in the content areas of science, technology, engineering, math, and social studies through investigative experiences aligned with NC Foundations for Early Learning and Development. Emphasis is placed on exploring fundamental concepts, scope and sequence, and teaching strategies to engage each child through play and open-ended discovery in indoor/outdoor environments. Upon completion, students should be able to understand major concepts in each content area and implement developmentally appropriate, culturally responsive, equitable, and inclusive experiences for all young children.

EDU 259	**Curriculum Planning**	3	0	0	3

Prerequisites: EDU 119
Corequisites: None

This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation, and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.

EDU 261	**Early Childhood Admin I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting childcare administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262	**Early Childhood Admin II**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119 and EDU-261
Corequisites: None

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271	**Educational Technology**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

EDU 279	**Literacy Develop and Instruct**	**3**	**3**	**0**	**4**

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 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: None
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 284	**Early Child Capstone Prac**	**1**	**9**	**0**	**4**

Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: None
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

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 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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

EMS-140   **Rescue Scene Management**   **1**   **3**   **0**   **2**
Prerequisites: EMS-110
Corequisites: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS-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-16
 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-221   **Clinical Practicum II**   **0**   **0**   **6**   **0**
Prerequisites: EMS-121 or EMS-122
Corequisites: None
 This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS-231   **Clinical Practicum III**   **0**   **0**   **9**   **3**
Prerequisites: EMS-221
Corequisites: None
 This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS-235   **EMS Management**   **2**   **0**   **0**   **2**

	CL	LB	CLINIC	CR

Prerequisites: None
Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS-240	Patients W/ Special Challenges	1	2	0	0

Prerequisites: EMS-122 and EMS-130
Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS-241	EMS Clinical Practicum IV	0	0	12	0

Prerequisites: EMS-231
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS-250	Medical Emergencies	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.

EMS-260	Trauma Emergencies	1	3	0	2

Prerequisites: EMS-122 and EMS-130
Corequisites: None

	CL	LB	CLINIC	CR

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, 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.

EMS-285	**Capstone**	1	3	0	0

Prerequisites: EMS-220, EMS-250, and EMS-260
Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS related events.

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.

ENG 011	**Writing and Inquiry Support**	1	2	0	2

Prerequisites: None
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**	**0**	**3**

Prerequisites: None
Corequisites: ENG 011

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.

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.

ENG 125	**Creative Writing I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

ENG 126	**Creative Writing II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 125
Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication.

ENG 231	**American Literature I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112
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 completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

Course	Title	CL	LB	CLINIC	CR
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.

Course	Title	CL	LB	CLINIC	CR
ENG 241	**British Literature I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112
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.

Course	Title	CL	LB	CLINIC	CR
ENG 242	**British Literature II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112
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.

Course	Title	CL	LB	CLINIC	CR
ENG 273	**African American Literature**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112
Corequisites: None

This course provides a survey of the development of African American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

Course	Title	CL	LB	CLINIC	CR
EPP 110	**Intro to Power Plant Operator**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

	CL	LB	CLINIC	CR

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 turbine generator components and support systems and describe general operational and maintenance considerations.

EPP 214   Power Plant Environ Mgt   2   2
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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

FVP 220   Editing I   2   3   0   2

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.

GEL 111   Geology   3   2   0   4

Prerequisites: None

Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

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.

Prefix No. Course		Title Hours Per Week		
	CL	**LB**	**CLINIC**	**CR**

GRA 152 **Computer Graphics II** 1 3 0 2

Prerequisites: GRA-151

Corequisites: None

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

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 2 0 4

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.

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.

Prefix No. Course   Title Hours Per Week

		CL	LB	CLINIC	CR

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 bluing, 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.

GSM 204   Gunsmithing IV   **5**   **21**   **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.

HEA 110	**Personal Health/Wellness**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

HMT 212   Management of Healthcare Organizations 1   3   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 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 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 parent/child conflicts.

HSE 210	**Human Services Issues**	**2**	**2**	**0**	**3**

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	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 ICAA 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	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

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 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 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

Prefix No. Course		Title Hours Per Week			
		CL	**LB**	**CLINIC**	**CR**

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 & Literacy**	**2**	**2**	**0**	**3**

Prerequisites: MAT 003
Corequisites: MAT 010

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: MAT 003, ENG 002
Corequisites: MAT 043

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.

MAT 152	**Statistical Methods I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 003, ENG 002
Corequisites: MAT 052

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.

MAT 171	**Precalculus Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 003
Corequisites: MAT 071

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.

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.

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.

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.

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.

Prefix No. Course		Title Hours Per Week		
	CL	**LB**	**CLINIC**	**CR**

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.

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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
MED 140	**Exam Room Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: None
Corequisites: None

This course provides instruction in clinical examination 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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
MED 264	**Med Assisting Overview**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical

environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title	CL	LB	CLINIC	CR
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 should be able to demonstrate skills in basic listening and understanding of the art of music.

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.

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.

NET 110	**Networking Concepts**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

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 placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, and 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.

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.

Prefix No. Course		Title Hours Per Week		
	CL	LB	CLINIC	CR

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, 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, health wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

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.

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-11
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

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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.

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 233	**Office Publications Design**	**2**	**2**	**0**	**3**

Prerequisites: OST 136
Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

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.

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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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 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-16

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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

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.

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.

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.

Prefix No. Course	Title	Hours Per Week			
		CL	LB	CLINIC	CR

PHI 215   Philosophical Issues   3   0   0   3

Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

PHI 240   Introduction to Ethics   3   0   0   3
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

PHY 131   Physics-Mechanics   3   2   0   4
Prerequisites: MAT 121 or 171
Corequisites: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151   College Physics I   3   2   0   4
Prerequisites: MAT 121 or 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.

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.

PST 120 **NCDPS Correct'l Officer Train**	6	4	0	8

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 160-hour Basic Correctional Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.

PST 123 **NC Sheriffs' Telecom Training**	2	0	0	2

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 47-hour Telecommunicator Certification Course regulated by the NC Sheriffs' Education and Training Standards Commission. Official documentation of successful completion of the state-mandated training must be provided and retained on file.   *47 Hours Minimum Documented Training Required.

PST 124 **Nc Sheriffs' Detent Ofr Train**	6	4	0	8

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 174-hour Detention Officer Certification Course regulated by the NC Sheriffs' Education and Training Standards Commission and required for certification as a detention officer. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *174 Hours Minimum Documented Training Required.

PST 125 **NC Basic Juv Just Ofr Train**	4	6	0	7

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is the 160-hour Basic Juvenile Justice Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state juvenile justice officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.

PST 126   NC Basic Juv Just Counsel Trg

	CL	LB	CLINIC	CR
	4	6	0	7

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is the 162-hour Basic Juvenile Court Counselor training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state juvenile court counselor with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file.   *162 Hours Minimum Documented Training Required.

PST 127   NC Basic Probation Ofr Traing

	CL	LB	CLINIC	CR
	6	6	0	9

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 216-hour Basic Probation Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *216 Hours Minimum Documented Training Required.

PST 151   NC Justice Academy Training

	CL	LB	CLINIC	CR
	1	0	0	1

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *16 Hours Minimum Documented Training Required.

PST 152   NC Justice Academy Training

	CL	LB	CLINIC	CR
	1	2	0	2

Prerequisites: None

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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *48 Hours Minimum Documented Training Required.

Course	Title	CL	LB	CLINIC	CR
PST 153	**NC Justice Academy Training**	**1**	**4**	**0**	**3**

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *80 Hours Minimum Documented Training Required.

Course	Title	CL	LB	CLINIC	CR
PST 154	**NC Justice Academy Training**	**2**	**6**	**0**	**4**

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *128 Hours Minimum Documented Training Required.

Course	Title	CL	LB	CLINIC	CR
PST 154	**NC Justice Academy Training**	**2**	**6**	**0**	**4**

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *128 Hours Minimum Documented Training Required.

Course	Title	CL	LB	CLINIC	CR
PST 155	**NC Justice Academy Training**	**2**	**9**	**0**	**5**

Prerequisites: None

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *176 Hours Minimum Documented Training Required.

PST 156 NC Justice Academy Training	**2**	**12**	**0**	**6**

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *224 Hours Minimum Documented Training Required.

PST 157 NC Justice Academy Training	**2**	**15**	**0**	**7**

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *272 Hours Minimum Documented Training Required.

PST 158 NC Justice Academy Training	**2**	**18**	**0**	**8**

Prerequisites: None
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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *320 Hours Minimum Documented Training Required.

PST 159 NC Justice Academy Training	**2**	**21**	**0**	**9**

Prerequisites: None

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 Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. 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.

PST 161   NC OSFM Training   1   0   0   1

Prerequisites: None
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. *16 Hours Minimum Documented Training Required.

PST 162   NC OSFM Training   1   2   0   2

Prerequisites: None
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. *48 Hours Minimum Documented Training Required.

PST 163   NC OSFM Training   1   4   0   3

Prerequisites: None
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. *80 Hours Minimum Documented Training Required.

PST 164   NC OSFM Training   2   6   0   4

Prerequisites: None
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. *128 Hours Minimum Documented Training Required.

Prefix No. Course	Title	CL	LB	CLINIC	CR
PST 165	**NC OSFM Training**	**2**	**9**	**0**	**5**

Prerequisites: None
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. *176 Hours Minimum Documented Training Required.

PST 166	**NC OSFM Training**	**2**	**12**	**0**	**6**

Prerequisites: None
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. *224 Hours Minimum Documented Training Required.

PST 167	**NC OSFM Training**	**2**	**15**	**0**	**7**

Prerequisites: None
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. *272 Hours Minimum Documented Training Required.

PST 168	**NC OSFM Training**	**2**	**18**	**0**	**8**

Prerequisites: None
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 Departmentof Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *320 Hours Minimum Documented Training Required.

	CL	LB	CLINIC	CR
PST 169 NC OSFM Training	2	21	0	9

Prerequisites: None
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.

	CL	LB	CLINIC	CR
PST 171 NCCCS Public Safety Training	1	0	0	1

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file.   *16 Hours Minimum Documented Training Required.

	CL	LB	CLINIC	CR
PST 172 NCCCS Public Safety Training	1	2	0	2

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *48 Hours Minimum Documented Training Required.

	CL	LB	CLINIC	CR
PST 173 NCCCS Public Safety Training	1	4	0	3

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *80 Hours Minimum Documented Training Required.

	CL	LB	CLINIC	CR
PST 174 NCCCS Public Safety Training	2	6	0	4

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *128 Hours Minimum Documented Training Required.

PST 175 NCCCS Public Safety Training	**2**	**9**	**0**	**5**

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file.   *176 Hours Minimum Documented Training Required.

PST 176 NCCCS Public Safety Training	**2**	**12**	**0**	**6**

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *224 Hours Minimum Documented Training Required.

PST 177 NCCCS Public Safety Training	**2**	**15**	**0**	**7**

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *272 Hours Minimum Documented Training Required.

PST 178 NCCCS Public Safety Training	**2**	**18**	**0**	**8**

Prefix No. Course   Title Hours Per Week

	CL	LB	CLINIC	CR

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *320 Hours Minimum Documented Training Required.

PST 179 NCCCS Public Safety Training	**2**	**21**	**0**	**9**

Prerequisites: None
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 Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *368 Hours Minimum Documented Training Required.

PST 181 NCDPS Unarmed Sec Guard Trg	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is Unarmed Security Guard training regulated by NCDPS Private Protection Services. Official documentation of successful completion of the state-mandated training must be provided and retained on file.   *16 Hours Minimum Documented Training Required.

PST 182 NCDPS Armed Sec Ofc Inst Trg	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is Armed Security Officer Training Firearms regulated by NCDPS Private Protection Services. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *40 Hours Minimum Documented Training Required.

PST 189 NCDOJ Prof Cert Program	**9**	**0**	**0**	**9**

Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the Professional Certificate program regulated by NCDOJ. A certificate of completion and associated transcript for the program must be provided and retained on file.

PSY 150	**General Psychology**	**3**	**0**	**0**	**3**

Prerequisites: None
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.

PSY 241	**Developmental Psychology**	**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.

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 should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

REL 110	**World Religions**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL 211	**Intro to Old Testament**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

REL 212	**Intro to New Testament**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

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.

SAB 120	**Intake and Assessment**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process.

SAB 125	**SA Case Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.

SAB 135	**Addictive Process**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

| **SAB 210** | **Addiction and Recovery Counsel** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

| **SAB 240** | **Sab Issues in Client Serv** | **3** | **0** | **0** | **3** |

Prerequisites: None
Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

| **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.

| **SEC 150** | **Secure Communications** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None

Prefix No. Course   Title Hours Per Week

		CL	LB	CLINIC	CR

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

SEC 160	**Secure Communications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SEC 175	**Perimeter Defense**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

SEC 210	**Intrusion Detection**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

SEC 260	**Security Admin II**	**2**	**2**	**0**	**3**

Prerequisites: SEC 160
Corequisites: None

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

SGD-111	**Introduction to SGD**	**2**	**3**	**0**	**3**

Prerequisites: None

Corequisites: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. This course is active withing the CCL.

SGD-112	**SGD Designs I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games. - This course is active within the CCL

SGD-113	**SGD Programming I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. - This course is active within the CCL.

SOC 210	**Introduction to Sociology**	**3**	**0**	**0**	**3**

Prerequisites: None
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.

SOC 213	**Sociology of the Family**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: None
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.

Prefix No.	Title	CL	LB	CLINIC	CR
SOC 225	**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.

Prefix No.	Title	CL	LB	CLINIC	CR
SOC 240	**Social Psychology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society.

Prefix No.	Title	CL	LB	CLINIC	CR
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.

Prefix No.	Title	CL	LB	CLINIC	CR
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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

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.

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, 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.

Prefix No. Course	Title Hours Per Week			
	CL	**LB**	**CLINIC**	**CR**

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 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.

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

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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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 plates 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.

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 plates and pipes 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.

Prefix No. Course	Title Hours Per Week			
	CL	LB	CLINIC	CR

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.

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)

Alghali, Patricia (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
LCMHCA

Ashley, Alicia E. (2004)
Executive Administrative Coordinator to the Vice President, of Instruction & CEO
A.A.S. - Piedmont Community College

Ashworth, Hunter (2019)
Student Services Data/Outcome Analyst
B.S. - Averett University

Bailey, Bernadette (2022)
Academic Advisor

Barnette, 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

Bartlett, Mary Jo (2003)
Executive Administrative Assistant to the Vice President, Student Development
A.A.S. - Piedmont Community College

Bass, Vanessa L. (2001)
Coordinator of Library Services
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

Jody Blackwell
Director, Customized Industry Training
B.S East Carolina University
Certified Forklift Instructor
Certified Scissor Lift Instructor
OSHA Compliance Trainer
AHA Certified CPR Instructor

Blackwood, Diane (2022)
Instructor, Nurse Aide
A.A.S. - Durham Technical Institute RN License

Blue, Dinetta
Manager, Pacer Café

Boschetto, Zoë (2022)
Technology Support Technician
B.S. – Averett University

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

Brandon, Tracey P. (1994)
Accountability and Compliance Officer
A.A.S.-Piedmont Community College

Briggs, Clinton
Director, Fire Services
A.A.S. – Piedmont Community College
B.S. – University of Maryland
M.B.A. – Averett University

Brooks, Amy M. (2022)
Academic Outreach Consultant
B.A. – Meredith College
M.A.T - Meredith 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

Calderon, Susana (2021)
Instructor, Chemistry
B.S. – University of California, Merced
M.S. – Virginia Polytechnic Institute and State University

Carter, Kimberly
Director, Child Development Center
B.A. – Greensboro College
NC Division of Child Care & Early Education: Level 3 Administrator Qualification
Early Childhood Credentials 1 & 2
Early Childhood Administration 1 & 2

Carter, Michael (2020)
Maintenance Technician
Diploma - Bartlett Yancey High School

Clayton, Laurie (2021)
Controller
B.S. – University of Phoenix
M.S.M. – Troy State University
M.S.HRM. – Troy State University

Clayton, Sherrie (2021)
Student Records Technician

B.S. – University of Mount Olive

Coleman, Larry (2022)
Vice President, Administrative Services/Chief Financial Officer
B.A. – University of North Carolina at Chapel Hill
M.B.A. – University of North Carolina Greensboro

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

Cross, Rosalind M. (2021)
Director, Federal Programs
A.A.S. - Central Carolina Community College
B.S. – Franklin University
M.B.A. – Franklin University

Davis, Chris (2022)
Instructor, Information Technology
B.S. – American Intercontinental University
M.S. – Western Governor's University

Davis, David
Maintenance Technician

DeSimone, Stephen D. (2000)
Instructor, Biology
B.A. - Quinnipiac College
M.S. - North Carolina State University
Clinical Laboratory Science Certificate - Duke University

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, EOC
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)
Foundation Gifts Coordinator
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
Diploma - Durham High School

Ferens, Debbie
Academic Outreach Consultant - Franklin, Vance, Granville and Warren Counties
A.S. – Vance Granville Community College
B.S. – North Carolina Central University
M.Ed. – East Carolina University

Ferguson, James (2021)
Instructor, Industrial Maintenance
A.A.S. – Piedmont Community College

Fletcher, Jennifer Laws
Fire Coordinator, Person County

Flowers, Deborah R. (2022)
Coordinator, Transition Center
A.S.- Guilford Technical Community College
B.S.- North Carolina Agricultural and Technical State University
M.S.- North Carolina Agricultural and Technical State University

Floyd, Natashia
Registrar
B.A. – Southern New Hampshire University
M.S.H.R.M. – Southern New Hampshire University

Fry, Chandler (2021)
Instructor, English
B.A. – The University of North Carolina at Chapel Hill
M.A. – Duke University
Ph.D. – Duke University

Gonzalez, Jose (2022)
Technology Support Technician

Harris, Amy R. (2008)
Administrative Assistant to the Dean, Business Studies & Emerging Technologies
A.A.S. - Piedmont Community College

Harris, John (2020)
Instructor, Welding
A.A.S. - Piedmont Community College

Harris, Meredith (2022)
Instructor, Associate Degree Nursing
B.S.N. – University of North Carolina Greensboro
M.S.N. – Duke 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
Diploma - Orange High School

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

Holder, Marvin
Instructor, Horticulture

Holt, Felicia (2018)
Executive Assistant to the President & Board of Trustees
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 to the Dean, University Transfer and General Education
A.A.S. - Piedmont Community College

Irby, Adam W. (2015)
Director, College Safety/Title IX Investigator
B.L.E.T. - Durham Technical Community College
A.A.S. - Piedmont Community College

James, Gina (2021)
Instructor, Cosmetology

Jeffers, Howard
Instructor, Welding (Corrections)

Johnson, Rachel E. (2003)
Director, Financial Aid & Veterans Affairs
A.A.S. - Piedmont Community College
B.B.A. - North Carolina Central University

Jones, Laura (2022)
Evening Porter

Jones, Lisa S. (2006)
Coordinator, Tutoring Services

B.S. - Virginia Polytechnic & Institute and State University

Jones, Ryan (2023)
Network Technician
B.S. – University of Virginia
M.Ed. – George Mason University

Jones, Wanda (2022)
Instructor, Nurse Aid

Lane, Kory
Director/Instructor, Emergency Medical Services
B.S. – Guilford College
M.Ed. – North Carolina State University
National Registry Paramedic
Certified Flight Paramedic (FP-C)
Certified Critical Care Paramedic (CCP-C)
Nationally Certified EMS Educator (NCEE)

Lawrence, Tina R. (2018)
HR Business Analyst
B.S. - Tarleton State University

Lea, Destiny
Information Technology Office Manager
A.A.S. - Kaplan University
B.S. American Intercontinental 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

Leonard, Heather
Administrative Assistant, Dean, Learning Commons
Notary Public, State of North Carolina

Lunsford, Anita
Administrative Services Technician

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

McGinty, Diana

Executive Administrative Assistant, Vice President, Advancement & Communications

A.A. – Piedmont Community College
A.A.S. – Piedmont Community College
B.S. – University of North Carolina Greensboro
Notary Public, 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
Ed.D. – Wingate University

Modlin, Allegra

Director, Advising & Quality Enhancement Plan (QEP)

B.A. – East Carolina University
M.Ed. – North Carolina State University

Montgomery, Alisa L. (2003)

Dean, Health & Wellness

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 & Advanced Manufacturing 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)

Director, Facility Services
Diploma - Alamance Community College
B.S. - Clemson University

Murray-Papp, Melanie (2021)
Instructor, Nursing

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 Phlebotomy Technician (CPT)
Certified Clinical Medical Assistant (CCMA)
Certified Allied Health Instructor (AHI-C)

Newsom, Stan
Maintenance/Environmental Technician

Nwanguma, Steve (2021)
Instructor, ADN
M.P.H – Southern Illinois University
B.S.N. – North Carolina Central University
R.N. – Registered Nurse, State of North Carolina CBIS – Academy of Brain Injury Specialists

Oakley, Kathleen
Instructor/Coordinator Human Services
B.A. – University of North Carolina at Chapel Hill
M.S. – University of North Carolina at Chapel Hill

Oakley, Kailey (2022)
Career Coach, Person County
B.A. – The University of North Carolina at Chapel Hill

Oberman, Nancy
Director/Instructor, Law Enforcement

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)
Director, Admissions and Recruitment
A.G.E. - Piedmont Community College
B.B.A. - North Carolina Central University

Peer, Brittany
Instructor, Gaming & Design Simulation
B.A. – Savannah College of Art and Design

Peterson, Karen D. (2017)
Case Manager and Instructor, GLOW Grant *B.A. -*
The University of North Carolina at Charlotte
M.Ed. - The University of North Carolina at Chapel Hill

Pruitt, Martha A. (2006)
Campus Coordinator, Caswell County Campus
A.A. - National College of Business and Technology

Riggan, Spencer
Instructor, Gunsmithing

Robbins-Mann, Melissa G. (2019)
Dean, Business Studies & Emerging Technologies
A.A.S. - Southside Virginia Community College
B.S. - Old Dominion University
M.A. - Liberty University

Rogers, Angel (2019)
Instructor, ADN
A.A.S.-Piedmont Community College
B.S.N.-Western Governors University
R.N.-Registered Nurse, State of North Carolina

Rollins, Leia M. Gaskin-Sadiku (2016)
Coordinator, College High School Programs
B.A. - Guilford College

Ruffin, Bryan (2021)
Instructor, Education/Articulation Coordinator

B.A. – The University of North Carolina at Chapel Hill
M.Ed. – University of Phoenix
M.S. – Elizabeth City State University
Ed.D. – East Carolina University

Sanders, Joey (2019)
Reference Librarian
B.A. - University of North Carolina at Chapel Hill
M.S.L.S. - University of North Carolina at Chapel Hill

Sears, Karla
Coordinator, Continuing Education Programs
B.S. – Eastern Mennonite University
M.B.A. – Grand Canyon University
Ph.D. – Walden University

Seese, Shawnee
Coordinator, Continuing Education Programs
B.S. – Eastern Mennonite University
M.B.A. – Grand Canyon University
Ph.D. – Walden 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

Sherman, Matthew
Instructor, History
B.A. - University of North Carolina at Chapel Hill
M.A. – North Carolina Central University
Ph.D. – City University of New York

Silvers, Payton
Payroll/Benefits Specialist
B.S. from the University of North Carolina at Charlotte
Notary Public, State of North Carolina

Skouby, Tiffany (2021)
Director, Student Engagement
M.Ed. – Western Governors University
B.A. – University of North Carolina Greensboro
A.G.E. – Durham Technical Community College

Smith, Ryan (2021)
Instructor, English
B.Ed. – East Carolina University
M.A. – East Carolina University
Graduate Certificate, Teaching English at the Two-Year College, East Carolina University

Smith, Shannon
Academic Outreach Consultant - Alamance & Chatham Counties

Soderlund, Robert
Director, Network Operations

Stone-Moye Ed.D., Shelly T. (2001)
Vice President, Student Development/Title IX Coordinator
B.A. - The University of North Carolina at Asheville
M.S.W. - Boston University
Ed.D. – Wingate University

Tagliareni, James (2021)
Vice President, Information Technology/Chief Information Officer

Talley, Morgan
Human Resources Generalist
B.S. - East Carolina University

Tatum, J. Scott, IV (2023)
Instructor, Welding
A.A.S. - Piedmont Community College

Terry, Lisa D. (2013)
Instructor, Medical Assisting
A.A.S. - Alamance Community College

Thomas, Surkeithus A. (1996)
Accounting Manager
A.A.S. - Piedmont Community College Notary
Public, State of North Carolina

Towell, Mary K. (2018)
NC Pre-K Teacher
B.S. - East Carolina University

Townsend, David (2021)
Dean, University Transfer and General Education

B.A. – The University of North Carolina at Pembroke
M.A. - The University of North Carolina at Pembroke
Ed.D. – North Carolina State University

Tuck, Susan
Administrative Assistant, Public Safety
A.A.S – Alamance Community College

Turner, Shannon H. (2015)
Instructor, Mathematics
B.S. - Averett College
M.A.T. - Averett University
QM Teaching Online Certificate

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. (2017)
Instructor, Public Speaking/English
B.A. - Lynchburg College
M.A. - Morehead State University
Certified Strengths Coach, Gallup Incorporated

Watlington, Lori L. (2006)
Director, Health & Wellness
A.A.S. - Danville Community College
B.B.A. - Averett University
Notary Public, State of North Carolina

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

Webster, Carrie
Purchasing Technician

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)

White, Hillary (2021)
Instructor, Criminal Justice
B.A. – University of North Carolina Wilmington
M.A. – University of North Carolina Wilmington

Whitlow, Donna M. (1991)
Distance Education Instructional Design Specialist
A.B. - Elon College
M.S. - Fort Hays State University

Wilkins, Michael (2021)
Instructor, Welding

Williams, Aubree
Student Success Counselor
B.S. – Virginia State University
M.A. – North Carolina A&T State University
M.Ed. – Liberty University

Williams, Paulita N. (1998)
Dean, Enrollment Services
A.A.S. - Piedmont Community College
B.S. - North Carolina Central University
MAC - Gardner-Webb University

Williams, Vennesa (2020)
Educational Opportunity Center Program Coordinator/Data Manager
A.A.S. - Monroe College
B.A. - The College of New Rochelle

Willis, Jonathan
Coordinator, Continuing Education Programs

Wilson, Jessica

Administrative Assistant, Dean, Business Studies & Emerging Technologies
A.A.S. – Danville Community College

Winstead, Brittany
Financial Aid Specialist
B.S. – The University of North Carolina, Greensboro

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
R.N. - Registered Nurse, State of North Carolina
C.P.L.C. – Certified Professional Life Coach

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
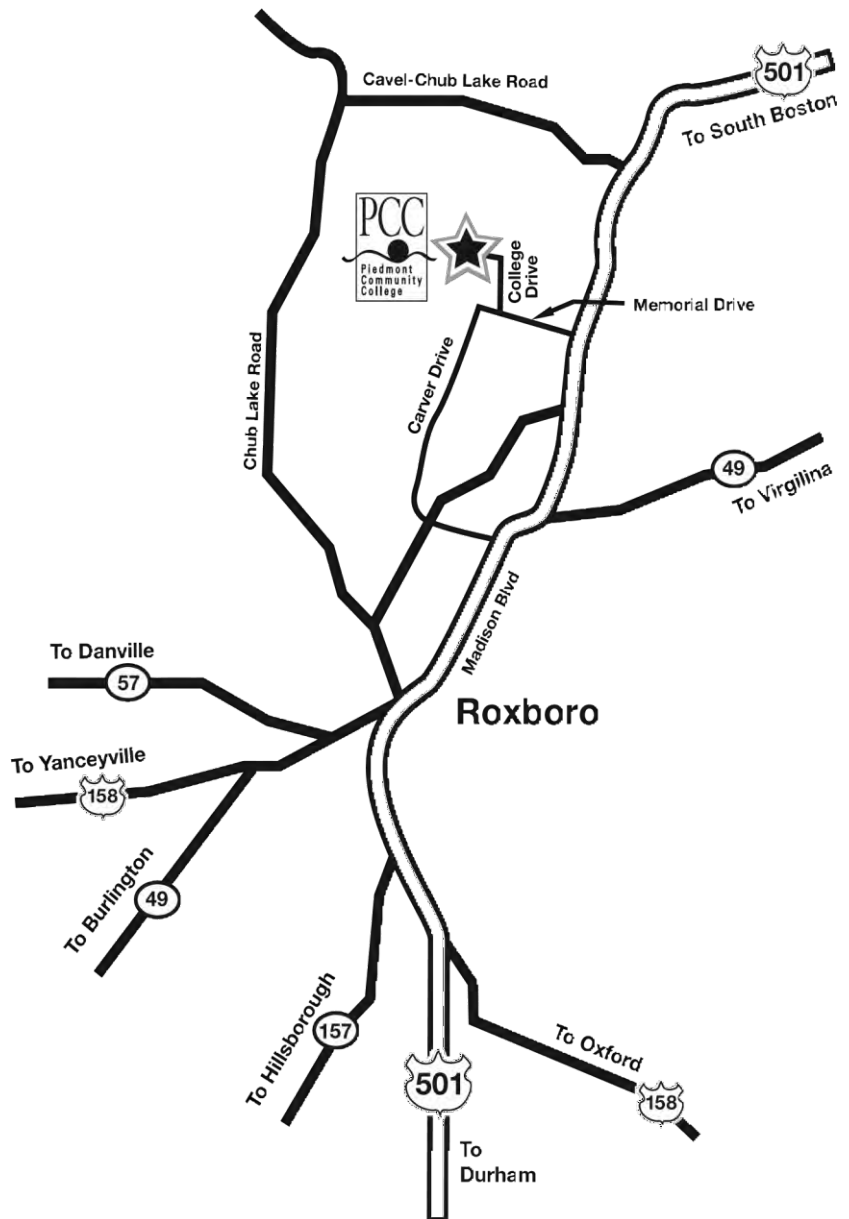
Building Key:

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
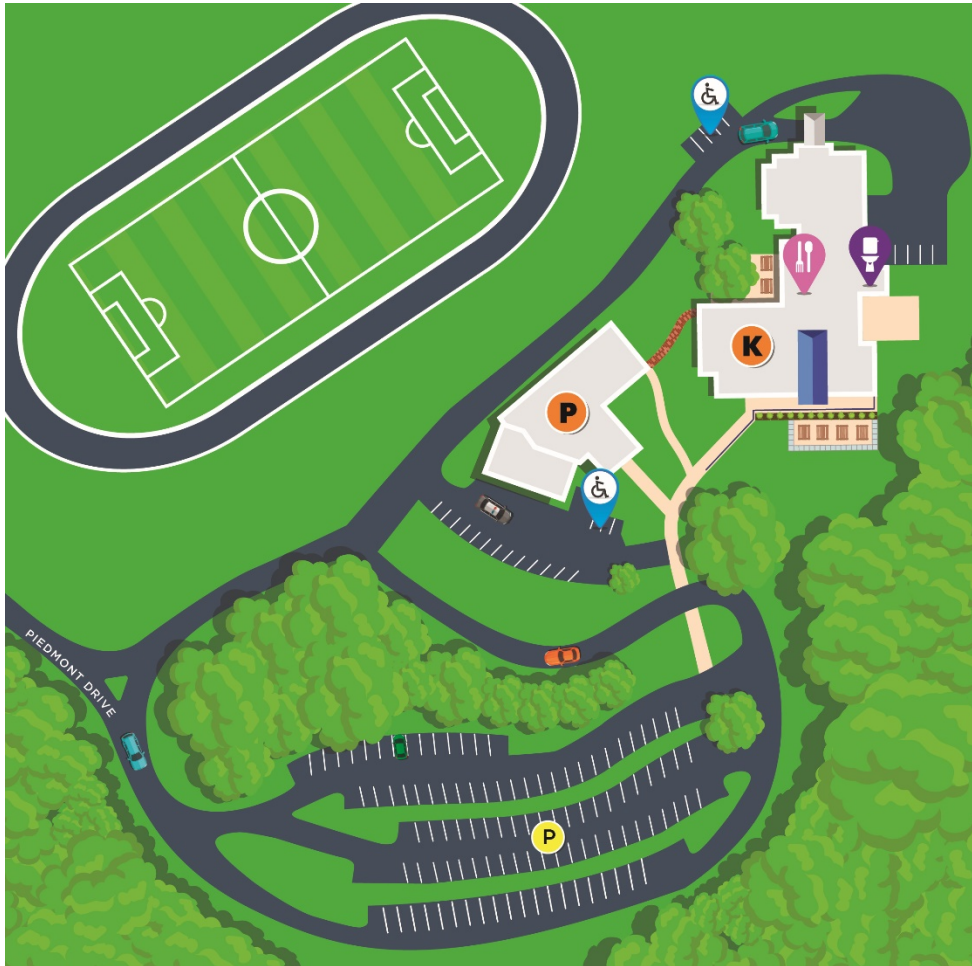
Building Key:
K: Administration, Adult Basic Skills, Classrooms, Cosmetology, Faculty Offices, Human Resources Development, JobLink Career Center, Labs, Learning Commons, Computer Lab, Snack Bar, Student Services, Student Success Center
P: Public Safety Training

PCC has ample parking for its visitors, students, faculty and staff on both campuses. Motorists are asked to park only in designated parking spaces.

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.