Class Brochure
2018 Fall Semester
Piedmont Community College
For Curriculum & Continuing Education Students
August - December 2018

Graduate in one of over 30 programs!

Emergency Medical Training Available!

Interested in a Healthcare Career?

5 Easy Steps to Becoming a Pacer Today!

Learn more about our DEAT program

Are you a PCC Alum and want to share your story?

Curriculum Classes begin Thursday, August 16

Visit www.piedmontcc.edu to learn more about all of our programs and course offerings!
Registration Now Open!

New Students
Walk-ins welcome!

Current Students
Make an appointment with your program advisor!

We’re Open Late For You!

July 11 & 12
9 a.m. - 6:30 p.m.

Important Dates
Fall 2018

July 11-12
Fall Registration
Extended Hours
9 a.m. - 6:30 p.m.

August 4
Welcome Weekend

August 13-14
Late Registration
9 a.m. - 6:30 p.m.

August 15
Last date to delete class(es) with 100% refund
Any course dropped between August 15 and August 27 will incur a 25% tuition charge

August 16
Classes Begin

August 27
Last date to drop with 75% refund
No refunds will be issued for withdrawals.
Go online and apply today at www.piedmontcc.edu/apply

5 STEPS TO GET STARTED

For complete information on our application process, visit www.piedmontcc.edu/apply

1. CHOOSE A PROGRAM OF STUDY
   There are over 30 programs from which to select, including college transfer, degree, and technical programs.

2. BEGIN THE ADMISSIONS PROCESS
   Submit a completed PCC application and transcripts (if applicable).

3. APPLY FOR FINANCIAL AID
   Let a student development team member assist you with financial aid, grants, and scholarship opportunities!

4. REGISTER FOR CLASSES
   Get assistance from your Program Advisor when registering to ensure you’re on-track to complete your program in a timely manner.

5. PAY FOR TUITION
   Be sure to pay for your classes and finalize all financial aid information to save your seat!

Get in touch!

Want to learn more about PCC?

Contact us at one of our many locations serving Person and Caswell Counties.

Person County Campus (336) 599-1181
Caswell County Campus (336) 694-5707
Business Development & Entrepreneurship Center/Small Business Center (336) 599-0032
Educational Opportunity Center (336) 599-1181
Kirby Cultural Arts Complex (336) 597-1709
Public Safety Training Center (336) 694-4013
Small Business Center (336) 599-0032
Workforce Training Center (336) 599-4620

Check us out online www.piedmontcc.edu

Piedmont Community College 2018 Fall Schedule | Complete course listing available online at www.piedmontcc.edu
Cost of PCC

In-State Tuition: $76 per semester hour
but not to exceed $1,274 per Fall, Spring, or Summer semester (subject to change by the NC General Assembly and/or NC State Board of Community Colleges).

Out-of-State Tuition: $268 per semester hour
but not to exceed $4,346 per Fall, Spring, or Summer semester (subject to change by the NC General Assembly and/or the NC State Board of Community Colleges).

Fees

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

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

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

Student Liability
$8 per semester (Fall, Spring and Summer)

Student Accident Insurance
$1.25 per semester
(Fall, Spring, and Summer)

Student Nursing
$116 per semester

Important Refund Deadlines

AUGUST 15, 2018: Last date to withdraw with 100% refund. Any course dropped between August 15 - August 27 will incur a 25% tuition charge.

AUGUST 27, 2018: Last date to withdraw with 75% refund. No refunds will be issued for withdrawals after August 27.

Scholarships

Thousands awarded in scholarships in 2017!

Apply online at www.piedmontcc.edu/scholarships between June 1 - June 29 to be considered this Fall!

Did you know PCC offers a Payment Plan?

Contact the Cashier’s Office at (336) 322-2125 or visit www.piedmontcc.edu/paymentplan
As a Piedmont Community College student, you have options for continuing your academic career at a four-year college or university! The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and all NC public universities, offering a smooth transfer for students. A number of private 4-year colleges in North Carolina also subscribe to the CAA. The CAA provides certain assurances to the transferring student, for example:

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

*Please review the CAA for stipulations.

Due to recent updated regulations by the Department of Education, you must now present an unexpired government issued photo ID to confirm your identity when inquiring about your education record.

We are so proud of YOU and YOUR accomplishments at PCC we would like to continue celebrating your success and next steps! Are you:

- Transferring to a 4-Year Institution?
- Continuing In Another Program at PCC?
- Starting a New Job or Getting a Promotion?

Visit www.piedmontcc.edu/shareyournews!

Piedmont Community College offers three transfer degrees

- Associate in Arts (AA)
- Associate in Fine Arts - Visual Arts (AFA)
- Associate in Science (AS)

In addition to the CAA, Piedmont Community College has articulation agreements with specific colleges & universities to ensure a seamless transfer experience, including:

- Averett University
- University of North Carolina - Greensboro
- Pfeiffer University
- North Carolina Wesleyan College
- Shaw University

**Photo ID Requirement**

Due to recent updated regulations by the Department of Education, you must now present an unexpired government issued photo ID to confirm your identity when inquiring about your education record.

What is a valid government issued ID?
- Driver’s License
- Non-Driver’s ID Card
- Other State Issued ID
- U.S. Passport
How Classes Are Offered

**Class Options**

**Face to Face**

Traditional face-to-face classes are offered on the Person and Caswell campuses. These classes are ones in which the instructor meets with the class every session. Traditional face-to-face classes are offered during the day, evening, and weekend.

**Online**

Online or distance education classes are not 100% traditional face-to-face classes. Types of distance education classes include online, telecourses, video conferencing, information highway, and web enhanced.

**Hybrid**

A little of both. A mixture of face-to-face and online classes. It's a great mix if you still want in person interaction with your instructor but need the flexibility of an online course.

Students who are new to online and hybrid courses must complete the self-paced Distance Education Student Orientation Course. This course provides instructions on how to get started with online courses and provides tips and resources for being successful within the online learning environment.

Students will be notified to self-enroll in the Distance Education Student Orientation Course at the time they register for their first online or hybrid course at PCC. Students should be able to self-enroll within 48 hours of completing registration. **Completion of the orientation course is mandatory.**

The Distance Education Student Orientation Course is available through Blackboard.

For Self-Enroll Instructions, visit: [www.piedmontcc.edu/orientation](http://www.piedmontcc.edu/orientation)

**Program Contacts**

Libbie McPhaul-Moore  
(336) 322-2220  
lbbie.mcphaul-moore@piedmontcc.edu

Angela Vaughn  
(336) 322-2138  
angela.vaughn@piedmontcc.edu

**Blackboard Tutorials**

Need assistance with Blackboard? Face-to-face tutorials are available!

**Person County Campus**

- **August 14, 10-11:30 a.m., H218**
- **August 14, 2-3:30 p.m., H218**

**Caswell County Campus**

- **August 14, 10-11:30 a.m., K206**
- **August 14, 2-3:30 p.m., K206**
Over 350 on campus classes!

with options to meet your busy schedule!

To learn more about ALL of our class offerings, visit www.piedmontcc.edu/schedule

### Piedmont Community College offers

**Course's Online Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111</td>
<td>College Student Success</td>
</tr>
<tr>
<td>*ACA-122</td>
<td>College Transfer Success</td>
</tr>
<tr>
<td>*ACC-120</td>
<td>Prin of Financial Accounting</td>
</tr>
<tr>
<td>ACC-129</td>
<td>Individual Income Taxes</td>
</tr>
<tr>
<td>ACC-220</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ART-111</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>*BUS-115</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS-260</td>
<td>Business Communication</td>
</tr>
<tr>
<td>*CHM-131</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>*CIS-110</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CJC-212</td>
<td>Ethics &amp; Comm Relations</td>
</tr>
<tr>
<td>COM-231</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>*CSC-139</td>
<td>Visual BASIC Programming</td>
</tr>
<tr>
<td>BIO-111</td>
<td>General Biology I</td>
</tr>
<tr>
<td>CJC-121</td>
<td>Law Enforcement Operations</td>
</tr>
<tr>
<td>CJC-241</td>
<td>Community-Based Corrections</td>
</tr>
<tr>
<td>COM-231</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>DRE-098</td>
<td>Integrated Reading Writing II</td>
</tr>
<tr>
<td>EDU-119</td>
<td>Intro to Early Child Educ</td>
</tr>
<tr>
<td>ENG-111</td>
<td>Writing and Inquiry</td>
</tr>
<tr>
<td>FVP-112</td>
<td>Art Dept Operations I</td>
</tr>
<tr>
<td>*HUM-115</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>WLD-110</td>
<td>Cutting Processes</td>
</tr>
<tr>
<td>WLD-111</td>
<td>Oxy-Fuel Welding</td>
</tr>
<tr>
<td>WLD-112</td>
<td>Basic Welding Processes</td>
</tr>
<tr>
<td>WLD-115</td>
<td>SMAW (Stick) Plate</td>
</tr>
<tr>
<td>WLD-116</td>
<td>SMAW (stick) Plate/Pipe</td>
</tr>
<tr>
<td>WLD-122</td>
<td>GMAW (MIG) FCAW/Plate</td>
</tr>
<tr>
<td>WLD-131</td>
<td>GTAW (TIG) Plate</td>
</tr>
<tr>
<td>WLD-132</td>
<td>GTAW (TIG) Plate/Pipe</td>
</tr>
<tr>
<td>WLD-141</td>
<td>Symbols &amp; Specifications</td>
</tr>
<tr>
<td>WLD-151</td>
<td>Fabrication I</td>
</tr>
<tr>
<td>WLD-261</td>
<td>Certification Practices</td>
</tr>
</tbody>
</table>

**Course** | **Course Title** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-112</td>
<td>General Biology II</td>
</tr>
<tr>
<td>*CJC-121</td>
<td>Law Enforcement Operations</td>
</tr>
<tr>
<td>CJC-241</td>
<td>Community-Based Corrections</td>
</tr>
<tr>
<td>COM-231</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>DRE-098</td>
<td>Integrated Reading Writing II</td>
</tr>
<tr>
<td>DRE-099</td>
<td>Integrated Reading Writing III</td>
</tr>
<tr>
<td>EDU-119</td>
<td>Intro to Early Child Educ</td>
</tr>
<tr>
<td>EDU-119</td>
<td>Intro to Early Child Educ</td>
</tr>
<tr>
<td>EDU-151</td>
<td>Creative Activities Lab</td>
</tr>
<tr>
<td>EDU-280</td>
<td>Literacy Exp Lab</td>
</tr>
<tr>
<td>EPP-210</td>
<td>Power Plant Systems</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing I</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing II</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing III</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing IV</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing V</td>
</tr>
</tbody>
</table>

**Bold/Highlighted courses** indicate that the class has been pre-approved as a Universal General Education Transfer Component (UGETC) course and transfer to North Carolina public universities. We advise each student to verify this with the school(s) of their choice.

* - Transfer courses (not considered UGETC courses).

Evening Courses Available on Both Campuses!

(courses below begin at 5 p.m. or later)

**Person County Campus**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HUM-115</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>NAS-101</td>
<td>Nurse Aide I</td>
</tr>
<tr>
<td>WLD-110</td>
<td>Cutting Processes</td>
</tr>
<tr>
<td>WLD-111</td>
<td>Oxy-Fuel Welding</td>
</tr>
<tr>
<td>WLD-112</td>
<td>Basic Welding Processes</td>
</tr>
<tr>
<td>WLD-115</td>
<td>SMAW (Stick) Plate</td>
</tr>
<tr>
<td>WLD-116</td>
<td>SMAW (stick) Plate/Pipe</td>
</tr>
<tr>
<td>WLD-121</td>
<td>GMAW (MIG) FCAW/Plate</td>
</tr>
<tr>
<td>WLD-122</td>
<td>GTAW (TIG) Plate/Pipe</td>
</tr>
<tr>
<td>WLD-131</td>
<td>GTAW (TIG) Plate</td>
</tr>
<tr>
<td>WLD-132</td>
<td>GTAW (TIG) Plate/Pipe</td>
</tr>
<tr>
<td>WLD-141</td>
<td>Symbols &amp; Specifications</td>
</tr>
<tr>
<td>WLD-151</td>
<td>Fabrication I</td>
</tr>
<tr>
<td>WLD-261</td>
<td>Certification Practices</td>
</tr>
</tbody>
</table>

**Caswell County Campus**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-112</td>
<td>General Biology II</td>
</tr>
<tr>
<td>*CJC-121</td>
<td>Law Enforcement Operations</td>
</tr>
<tr>
<td>CJC-241</td>
<td>Community-Based Corrections</td>
</tr>
<tr>
<td>COM-231</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>DRE-098</td>
<td>Integrated Reading Writing II</td>
</tr>
<tr>
<td>DRE-099</td>
<td>Integrated Reading Writing III</td>
</tr>
<tr>
<td>EDU-119</td>
<td>Intro to Early Child Educ</td>
</tr>
<tr>
<td>EDU-119</td>
<td>Intro to Early Child Educ</td>
</tr>
<tr>
<td>EDU-151</td>
<td>Creative Activities Lab</td>
</tr>
<tr>
<td>EDU-280</td>
<td>Literacy Exp Lab</td>
</tr>
<tr>
<td>EPP-210</td>
<td>Power Plant Systems</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing I</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing II</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing III</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing IV</td>
</tr>
<tr>
<td>EPN-230</td>
<td>Gunsmithing V</td>
</tr>
</tbody>
</table>

**Bold/Highlighted courses** indicate that the class has been pre-approved as a Universal General Education Transfer Component (UGETC) course and transfer to North Carolina public universities. We advise each student to verify this with the school(s) of their choice.

* - Transfer courses (not considered UGETC courses).
Career & College Promise

Earn college credit while in high school for FREE!

Choose a College Transfer Pathway:
• Associate in Science
• Associate in Arts
• Associate in General Education Nursing

Choose a Technical Education Pathway:
• Business Administration
• Information Technology
• Cosmetology
• Criminal Justice
• Digital Effects and Animation
• Early Childhood
• Film and Video Production
• Mechatronics Engineering Technology
• Medical Assisting
• Nurse Aide
• Welding

Learn more by visiting www.piedmontcc.edu/ccp

Coming in Spring 2019 - Certified Logistics Technician!
### Technical & Occupational

**http://www.piedmontcc.edu/top**

- Agribusiness Technology†
- Electrical Systems
- Electrical Power Production
- General Occupational Technology
- Gunsmithing
- Industrial Systems Technology
- Mechatronics Engineering Technology
- Welding

**Program Contact**

**Walter Montgomery**  
(336) 322-2258  
walter.montgomery@piedmontcc.edu

### Business & Computer Technologies

**http://www.piedmontcc.edu/bct**

- Accounting
- Business Administration
- Digital Effects and Animation Technology*†
- Film and Video Production Technology*†
- Information Technology - Computer Programming
- Information Technology - Business Support
- Information Technology - Web Design
- Office Administration

**Program Contact**

**Walter Montgomery**  
(336) 322-2258  
walter.montgomery@piedmontcc.edu

### University Transfer & General Education

**http://www.piedmontcc.edu/associate**

- Associate in Arts
- Associate in Fine Arts - Visual Arts
- Associate in Science
- Associate in General Education

**Program Contact**

**Karen Sanders**  
(336) 322-2190  
karen.sanders@piedmontcc.edu

### Health & Natural Sciences

**http://www.piedmontcc.edu/hns**

- Associate Degree Nursing
- Associate in General Education - Nursing
- Healthcare Management Technology
- Healthcare Technology
- Health Science
- Medical Assisting
- Medical Coding
- Medical Office Administration
- Nurse Aide
- Phlebotomy

**Program Contact**

**Alisa Montgomery**  
(336) 322-2213  
alisa.montgomery@piedmontcc.edu

### Public Safety & Human Services

**http://www.piedmontcc.edu/pshs**

- Cosmetology - Person Campus
- Criminal Justice
- Early Childhood Associate
- Early Childhood - Infant/Toddler Care
- Human Services Technology
- Human Services Technology - Gerontology

**Program Contact**

**Walter Montgomery**  
(336) 322-2258  
walter.montgomery@piedmontcc.edu

### Caswell Campus Programs

**http://www.piedmontcc.edu/ccprograms**

- Agribusiness Technology†
- Cosmetology - Caswell Campus
- Digital Effects and Animation Technology
- Film and Video Production Technology

**Program Contact**

**Rodney Jackson**  
(336) 694-8042  
rodney.jackson@piedmontcc.edu

---

* Contact Rodney Jackson, Dean, Caswell County Campus
† Pending approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Prepare or upgrade your skills to obtain a job in the manufacturing industry as:

- Technical service providers
- Materials and technologies testing services
- Process improvement technicians
- Engineering technicians
- Industrial and technology managers
- Research technicians

Students will learn multi-craft technical skills in blueprint reading, mechanical systems, electrical/electronic systems, hydraulics/pneumatics, automation, and includes various diagnostic and repair procedures. Practical application in the mechanical and electrical systems will be emphasized and advanced course work may be offered.

The Mechatronics Engineering Technology program strives to meet the demands of the global workforce; therefore, students are provided with various levels of course work in the mechanical and electronic fields.
The Gunsmithing curriculum is designed to provide students with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

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

Program Contact
Brian Zappia  
(336) 322-2136  
brian.zappia@piedmontcc.edu
The Associate in Applied Science degree program in Agribusiness Technology will make its PCC debut Fall 2018*.

The program will be based on the Caswell County Campus, and will serve both Caswell County and Person County communities. Agribusiness Technology will prepare students for employment in a variety of agribusiness jobs such as farm operations, wholesale and retail produce management, environmental and agricultural education, and store management.

Students will learn the fundamentals of agriculture, with emphasis placed on entrepreneurial and field training, as well as the basics of our economic system and government policies and programs relating to agriculture.

* Pending approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Associate in Arts (AA)
Designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional schedule that requires a strong liberal arts background.

Associate in Fine Arts - Visual Arts (AFA)
Designed for students who want to pursue a four-year degree in fine arts.

Associate in Science (AS)
Designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds.

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

PCC provides options when earning your AA or AS degree with both face to face classes, hybrid, or completely online!

These courses also transfer to NC public universities through the North Carolina Comprehensive Articulation Agreement (CAA)!

For more info visit www.piedmontcc.edu/associate
PCC’s Early Childhood program prepares individuals to:

- Promote child development and learning
- Work with diverse families and children
- Observe, document and assess to support young children and families
- Use content knowledge to build meaningful curriculum
- Use developmentally effective approaches in collaboration with other early childhood professionals.

Course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to playing and learning, working with diverse families, and related observations/student teaching experiences. Many of the courses have online options.

The program has been revised to include more transferable courses, which are included in the statewide early childhood articulation agreement.

**After PCC you can:**

**Go to work:** Complete the AAS traditional program and directly enter the workforce.

**Continue your education:** Earn a Bachelors Degree in Birth to Kindergarten (B-K) licensure or early education non-licensure.

**Program Contact**

Carolyn Steele  
(336) 322-2149  
carolyn.steele@piedmontcc.edu
PCC offers an Associate Degree in Human Services Technology with a concentration in Gerontology. In addition, if you are an individual in another field such as nursing, social work, or occupational therapy, an Aging Studies Certificate can provide additional credentials to help you better understand this population and address their specific needs. There are six courses required in the certificate and include:

- GRO 120 Gerontology
- GRO 220 Psychological/Social Aspects of Aging
- GRO 230 Health, Wellness and Nutrition
- GRO 240 Gerontology Care Management
- SWK 113 Working with Diversity
- SWK 110 Intro to Social Work

Dr. Madelyn Harvey
(336) 322-2137
madelyn.harvey@piedmontcc.edu
Locations & Contact Information

PCC offers Continuing Education courses at several locations in Person and Caswell counties. Here is a list and abbreviations used in the schedule.

1. **Person County Campus (PCC) & Educational Opportunity Center**
   1715 College Drive, Roxboro, NC
   (336) 599-1181

2. **Caswell County Campus (CCC)**
   331 Piedmont Drive, Yanceyville, NC
   (336) 694-5707

3. **Business Development and Entrepreneurship Center (BDEC) / Small Business Center (SBC)**
   105 N. Main St., Roxboro, NC
   (336) 599-0032

4. **Public Safety Training Center (PSTC) / Small Business Center (SBC)**
   337 Wall St., Yanceyville, NC
   (336) 694-4013

5. **Roxboro Police Department (RPD)**
   109 Lamar St., Roxboro, NC
   (336) 599-8345

6. **Workforce Training Center (WTC)**
   303 S. Morgan St., Roxboro, NC
   (336) 599-4620

PCC offers multiple sections for most courses and adds courses throughout the semester. Please call or e-mail the PCC contact listed in this brochure for more information and for additional dates and times.

Learn more about

- **Allied Health Care Training**
  (336) 322-2156 - Person
  (336) 694-8080 - Caswell

- **Customized Training Program**
  (336) 599-6622

- **High School Equivalency/ABS**
  (336) 322-2155 - Person
  (336) 694-8057 - Caswell

- **Workforce Development**
  (336) 322-2156 - Person
  (336) 694-8064 - Caswell

- **Personal Enrichment Occupational Extension**
  (336) 322-2156

- **Workforce Certification Academy©**
  (336) 322-2156
Truck Driving
CDL-Class A

PCC’s truck driver training program consists of extensive classroom, range, and behind-the-wheel instruction to prepare students for the Commercial Driver’s License (Class A) skills examination. This test will be provided and administered at the completion of the course.

Call (336) 599-0032

<table>
<thead>
<tr>
<th>Class</th>
<th>Orientation to Truck Driver Training*</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>July 9 - 18, Mon. - Wed., 9 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>#2</td>
<td>August 13 - 22, Mon. - Wed., 9 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>#3</td>
<td>September 10 - 19, Mon. - Thurs., 9 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>#4</td>
<td>October 8 - 17, Mon. - Wed., 9 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>#5</td>
<td>November 12 - 21, Mon. - Wed., 9 a.m. - 4 p.m.</td>
</tr>
</tbody>
</table>

**Class A Truck Driver Training Course**
- August 21 - September 21
- September 18 - October 19
- October 16 - November 16
- November 13 - December 14
- January 2 - February 1

**Important Information**

**Refunds**: 100% if requested before a course begins or if the course is cancelled; 75% if requested after a course begins, but before 10% of the total class meetings.

**Scholarships**: A limited number of scholarships are available for Continuing Education students. For more information, call (336) 322-2156 in Person County or (336) 694-8080 in Caswell County.

Registration and Fees Range from **FREE** to **$180**

Additional Fees

Additional fees may be required for certain courses. There is an $8 student liability fee required for nursing, medical, or emergency services courses. Students also have the option of purchasing Student Accident Insurance at a cost of $1.25 per course.
Need to pass the HiSET® or GED® test?

Before you Test Come to ABS!

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>SESSION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2 - Sept. 27</td>
<td>Oct. 3 - Dec. 19</td>
</tr>
</tbody>
</table>

Tests Available on both campuses!

$80 GED© test
Computer based test

$50 HiSET® test*
Paper and pencil based test

Monthly testing available both DAY and EVENING! SATURDAY testing available once each semester!

*Jan. 2019 HiSET® test increases to $75

Free Orientation Class to help you get started!
Orientation to Outcomes (O2O) is required for new Adult Basic Skills students, or those returning to the program for after a 90 days or more absence. It helps us help you achieve your goals!

Register for FREE Classes
Interested in improving your basic skills in: reading, writing, math, problem solving, money management, social studies, science, computer, and life skills? Call us to get started in free classes!

Funding available to help you pay for the HiSET® or GED® test!
Ask how to apply!

Contact Cynthia Worth
For Testing and Fee Assistance
Person County Campus (336) 322-2142
Caswell County Campus (336) 694-8055
Email: cynthia.worth@piedmontcc.edu
No time for class? No problem.
Online English is open 24/7

Need to learn English as a second language? Learn English through studying in your home using PCC’s online instruction, or study in a PCC English Language Acquisition (ELA) class with an instructor. (ELA was formerly English as a Second Language or ESL.)

**ADULT BASIC SKILLS (ABS) & HIGH SCHOOL EQUIVALENCY (HSE)**
Learn the foundational skills you need for college or career readiness.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orientation 2 Outcomes (O2O)</strong></td>
<td>Session 1: June 27 – July 31</td>
<td><strong>FREE</strong>: PCC &amp; CCC</td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
<tr>
<td><strong>Basic Skills/HSE Math/Science</strong> (Beginner to Advanced Levels)</td>
<td>Session 1: July 2 – Sept. 27</td>
<td><strong>FREE</strong>: PCC</td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
<tr>
<td><strong>Basic Skills/HSE Language Arts/Social Studies</strong> (Beginner to Intermediate Levels)</td>
<td>Session 1: July 2 – Sept. 27</td>
<td><strong>FREE</strong>: PCC</td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
<tr>
<td><strong>Basic Skills/HSE All Subjects</strong> (Beginner to Advanced Levels)</td>
<td>Session 1: July 2 – Sept. 27</td>
<td><strong>FREE</strong>: CCC</td>
<td>ABS Office Caswell County (336) 694-8057</td>
</tr>
</tbody>
</table>

If your goal is to be able to pass a High School Equivalency test (GED® or HiSET®), or pass a work or college entry test, Orientation 2 Outcomes (O2O) is where to start! Before you test, come to ABS! O2O is required for new ABS students or any ABS student who has been out of the program for 90 days or more. Contact the local ABS office to reserve your seat for a day or evening O2O session. Spend seven hours in O2O to find out if you are ready for your next step. Fall semester O2O sessions will begin June 27.

**And the Winners Are...!**

**Stanley Thornton**
Recipient of the Outstanding Graduate Award 2017-18 & nominee for the state-wide Dallas Herring Award

**David Tanner**
Recipient of the Outstanding Student Award 2017-18
ENGLISH LANGUAGE ACQUISITION (ELA)
Learn the foundational skills you need for college or career readiness.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Acquisition (ELA) (Formerly ESL) Room B-108A</td>
<td>Session 1: July 2 - Sept. 26 Session 2: Oct. 1 - Dec. 19 Mon., Tues. &amp; Wed. 8:15 – 10:15 a.m. Session 1: July 10 - Sept. 27 Session 2: Oct. 4 - Dec. 18 Tues. &amp; Thurs. 5:30 – 8:30 p.m.</td>
<td><strong>FREE</strong></td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
<tr>
<td>English Language Acquisition (ELA) Hybrid Online Lab (Formerly ESL) Room B-108A</td>
<td>Session 1: July 2 – Sept. 30 Session 2: Oct. 1 – Dec. 31 Person County Hybrid Online Lab Thurs. 8:30 a.m.–10:30 a.m. Caswell Co. Hybrid Online Lab TBA</td>
<td><strong>FREE</strong></td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
</tbody>
</table>

BASIC SKILLS & HIGH SCHOOL EQUIVALENCY (HSE) ONLINE STUDIES
Session 1 - July 1 – Sept. 30 Session 2 - Oct. 1 – Dec. 31
Prepare for GED® or HiSET® testing with online instruction and face-to-face instructor meetings. Lab times are offered for computer usage, tutoring, and progress testing.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE Online Hybrid Lab Room B-102</td>
<td>Session 1: July 2 – Sept. 30, Tues., 4 - 7 p.m. Lab begins July 10 and ends Sept. 25; Online hours end Sept. 30 Session 2: Oct. 1 – Dec. 13 Lab begins Oct. 2 and ends Dec. 18; Online hours end Dec. 31</td>
<td><strong>FREE</strong>: PCC</td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
<tr>
<td>HSE Online Hybrid Lab BDEC</td>
<td>Session 1: July 2 – Sept. 30; Mon. &amp; Wed., 3:30 – 5 p.m. Lab begins July 2 and ends Sept. 26; Online hours end Sept. 30 Session 2: Oct. 1 – Dec. 31 Lab begins Oct. 1 and ends Dec. 17; Online hours end Dec. 31</td>
<td><strong>FREE</strong>: BDEC</td>
<td>ABS Office Person County (336) 322-2155</td>
</tr>
<tr>
<td>Basic Skills/HSE Online Hybrid Lab Room K-162</td>
<td>Session 1: July 2 – Sept. 30 Mon., Tues. &amp; Wed., 3 - 5 p.m. &amp; Tues. 5:30 - 8:30 p.m. Lab begins July 2 and ends Sept. 26, Online hours end Sept. 30 Session 2: Oct. 1 – Dec. 31 Mon., Tues. &amp; Wed., 3 - 5 p.m. &amp; Tues. 5:30 - 8:30 p.m. Lab begins Oct. 1 and ends Dec. 18, Online hours end Dec. 31</td>
<td><strong>FREE</strong>: CCC</td>
<td>ABS Office Caswell County (336) 694-8057</td>
</tr>
</tbody>
</table>
## JOB SEEKING COURSES

*No Charge to those who are unemployed, underemployed, or received notice of lay-off.

**Workforce Training Center (WTC):** Jeanette Godsey, (336) 322-2156, jeanette.godsey@piedmontcc.edu

**Caswell County Campus (CCC):** Bonnie Gibson, (336) 694-8064, bonnie.gibson@piedmontcc.edu

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Skills for Job Search</td>
<td>July 10 - Aug.16, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> WTC</td>
<td>Students learn basic computer skills, such as how to create, save, and print various job search documents; use Microsoft Word; and develop a resume in NC Works. Students are introduced to Excel, PowerPoint, and Publisher and how these programs can assist in job search efforts. Students also learn how to use social media to assist in job search efforts.</td>
</tr>
<tr>
<td></td>
<td>Oct. 9 - Nov. 15, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> CCC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct. 9 - Nov. 27, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> CCC</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy for Job Search</td>
<td>Aug. 21 - Sept. 27, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> WTC</td>
<td>Learn more about basic computer terms, tools, and skills needed to improve computer literacy. Successful students will earn an official Microsoft Digital Literacy Certification to add to their resumes and share with potential employers at job interviews.</td>
</tr>
<tr>
<td></td>
<td>Aug. 14 - Sept. 20, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> CCC</td>
<td></td>
</tr>
<tr>
<td>Job Search for WCA©</td>
<td>Oct. 8 - Nov. 7, Tues. &amp; Thurs., 1 - 4 p.m.</td>
<td><strong>FREE:</strong> WTC</td>
<td>This course provides instruction in job search techniques using the Internet and other computer technology for individuals who are looking for work and have recently completed training through the Workforce Certification Academy©.</td>
</tr>
<tr>
<td></td>
<td>Oct. 2 - 4, Tues. - Thurs., 8:30 a.m. - 12:30 p.m.</td>
<td><strong>FREE:</strong> CCC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dec. 18 - 19, Tues. - Thurs., 8:30 a.m. - 12:30 p.m.</td>
<td><strong>FREE:</strong> CCC</td>
<td></td>
</tr>
<tr>
<td>Mission Employment Hybrid Lab</td>
<td>Aug. 13 - Dec. 12, Mon. &amp; Wed., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> WTC</td>
<td>Need help finding work in today’s computer driven labor market? Don’t have a résumé? Don’t know how to search the Internet for employment opportunities? Learn all this and earn a NC Career Readiness Certificate (CRC) in this course.</td>
</tr>
<tr>
<td></td>
<td>Aug. 15 - Dec. 20, Mon. - Thurs., 8 a.m. - 5 p.m., Fri., 8 a.m. - 4 p.m.</td>
<td><strong>FREE:</strong> CCC</td>
<td></td>
</tr>
<tr>
<td>NEW Working Smart</td>
<td>Aug. 9 - Sept. 6, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> WTC</td>
<td>This new class addresses soft skills and work ethic. Developed at the request of employers in the Charlotte area, this new training addresses five core work values: self-management, self-awareness, problem solving, work ethic, and communication skills.</td>
</tr>
<tr>
<td></td>
<td>Oct. 4 - Nov. 1, Tues. &amp; Thurs., 9 a.m. - 12 p.m.</td>
<td><strong>FREE:</strong> WTC</td>
<td></td>
</tr>
</tbody>
</table>

---

**E.M.T. Program**

Are you interested in helping others, serving your community, and obtaining lifesaving skills and knowledge?

Enroll in PCC’s Emergency Medical Technician Program today!

Upon successful completion of the program, the Emergency Medical Technician graduate will be able to sit for the North Carolina Emergency Services credentialing exam and National Registry EMT exam.

**Program Contact**

Heather Albert at (336) 694-4013  
heather.albert@piedmontcc.edu
Healthcare Careers
Visit us online at www.piedmontcc.edu/healthcarecareers

Find out which Allied Health career is right for you and qualify for additional financial assistance by taking PCC’s FREE Orientation to Healthcare Careers courses!

ALLIED HEALTHCARE TRAINING
To meet the growing demand for healthcare professionals, PCC provides a variety of educational opportunities for students.

Caswell County County (CCC): Lori Watlington, (336) 694-8080, lori.watlington@piedmontcc.edu
Person County Campus (PCC) & Workforce Training Center (WTC): Jeanette Godsey, (336) 322-2156, jeanette.godsey@piedmontcc.edu

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Aide I</td>
<td>Aug. 16 - Oct. 11 Mon. &amp; Wed., 8 a.m. - 12:15 p.m. Tues. &amp; Thurs., 8 a.m. - 1:15 p.m. Clinical: 6:45 a.m. - 2:15 p.m. Aug. 17 - Dec. 14 Fri., 5:30 - 9:15 p.m. Sat., 8 a.m. - 1:15 p.m.</td>
<td>$188 - Registration, $91.75 - Textbook $101 - State Exam Location - CCC</td>
<td>Upon successful completion of this 160 hour course, the student will be eligible to take the North Carolina Nurse Aide I Competency Examination required for listing on the North Carolina Nurse Aide I Registry.</td>
</tr>
<tr>
<td>Nurse Aide II</td>
<td>Oct. 22 - Dec. 20 Mon. - Thurs., 8 a.m. - 12:15 p.m. Clinical: 6:45 a.m. - 3:15 p.m.</td>
<td>$188 - Registration, $91.75 - Textbook $24 - State Exam Location - CCC</td>
<td>Students are taught to perform more complex skills for patients/residents. Upon completion, students are eligible to apply for listing as a Nurse Aide II by the NC Board of Nursing.</td>
</tr>
<tr>
<td>Nurse Aide I Refresher</td>
<td>Aug. 20 - Sept. 17 Mon. &amp; Wed., 1 - 5 p.m. Tues. &amp; Thurs., 2 - 5 p.m.</td>
<td>$125 - Registration, $101 - State Exam Location - CCC</td>
<td>Refresher course for the Nurse Aide I whose certification has expired within the past 2 years or who is currently certified in another state and seeks listing on the North Carolina Nurse Aide I Registry.</td>
</tr>
<tr>
<td>Cardiovascular Technician/Monitor</td>
<td>Aug. 21 - Nov. 13 Tues. - Thurs., 5:30-9 p.m.</td>
<td>$188 - Registration $97.14 - Textbook $11.69 - Supplies $65 - Practice Exam $115 - CET Exam Location - CCC</td>
<td>Course prepares students to come certified EKG (ECG) Technicians. The 120 hr. course covers the anatomy and physiology of the heart as it relates to cardiac rhythm interpretations, principles of EKG, rhythm recognition of sinus, atrial junctional, ventricular, pacemaker, and heart block rhythms.</td>
</tr>
</tbody>
</table>

Type/Name of Class: Complete course listing available online at www.piedmontcc.edu
ALLIED HEALTHCARE TRAINING

To meet the growing demand for healthcare professionals, PCC provides a variety of educational opportunities for students.

Caswell County Campus (CCC): Lori Watlington, (336) 694-8080, lori.watlington@piedmontcc.edu
Person County Campus (PCC) & Workforce Training Center (WTC): Jeanette Godsey, (336) 322-2156, jeanne.godsey@piedmontcc.edu

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation to Health Care Careers</td>
<td>July 23 - 31; Sept. 17 - 25; Nov. 27 - Dec. 5; Mon. - Wed., 8:30 a.m. - 3 p.m.</td>
<td>FREE Location - CCC</td>
</tr>
<tr>
<td>Medication Aide</td>
<td>July 24 - Aug. 7; Sept. 18 - Oct. 2; Nov. 27 - Dec. 11 Tues. &amp; Thurs., 9 a.m. - 4 p.m.</td>
<td>FREE Location - WTC</td>
</tr>
<tr>
<td>PRE-REQUISITE: Listed as CNA I on the NC Registry and a high school/GED® graduate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication Administration Exam Prep for Unlicensed Personnel (Med Tech)</td>
<td>Sept. 24 - Oct. 3 Mon. &amp; Wed., 1 - 5 p.m. Tues. &amp; Thurs., 2 - 5 p.m.</td>
<td>$70 - Registration $45.55 - Textbook $55 - State Exam Location - CCC</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>Oct. 8 - 17 Mon. &amp; Wed., 1 - 5 p.m. Tues. &amp; Thurs., 2 - 5 p.m.</td>
<td>$70 - Registration $25 - State Exam Location - CCC</td>
</tr>
<tr>
<td></td>
<td>Course Work - Aug. 16 - October 18 Clinicals - October 22 - Dec. 12</td>
<td>$189.25 Location - PCC</td>
</tr>
</tbody>
</table>

ALLIED HEALTHCARE TRAINING

Caswell Campus

AUGUST 10
Friday
8:30 a.m. - 1:30 p.m.

Business Development & Entrepreneurship Center

SEPTEMBER 28
Friday
9 a.m. - 1:30 p.m.

NOVEMBER 16
Friday
9 a.m. - 1:30 p.m.

COST
$75

Program Contacts

Caswell County Campus
Bonnie Gibson (336) 694-8064 bonnie.gibson@piedmontcc.edu

Business Development & Entrepreneurship Center
Jeanette Duncan (336) 599-0032 jeanette.duncan@piedmontcc.edu
PCC’s Workforce Certification Academy© (WCA) has been recognized across the country and state as a model for preparing individuals to compete in today’s workforce.

Affordable short-term training that leads to national, state, or industry-recognized certifications is available at PCC. Gain skills that local employers are seeking.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Production Technician</td>
<td>July 25 - Sept. 19 Mon.-Thurs., 8 a.m. to 3:30 p.m.</td>
<td>$188 - Registration PCC</td>
</tr>
<tr>
<td>Orientation to HVAC</td>
<td>Aug. 1 - Aug. 13 Mon.-Wed., 9 a.m. - 4 p.m.</td>
<td>FREE WTC</td>
</tr>
<tr>
<td>Orientation to Siemens Level I</td>
<td>Aug. 21 - Sept. 5 Mon.-Wed., 9 a.m. - 4 p.m.</td>
<td>FREE WTC</td>
</tr>
<tr>
<td>Orientation to Certified Logistics Technician</td>
<td>Sept. 19 - Oct. 3 Mon.-Wed., 9 a.m.-4 p.m.</td>
<td>FREE WTC</td>
</tr>
<tr>
<td>Siemens Level I</td>
<td>Sept. 26 - Dec. 18 Mon.-Thurs., 8 a.m.-3:30 p.m.</td>
<td>$188 - Registration PCC</td>
</tr>
<tr>
<td>BioWork Certification Training (BioWork Process Technician)</td>
<td>TBA</td>
<td>$181.25 - Registration WTC</td>
</tr>
<tr>
<td>Certified Logistics Technician</td>
<td>Oct. 16 - Dec 19 Tues.-Thurs., 1 p.m.-5 p.m.</td>
<td>$194 Registration WTC</td>
</tr>
<tr>
<td>HVAC Part II-Heating</td>
<td>Sept. 4 - Dec. 15 Tues. &amp; Thurs., 5p.m.-8 p.m. 2 Saturdays/month 9 a.m.-1 p.m.</td>
<td>$181.25 - Registration WTC</td>
</tr>
</tbody>
</table>

Program Contact
Jeanette Godsey
(336) 322-2156
jeanette.godsey@piedmontcc.edu
Workforce Development
Visit www.piedmontcc.edu/hrd

BioWork Process Technician: Gain skills for a career as a manufacturing technician in the biotechnology, pharmaceutical, and chemical manufacturing industries.

Certified Logistics Technician (CLT): Learn logistics and distribution skills that lead to the Manufacturing Skills Standards Council (MSSC) CLT certification.

Certified Production Technician (CPT): For careers in manufacturing. Topics include safety, quality, manufacturing processes, Green production, and maintenance awareness. Leads to the MSSC CPT certification.

OSHA-Forklift: Get your OSHA certification in forklift.

NEW Siemens Level I Mechatronics

Classroom and labs on electrical and mechanical components, electropneumatic and hydraulic control circuits, digital fundamentals and PLCs. This course adds to the already existing manufacturing programs designed to meet the needs of local industries. Students successfully completing the course will then sit for the national Siemens Level I Certification.

Did you know you can SAVE OVER $3,000?
With PCC’s Siemens Level I training costing only $188 compared to over $3,000 in VA.

MEDICAL ONLINE TRAINING PROGRAMS - CAREERSTEP

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Cost/Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Step-Professional Medical Coding</td>
<td>Classes begin the 4th Thursday of each month.</td>
<td>$180; ONLINE</td>
<td>Career Step’s medical coding and billing program prepares professionals on how to translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. Coders use 3 different code sets: CPT, HCPCS, and ICD-10. The comprehensive Professional Medical Coding and Billing ICD-10 program will teach you to use all of these codes—CPT, HCPCS, and ICD-10—making sure you have the skills needed to earn national certification and start working.</td>
</tr>
<tr>
<td>and Billing ICD-10</td>
<td>Class begins each month.</td>
<td>$180; ONLINE</td>
<td>Career Step’s premier medical transcription education program, Medical Transcription Editor, is designed to help you gain the knowledge and skills of both a medical transcriptionist and a medical transcription editor, making you more flexible and marketable after graduation.</td>
</tr>
<tr>
<td>Career Step-Medical Transcription Editor</td>
<td>Classes begin the 4th Thursday of each month.</td>
<td>$180; ONLINE</td>
<td>Career Step’s medical administrative assistant with EHR (electronic health records) program, is designed to prepare students to work in various healthcare facilities overseeing their electronic health records as well as general medical office administration.</td>
</tr>
<tr>
<td>Career Step-Medical Administrative Assistant with EHR</td>
<td>Classes begin the 4th Thursday of each month.</td>
<td>$180; ONLINE</td>
<td></td>
</tr>
</tbody>
</table>

Contact Velma Drumwright at (336) 599-0032 or visit www.careerstep.com/piedmont

Piedmont Community College 2018 Fall Schedule | Complete course listing available online at www.piedmontcc.edu
Professional & Occupational Development

Business Development & Entrepreneurship Center

Phone (336) 599-0032
Address 105 N. Main Street, Roxboro, NC.

Vehicle Safety Inspections

Tues. & Wed., 5:30 - 9:30 p.m. - $70

This course is required for certification or re-certification to inspect motor vehicles under the N.C. Motor Vehicles Safety Inspection Law. Students must have a valid N.C. driver's license and work at an approved Vehicle Inspections Station or be in the process of establishing a station that meets NC DMV approval.

Microsoft Word & Excel Courses

$70 plus required textbook - 24 hour availability

Courses start August 7, September 11, & October 23

Introduction to Microsoft Word 2016
Intermediate Microsoft Word 2016
Introduction to Microsoft Excel 2016
Intermediate Microsoft Excel 2016

North Carolina Notary Public

www.piedmontcc.edu/notary

Aug. 13 & 15 M/W 6-9 p.m.
Oct. 15 & 17 M/W 6-9 p.m.
Dec. 10 & 12 M/W 6-9 p.m.

Course is $70 at the BDEC

This course will prepare the learner for appointment to the position of Notary Public in North Carolina. Instruction will include a study of the fees, general powers and limitations, and the requirements for attestation. Participants must be at least 18 years of age, possess a high school diploma or equivalent, and speak and write English. Additional costs include: textbook. Payment of the registration fee is required before the course starts. 2016 Notary Book also required.

Heartsaver First Aid/CPR/AED

Friday, 9 a.m. - 4 p.m. - $76

American Heart Association Course on Basic First Aid/CPR/AED for the Non-healthcare provider.

Defensive Driving Class

www.piedmontcc.edu/careertraining

Aug. 18 Sat. 9 a.m.-1 p.m.
*Sept. 18 Tues. 6-10 p.m.
Oct. 20 Sat. 9 a.m.-1 p.m.
Nov. 20 Tues. 6-10 p.m.
Dec. 15 Sat. 9 a.m.-1 p.m.

Course is $99 at the BDEC

*Will be on the Caswell County Campus

Qualified drivers may earn the opportunity to receive a reduction on a traffic infraction by completing the National Safety Council’s Defensive Driving Course. Upon completing the four hour class, a Certificate of Completion will be issued. Payment of the registration fee is required before the course starts.
## ALL SEMINARS ARE FREE AND OPEN TO THE PUBLIC

### Contact
- **Person County Campus (PCC), Online, and Business Development and Entrepreneurship Center (BDEC):** Jody Blackwell, (336) 599-6622, jody.blackwell@piedmontcc.edu
- **Caswell County Campus (CCC):** Cori Lindsay, (336) 694-4013, cori.lindsay@piedmontcc.edu

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I Need An Online Ecommerce Presence?</td>
<td>August - December</td>
<td>ONLINE Webinar</td>
</tr>
<tr>
<td>Pinterest for Your Business</td>
<td>August - December</td>
<td>ONLINE Webinar</td>
</tr>
<tr>
<td>Dealing with Constant Change in the Workplace</td>
<td>Aug. 8 Wed., 12-2 p.m.</td>
<td>PCC</td>
</tr>
<tr>
<td>Is Opening a Business a Good Fit for Me?</td>
<td>Aug. 23 Thurs., 12-2 p.m. Lunch-N-Learn</td>
<td>BDEC</td>
</tr>
<tr>
<td>How to Develop Your Business Website</td>
<td>Sept. 18 Tues., 6-9 p.m.</td>
<td>BDEC</td>
</tr>
<tr>
<td>Nonprofits are a Business too!</td>
<td>Sept. 18 Tues., 6-8 p.m.</td>
<td>CCC</td>
</tr>
<tr>
<td>Facebook for your Business</td>
<td>Sept. 24 Mon., 6-8 p.m.</td>
<td>CCC</td>
</tr>
<tr>
<td>Using Social Media to Attract More Clients</td>
<td>Sept. 25 Tues., 6-9 p.m.</td>
<td>BDEC</td>
</tr>
<tr>
<td>Lights, Camera, Connect: Using YouTube to Market Your Business</td>
<td>Oct. 11 Thurs., 6-9 p.m.</td>
<td>BDEC</td>
</tr>
<tr>
<td>How to Hire and Retain Employees</td>
<td>Oct. 18 Thurs., 6-8 p.m.</td>
<td>CCC</td>
</tr>
<tr>
<td>Basic Low Cost Recordkeeping</td>
<td>Nov. 8 Thurs., 6-8 p.m.</td>
<td>CCC</td>
</tr>
<tr>
<td>How To Improve Your Credit Score</td>
<td>Dec. 6 Thurs., 6-8 p.m.</td>
<td>CCC</td>
</tr>
</tbody>
</table>
PIEDMONT COMMUNITY COLLEGE
PO BOX 1197
ROXBORO, NC 27573
WWW.PIEDMONTCC.EDU

More than 300 online courses

> Instructor-Facilitated
Online Learning

Courses start at $70
For more information call
(336) 599-0032

For complete listing of online classes, course outlines, requirements, and registration information, visit our website at:
www.ed2go.com/pcc

Accounting
Learn basic skills in bookkeeping, financial reporting & more

Small Business
Learn how to get started and be successful

Multimedia
Design web sites, make movies, discover digital photography, and more

Writing & Publishing
Effective techniques to accomplish correct procedures for every type of communication

Computer Applications
A variety of Microsoft window programs + Outlook

Continuing Education for Teachers
Plenty of practical information that you can apply to your students and classroom immediately

Each six-week class is composed of 12 sessions, followed by a final exam and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

REGISTER TODAY!
Monday - Thursday: 8 a.m. - 5 p.m.
Friday: 8 a.m. - 4 p.m.

FOLLOW US!
piedmontcc  @piedmontcc  piedmontcc  piedmontccedu