Looking For The Most Current Schedule Information?

Find information online at:
schedules.vgcc.edu
or scan the QR Code below.

Not Yet Enrolled?
Apply Now!
admissions.vgcc.edu

New Course Sections Still Being Added.
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Mission Statement:
Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success.

Vision Statement:
In partnership with our community, Vance-Granville Community College will lead the economic development of our region, be nationally-recognized for educational excellence, and improve our world through stewardship and sustainability.
Fall 2014 New Student Orientation Sessions

- New students must attend orientation before enrolling in classes.
- New Student Orientation will include meeting with an advisor and (pre) registering for classes.
- Use our orientation link to sign-up today (orientation.vgcc.edu). Sign-up is required.
- The catalog (catalog.vgcc.edu) and program handbooks (www.vgcc.edu/Academics/academics-programs.cfm) are online.
- To view class offerings, please use this link: schedules.vgcc.edu

** Important Contact Numbers at VGCC **

For Information About:

Financial Aid: (252) 738-3280
Bookstore: (252) 738-3333
Business Office: (252) 738-3266
Student Success Center (Advising/Counseling): (252) 738-3330
Scholarships/Endowment: (252) 738-3264

Getting Started Checklist For Curriculum Students

New Students:

- Complete an application for admission online at www.vgcc.edu
  (After completing online application, you will receive a packet from VGCC’s Admissions Office with additional enrollment details.)
- Complete FAFSA at www.fafsa.gov
- Submit official high school transcripts
- Have official transcripts sent from other colleges if transfer credit is needed
- Complete placement testing or have it waived
- Attend orientation and meet with a counselor or advisor
- Create your WebAdvisor login and save it in a secure location
- Complete financial aid forms requested on My Documents in WebAdvisor
- Register online via WebAdvisor (June 9-July 31, 2014 and Aug. 4-13, 2014)
- If you register June 9-July 31, pay tuition and fees or have financial aid in place by July 31, 2014. If you register Aug. 4-13, pay tuition and fees or have financial aid in place by Aug. 13, 2014.
- Have Student I.D. updated and obtain a Parking Placard

Returning Students:

- Meet with your advisor
- Register online via WebAdvisor
- If you register June 9-July 31, pay tuition and fees or have financial aid in place by July 31, 2014. If you register Aug. 4-13, pay tuition and fees or have financial aid in place by Aug. 13, 2014.
- Have Student I.D. updated and obtain a Parking Placard

All Students:

If another organization or scholarship is paying your tuition, you must go to the Business Office to verify payment. The payment deadline for Fall 2014 is Thursday, July 31, 2014, by 5 p.m. in person, or by midnight on WebAdvisor for students who register from June 9 to July 31, 2014. Fall tuition payments will be accepted beginning Monday, July 7, 2014. View bills and pay by credit card in WebAdvisor. Payments by cash, check, or money order will be accepted at any campus business office. INVOICES AND/OR SCHEDULES ARE NOT MAILED.

** IMPORTANT:**

Students will receive curriculum credit for a course(s) only if they follow the proper college procedures outlined in this document. If any step is not completed, students will not receive a grade or credit for the course(s). This policy also applies to all students receiving any type of financial assistance.

### Fall 2014 New Student Orientation Sessions

- **New Students Must Attend Orientation**

<table>
<thead>
<tr>
<th><strong>MAIN CAMPUS</strong></th>
<th><strong>FRANKLIN CAMPUS</strong></th>
<th><strong>SOUTH CAMPUS</strong></th>
<th><strong>WARRENN CAMPUS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bldg. 6, Room 6101</strong> or Civic Center, Bldg. 9 – (252) 492-2061</td>
<td><strong>Room F161</strong> (919) 496-1567</td>
<td><strong>Room G134</strong> (919) 528-4737</td>
<td><strong>Bldg. 4, Room W432</strong> (252) 257-1900</td>
</tr>
<tr>
<td><strong>Tuesday, June 3 - 2 p.m.</strong></td>
<td>Wednesday, June 4 - 2 p.m.</td>
<td>Wednesday, June 18 - 5:30 p.m.</td>
<td>Wednesday, June 11 - 2 p.m.</td>
</tr>
<tr>
<td><strong>Wednesday, June 4 - 9 a.m. &amp; 5:30 p.m.</strong></td>
<td>Thursday, July 10 - 9 a.m. &amp; 5 p.m.</td>
<td>Thursday, June 19 - 10 a.m.</td>
<td>Wednesday, July 30 - 5:30 p.m.</td>
</tr>
<tr>
<td><strong>Tuesday, June 17 - 5:30 p.m.</strong></td>
<td>Tuesday, July 29 - 9 a.m. &amp; 5 p.m.</td>
<td>Thursday, July 17 - 5:30 p.m.</td>
<td>Thursday, Aug. 14 - 5:30 p.m.</td>
</tr>
<tr>
<td><strong>Tuesday, June 24 - 5:30 p.m.</strong></td>
<td>Tuesday, Aug. 12 - 3 p.m.</td>
<td>Friday, July 18 - 10 a.m.</td>
<td><em>Wednesday, Sept. 3 - 5:30 p.m.</em></td>
</tr>
<tr>
<td><strong>Tuesday, July 8 - 9 a.m. &amp; 2 p.m.</strong></td>
<td><em>Tuesday, Sept. 9 - 5 p.m.</em></td>
<td>Wednesday, July 30 - 2 p.m.</td>
<td></td>
</tr>
<tr>
<td>Tuesday, July 22 - 2 p.m.</td>
<td></td>
<td>Tuesday, Aug. 5 - 2 p.m.</td>
<td></td>
</tr>
<tr>
<td>Wednesday, July 23 - 9 a.m. &amp; 5:30 p.m.</td>
<td></td>
<td>Wednesday, Aug. 13 - 5:30 p.m.</td>
<td></td>
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<tr>
<td><strong>Thursday, Aug. 7 - 2 p.m.</strong></td>
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<tr>
<td><strong>Thursday, Aug. 5 - 2 p.m.</strong></td>
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<tr>
<td><strong>Wednesday, Aug. 7 - 9 a.m. &amp; 5:30 p.m.</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday, Sept. 11 - 9 a.m. &amp; 2 p.m.</strong></td>
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</tr>
</tbody>
</table>

* Orientation dates listed for September 2014 are for new students beginning classes during the 12-Week or 2nd 8-Week Mini Terms. Please be advised that new students must attend orientation before enrolling in classes.
** The orientation dates highlighted in green will be located in Building 6, Room 6101, on Main Campus.
### Fall 2014 Semester Key Dates

#### 16-Week CURRICULUM CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Aug. 18</td>
<td>Monday</td>
<td>1st 8-Week Mini-Term Classes Begin</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>Tuesday</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Thursday</td>
<td>Last Day For Partial Tuition Refund (5 p.m.) - Census Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Drop With No Transcript Grade (5 p.m.)</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Monday</td>
<td>Labor Day Holiday — No Classes</td>
</tr>
<tr>
<td>Sept. 29</td>
<td>Monday</td>
<td>Last Day to Withdraw With “WP” Grade (5 p.m.)</td>
</tr>
<tr>
<td>Oct. 13-14</td>
<td>Monday-Tuesday</td>
<td>Fall Break for Students — No Classes</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Wednesday</td>
<td>Faculty Professional Development Day — No Classes</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Thursday</td>
<td>1st 8-Week Mini-Term Last Day of Class/Final Exam</td>
</tr>
</tbody>
</table>

#### 12-Week Mini-Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Sept. 16</td>
<td>Tuesday</td>
<td>12-Week Mini-Term Classes Begin</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Wednesday</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>Sept. 23</td>
<td>Tuesday</td>
<td>Last Day for Partial Tuition Refund (5 p.m.) - Census Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Drop With No Transcript Grade (5 p.m.)</td>
</tr>
<tr>
<td>Oct. 13-14</td>
<td>Monday-Tuesday</td>
<td>Fall Break for Students — No Classes</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Wednesday</td>
<td>Faculty Professional Development Day — No Classes</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Tuesday</td>
<td>Veterans Day Holiday — College Closed</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>Friday</td>
<td>Last Day to Withdraw With “WP” Grade (3 p.m.)</td>
</tr>
<tr>
<td>Nov. 27-28</td>
<td>Thursday-Friday</td>
<td>Thanksgiving Holidays — No Classes</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Tuesday</td>
<td>Last Day of Fall Semester 12-Week Mini-Term</td>
</tr>
</tbody>
</table>

#### 2nd 8-Week Mini-Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
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<tr>
<td>Oct. 17</td>
<td>Friday</td>
<td>2nd 8-Week Mini-Term Classes Begin</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>Monday</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Wednesday</td>
<td>Last Day For Partial Tuition Refund (5 p.m.) - Census Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Drop With No Transcript Grade (5 p.m.)</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Tuesday</td>
<td>Veterans Day Holiday — College Closed</td>
</tr>
<tr>
<td>Nov. 27-28</td>
<td>Thursday-Friday</td>
<td>Thanksgiving Holidays — No Classes</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Tuesday</td>
<td>Last Day to Withdraw With “WP” Grade (5 p.m.)</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Tuesday</td>
<td>2nd 8-Week Mini-Term Last Day of Class/Final Exam</td>
</tr>
</tbody>
</table>

* Students also may register for the mini terms during all prior published Fall 2014 registration periods.

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### Tired of Waiting in Line to Buy Books?

**Order Online & For Only A $10 Shipping Charge, Your Books Will Be Sent Right To Your Door!**

Please check the bookstore web page at [bookstore.vgcc.edu](http://bookstore.vgcc.edu) to view store hours, order your textbooks online, and view other important announcements.

- Aug. 1 - Textbook online ordering begins for financial aid and credit cards
- Aug. 10 - Shipment of Textbook online orders begins
- Aug. 11 - Financial Aid charging begins in all bookstores
- Oct. 3 - Last Day of Financial Aid charging

*Find the Bookstore Refund Policy and more information at [bookstore.vgcc.edu](http://bookstore.vgcc.edu)*
**Tuition Payment Plan Information**

*— A payment plan is not necessary or recommended for students who have financial aid. —*

**Advantages**
- Easy online enrollment
- Monthly payment plan
- No interest

**Cost to Participate**
- $25* per semester  
  * Fee charged by Nelnet is nonrefundable.
- $30 fee if a payment is returned

**Payment Methods**
- Automatic bank payment (ACH)
- Credit/Debit card  
  *(Regularly scheduled payments will process on the 20th of each month.)*

---

**Simple Steps to Enroll in the Payment Plan**
- To enroll in a payment plan, go to:  
  www.vgcc.edu/BusinessOffice/payment_options.cfm  
  or  
  www.vgcc.edu/FinancialAidOffice/typesofaid.cfm

**Before You Click The Submit Button ...**
please read carefully through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail was provided for the person responsible for payment) confirming enrollment in the payment plan.

**Balance Adjustments**
Please do not assume your balance will be automatically adjusted if financial aid is received, or if a class is dropped or added. You should review your agreement balance online through www.mypaymentplan.com or contact the Business Office at (252) 738-3266 or (252) 738-3494 to confirm the change.

---

**Business Office Hours**

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Pay online through WebAdvisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.- 5 p.m.</td>
<td>8 a.m.- 3 p.m.</td>
<td>(Open 24 hours a day)</td>
</tr>
</tbody>
</table>

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**Important Payment Deadlines**

- **Thursday, July 31**: FIRST payment deadline by 5 PM in person, or by midnight on WebAdvisor for students who register from June 9 to July 31. Fall tuition payments will be accepted beginning Monday, July 7.
- **Wednesday, Aug. 13**: FINAL payment deadline by 5 PM in person, or by midnight on WebAdvisor for students who register from Aug. 4-13.

Students who register after the start of the semester (during the Add/Drop period) must pay at the time of registration. For either deadline, payment must be made in full for tuition and fees, or have financial aid in place, or an approved payment plan in place. For more information on the VGCC Payment Plan go to:  
www.vgcc.edu/BusinessOffice/payment_plan.cfm

- **IMPORTANT Registration and Refund Information**: After registering for classes, students are responsible for payment of tuition and fees. If a student chooses to not attend classes, they must officially drop the classes to ensure that they are not held responsible for tuition and fees, or receive a negative grade on any future transcripts. If a student is receiving, or has applied for any type of financial assistance, scholarship or grant, then they must officially drop classes by the deadline in order not to be responsible for payment.

To officially drop a class, log-in to WebAdvisor and go to the Register and Drop Sections menu. In the Current Registration Section, check the box in the Drop column next to the class or classes to drop and click the SUBMIT button. If a class is dropped before the first day of the semester or term (by midnight on the day before the semester or term begins) students will receive a 100% refund, or owe no financial aid. If the class is dropped after the first day of the semester, or term and before the census date, students are eligible for a 75% refund of tuition, but will owe 25% of tuition & 100% of fees.

For more details on the tuition and refund policies, please see the Financial Information section of the VGCC catalog at:  
catalog.vgcc.edu

For more details on the Drop and Withdrawal policies, see the Admissions, Registration & Records section of the VGCC catalog at:  
catalog.vgcc.edu

After registering for classes, students must attend class by the published census date of the class or they will be marked with a “never attended” status and receive no academic credit for the class. If students are enrolled in an online class(es), they must complete the Enrollment Key quiz by the published census date of the class(es) or they will receive a “never attended” status and will no longer have access to the class.

All courses require that enrolled students attend class by the published census date; failure to do so will result in a “never attended” status and receive no academic credit for the class. The census date is often within the first week of class, and is published on the VGCC Academic Calendar (www.vgcc.edu/academics/academic-calendar.cfm) and Registration Key Dates.

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Vance-Granville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vance-Granville Community College. Vance-Granville Community College is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions. Vance-Granville Community College is a Tobacco-Free College.
The mission of the Financial Aid Office is to provide prospective and enrolled students with information and resources to financially support their educational goals. We will work together to provide service in a timely, equitable and caring manner, in full support of the community, college, and governing agencies.

We are pleased to provide you with several personalized online services and forms to assist you. We sincerely hope that the services and financial aid we offer will help you achieve your educational goals at VGCC. Please feel free to contact us if you have questions.

Hours - Main Campus
- Monday, Tuesday, Thursday: 8:00 a.m. - 5:00 p.m.
- Wednesday: 8:00 a.m. - 6:00 p.m.
- Friday: 8:00 a.m. - 3:00 p.m.
Assistance also available at the Franklin, Granville & Warren Campuses.

Net Price Calculator
In accordance with the Higher Education Opportunity Act of 2008, Vance-Granville Community College has posted a net price calculator on its website.

Other Important Links:
- For the Federal Student Aid Website (FAFSA)
  www.fafsa.ed.gov/
- For the 2013-2014 FAFSA Worksheet
- VGCC Financial Aid - How to Apply
  www.vgcc.edu/FinancialAidOffice/howtoapply.cfm
- VGCC Scholarship Information
  www.vgcc.edu/FinancialAidOffice/fa-scholarships.cfm

FAFSA Deadlines
All students should apply for financial aid (FAFSA) as soon as possible. Once the FAFSA form is submitted, it normally takes 10 to 15 days to have financial aid approved. For more details go to the Financial Aid website: financialaid.vgcc.edu
- To meet the tuition deadline of July 31, 2014:
  Apply for FAFSA and complete all financial aid documents by July 17, 2014.
- To meet the tuition deadline of Aug. 13, 2014:
  Apply for FAFSA and complete all financial aid documents by July 30, 2014.

For More Information About Scholarships & the Endowment, Call:
Eddie Ferguson - Director of Endowment
fergusone@vgcc.edu, (252) 738-3264

Kay Currin - Endowment Specialist
currink@vgcc.edu, (252) 738-3409

Fall Semester Tuition & Fees
Tuition and Fee Rates shown are the 2013-14 In-State Rates. Tuition rates and fees are set by the N.C. Legislature and are subject to change without notice.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>TUITION</th>
<th>ACTIVITY FEES*</th>
<th>TECHNOLOGY FEES</th>
<th>SECURITY FEE</th>
<th>TOTAL</th>
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<tbody>
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<td>16 or more</td>
<td>$1,144.00</td>
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</tr>
</tbody>
</table>

FEES: The Student Activity, Technology and Access/Security fees are non-refundable after the term begins. * Activity fees are $5 for Summer Term.
OUT-OF-STATE: Tuition is $263.50 per credit hour, plus activity, technology and Access/Security fees. $4,216.00 per semester with 16 or more credit hours, plus activity, technology and Access/Security fees.

NOTE: For classification purposes, 12 credit hours is considered full-time for all terms. For the latest tuition information on the web, visit http://www.vgcc.edu/BusinessOffice/tuition_fees.cfm
Starting Fall Semester 2012, Vance-Granville Community College implemented new Developmental Math courses as part of a state-wide initiative. These courses replaced the existing Developmental Math classes, MAT 060, MAT 070 and MAT 080, with eight DMA module courses: DMA 010, 020, 030, 040, 050, 060, 070, and 080.

Beginning Fall Semester 2013, VGCC implemented new Developmental English/Reading courses as part of a state-wide initiative. These courses replaced the existing Developmental English/Reading courses: ENG 080, ENG 085, ENG 085A, ENG 090, ENG 090A, ENG 095, ENG 095A, RED 080, and RED 090, with four DRE module courses: DRE 096, DRE 097, DRE 098, and DRE 099.

Note: Students receiving federal financial aid are limited to 30 credit hours of developmental courses. Department of Veterans Affairs educational benefits are payable only when placement test scores indicate the developmental course is needed.

Section numbers for DMA/DRE courses consist of three numbers. The first number indicates which of the four weeks the course is offered and the next two numbers indicate the campus location and whether or not it is a day or night section. DMA classes are offered in 4-week modules and DRE classes are offered in 8-week modules. It is very important that students who sign up for these short modules attend the first meeting of the class. For example, if a student doesn't attend the first meeting of a DMA evening class that only meets 8 times in 4 weeks, he or she will be marked with a "never attended" status and removed from the class. See module dates and section numbers below.

Students in DMA and DRE classes will be working through online material both during and outside of class time. Students need to be able to access the internet outside of class on a daily basis in order to be successful. Students who do not have internet access at home are advised to make extra time on campus to work through online assignments in the open computer lab.

For more information on DMA or DRE classes, contact the Student Learning & Success Center at (252) 738-3330 or www.vgcc.edu/SLSC/index.cfm or the "Student Resources" section of the college catalog. For full course descriptions of the DMA or DRE classes see the VGCC catalog at www.vgcc.edu/Academics/academic-course-listing.cfm

### Developmental Math Fall 2014 Dates

<table>
<thead>
<tr>
<th>Developmental Math Fall 2014 Dates</th>
<th>DMA Sections</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 4-Week Module: Begins Aug. 18, 2014</td>
<td>Sections: E101-E119</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Last Day to Add: First Day of Class</td>
<td>Sections: E170-E189</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>Last Day to Drop: First Day of Class</td>
<td>Sections: E130-E149</td>
<td>South Campus</td>
</tr>
<tr>
<td>Last Day to Withdraw with WP: Third Week of Class</td>
<td>Sections: E150-E169</td>
<td>Warren Campus</td>
</tr>
<tr>
<td>2nd 4-Week Module: Begins Sept. 15, 2014</td>
<td>Sections: E201-E219</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Last Day to Add: First Day of Class</td>
<td>Sections: E270-E289</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>Last Day to Drop: First Day of Class</td>
<td>Sections: E230-E249</td>
<td>South Campus</td>
</tr>
<tr>
<td>Last Day to Withdraw with WP: Third Week of Class</td>
<td>Sections: E250-E269</td>
<td>Warren Campus</td>
</tr>
<tr>
<td>3rd 4-Week Module: Begins Oct. 16, 2014</td>
<td>Sections: E301-E319</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Last Day to Add: First Day of Class</td>
<td>Sections: E370-E389</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>Last Day to Drop: First Day of Class</td>
<td>Sections: E330-E349</td>
<td>South Campus</td>
</tr>
<tr>
<td>Last Day to Withdraw with WP: Third Week of Class</td>
<td>Sections: E350-E369</td>
<td>Warren Campus</td>
</tr>
<tr>
<td>4th 4-Week Module: Begins Nov. 16, 2014</td>
<td>Sections: E401-E419</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Last Day to Add: First Day of Class</td>
<td>Sections: E470-E489</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>Last Day to Drop: First Day of Class</td>
<td>Sections: E430-E449</td>
<td>South Campus</td>
</tr>
<tr>
<td>Last Day to Withdraw with WP: Third Week of Class</td>
<td>Sections: E450-E469</td>
<td>Warren Campus</td>
</tr>
</tbody>
</table>

### Developmental Reading/English Fall 2014 Dates

<table>
<thead>
<tr>
<th>Developmental Reading/English Fall 2014 Dates</th>
<th>DRE Sections</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 8-Week Module: Begins Aug. 18, 2014</td>
<td>Sections: E101-E119</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Last Day to Add: Second Day of Class</td>
<td>Sections: E170-E189</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>Last Day to Drop: By Class Census Date</td>
<td>Sections: E130-E149</td>
<td>South Campus</td>
</tr>
<tr>
<td>Last Day to Withdraw with WP: Sept. 29, 2014</td>
<td>Sections: E150-E169</td>
<td>Warren Campus</td>
</tr>
<tr>
<td>2nd 8-Week Module: Begins Oct. 16, 2014</td>
<td>Sections: E301-E319</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Last Day to Add: Second Day of Class</td>
<td>Sections: E370-E389</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>Last Day to Drop: By Class Census Date</td>
<td>Sections: E330-E349</td>
<td>South Campus</td>
</tr>
</tbody>
</table>
The VGCC curriculum schedule is now posted online at schedules.vgcc.edu

Refer to the legend below when viewing the schedule. The course section numbering system reflects the multiple starting dates during each semester. Review the information below to understand how, when and where a course is offered. Sections are listed under the “Course Section” column in the course schedule.

Guide to Letters Used in Section Numbers: (How a course is offered, or the “Delivery Method”)

<table>
<thead>
<tr>
<th>LETTER</th>
<th>*EXAMPLE of Sec.</th>
<th>INDICATES...</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>ACC-120-E01</td>
<td>Enhanced and/or Web-assisted or Web-supported</td>
<td>A course where the primary delivery method is 50% or greater via traditional face-to-face method with a requirement that students have Internet access as a supplemental part of the course.</td>
</tr>
<tr>
<td>V</td>
<td>HSE-155-V40</td>
<td>V-Net Class (Two-way video)</td>
<td>A course where 50% or greater of the instruction is delivered by two or more way video with a requirement that students have internet access as a supplemental part of the course. V-net classes are offered to students at multiple campuses at the same time.</td>
</tr>
<tr>
<td>X</td>
<td>PHM-165-X01</td>
<td>Hybrid</td>
<td>A course where the primary delivery method is 50% or greater online with a requirement that students also meet in traditional face-to-face sessions as indicated on the course schedule.</td>
</tr>
<tr>
<td>Z</td>
<td>SPA-111-Z90</td>
<td>Online</td>
<td>A course where 100% of the instruction is delivered through the Internet. Note: Some online classes require seated or proctored exams. Please check class syllabus.</td>
</tr>
</tbody>
</table>

*Note: “R” and “S” may be combined with the other letters: e.g. (DMA-010-ER70); (BUS-110-ES70). For further explanation, see the DMA/DRE page.

Guide to Section Numbers: (Where and When a course is offered)

<table>
<thead>
<tr>
<th>TRADITIONAL, ENHANCED (E) &amp; HYBRID SECTIONS (X):</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full 16-week term: day sections: 01-19; night sections: 20-29</td>
<td>Main Campus</td>
</tr>
<tr>
<td>First 8-Week Term: day sections: 101 – 119; night sections: 120 - 129</td>
<td></td>
</tr>
<tr>
<td>12-Week Term: day sections: 201 – 219; night sections: 220 - 229</td>
<td></td>
</tr>
<tr>
<td>Second 8-Week Term: day sections: 301-319; night sections: 320- 329</td>
<td></td>
</tr>
<tr>
<td>Full 16-week term: day sections: 70-79: night sections: 80-89</td>
<td>Franklin Campus</td>
</tr>
<tr>
<td>First 8-Week Term: day sections: 170 – 179; night sections: 180-189</td>
<td></td>
</tr>
<tr>
<td>12-Week Term: Day: day: 270-279; night: 280-289</td>
<td></td>
</tr>
<tr>
<td>Second 8-Week Term: day: 370-379; night: 380-389</td>
<td></td>
</tr>
<tr>
<td>Full 16-week semester: day sections: 30-39: night sections: 40-49</td>
<td>South Campus</td>
</tr>
<tr>
<td>First 8-Week Term: day: 130-139; night: 140-149</td>
<td></td>
</tr>
<tr>
<td>12-Week Term: day: 230-239; night: 240-249</td>
<td></td>
</tr>
<tr>
<td>Second 8-Week Term: day: 330-339; night: 340-349</td>
<td></td>
</tr>
<tr>
<td>Full 16-week semester: day sections: 50-59: night sections: 60-69</td>
<td>Warren Campus</td>
</tr>
<tr>
<td>First 8-Week Term: day: 150-159; night: 160-169</td>
<td></td>
</tr>
<tr>
<td>12-Week Term: day: 250-259; night: 260-269</td>
<td></td>
</tr>
<tr>
<td>Second 8-Week Term: day: 350-359; night: 360-369</td>
<td></td>
</tr>
<tr>
<td>DISTANCE EDUCATION (Z) SECTIONS</td>
<td>WEB/Online</td>
</tr>
<tr>
<td>16-Week Term: Z90-Z94</td>
<td></td>
</tr>
<tr>
<td>First 8-Week Term: Z190-Z194</td>
<td></td>
</tr>
<tr>
<td>12-Week Term: Z290–Z294</td>
<td></td>
</tr>
<tr>
<td>Second 8-Week Term: Z390–Z394</td>
<td></td>
</tr>
</tbody>
</table>
VGCC is getting ready to introduce a new curriculum program that will provide training needed for highly-skilled jobs in advanced manufacturing. It’s called “Mechatronics Engineering Technology” and, as the name implies, it combines mechanical engineering and electronics.

Pending approval from the Southern Association of Colleges & Schools (SACS) Commission on Colleges, courses toward this new Associate in Applied Science Degree will start in August at VGCC’s South Campus in Granville County. VGCC is set to become one of only nine colleges in the state offering this program.

Students in Mechatronics will learn to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. They will receive instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Mechatronics Engineering graduates are prepared for employment in industrial maintenance and manufacturing, including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

The program is funded in part by a $1.75 million grant from the U.S. Department of Labor. The Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant is the single largest competitive grant award received in VGCC’s history.

For more information on Mechatronics, contact Applied Technologies Department Chair Wesley Williams at williamsw@vgcc.edu or (252) 738-3256.
### 40+ Career Programs

To Help You Reach Your Goals

Vance-Granville Community College offers degree, diploma and certificate programs in more than 40 fields to prepare students for further education or to start careers directly after graduation. Diplomas and degrees generally take one and two years to complete, respectively, depending upon a student’s course load. Certificates offer short-term training in particular skills within many curriculum programs, and the credits earned also count toward the diploma or degree in that field. Over the next several pages, prospective students will find a description of each of the curriculum programs, program options and estimated salary ranges for jobs related to the program. (The salary information listed here was collected in Fall 2013. The information should be considered as a guideline and not a guarantee. Students should conduct a thorough job search before beginning their program of study to ensure their chosen profession provides the salary they expect, and need, to support themselves and their family. These sources were used: N.C. Division of Employment Security, O’Net Online (U.S. Department of Labor data); and Career Infonet.) For more details on each program, visit www.vgcc.edu/VanguardVoyager for complete and up-to-date program information.

*Salary information was obtained from the N.C. Division of Employment Security, U.S. Department of Labor and Career Infonet. Salary data provided is guideline, not a guarantee. Students should conduct thorough job search before beginning program of study to ensure chosen profession provides salary expected and needed.*

<table>
<thead>
<tr>
<th>Curriculum Program</th>
<th>Credentials Offered</th>
<th>Curriculum Description</th>
<th>NC Salary Range*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting</strong></td>
<td>Degree or Certificate</td>
<td>The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations. In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics. Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.</td>
<td>$30,965 - $65,213*</td>
</tr>
<tr>
<td><strong>Air Conditioning, Heating, and Refrigeration</strong></td>
<td>Diploma or Certificate</td>
<td>The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems. Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.</td>
<td>$26,490 - $66,930*</td>
</tr>
<tr>
<td><strong>Associate Degree Nursing</strong></td>
<td>Degree</td>
<td>The Associate Degree Nursing curriculum is a two-year (four semester) program that provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. Graduates of the program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN®), which is required for practice as a Registered Nurse. Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.</td>
<td>$54,328 - $80,339*</td>
</tr>
<tr>
<td>Curriculum Program</td>
<td>Credentials Offered</td>
<td>Curriculum Description</td>
<td>NC Salary Range*</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Associate in Arts</td>
<td>Degree</td>
<td>The <strong>Associate in Arts</strong> (AA) program provides students with the first two years of a four-year baccalaureate degree. The AA offers an excellent foundation for degrees in business, communication, education, humanities, fine arts, languages, and social and behavioral sciences. A student completing the degree with a grade of “C” or better in every course is assured of admission into one of the 16 universities in the University of North Carolina system, usually transferring in with junior ranking. (Admission into a particular university, program, or major is not guaranteed.) Even if a student elects not to transfer, an AA degree improves job marketability. Students in the AA program who wish to transfer on a faster timetable may complete the 44-hour general education core to earn a Transfer Core Diploma. Although the diploma is not a degree and does not assure admission into the UNC system, a student who completes the diploma with a grade of “C” or better in every course will have met all general education requirements for any university in the system, and upon admission will likely be ranked as a sophomore.</td>
<td></td>
</tr>
<tr>
<td>Associate in Science</td>
<td>Degree</td>
<td>The <strong>Associate in Science</strong> (AS) program provides students with the first two years of a four-year baccalaureate degree. The AS offers an excellent foundation for degrees in engineering, computer science, mathematics, and the natural sciences. A student completing the degree with a grade of “C” or better in every course is assured of admission into one of the 16 universities in the University of North Carolina system, usually transferring in with junior ranking. (Admission into a particular university, program, or major is not guaranteed.) Even if a student elects not to transfer, an AS degree improves job marketability. Students in the AS program who wish to transfer on a faster timetable may complete the 44-hour general education core to earn a Transfer Core Diploma. Although the diploma is not a degree and does not assure admission into the UNC system, a student who completes the diploma with a grade of “C” or better in every course will have met all general education requirements for any university in the system, and upon admission will likely be ranked as a sophomore.</td>
<td></td>
</tr>
<tr>
<td>Associate in General Education</td>
<td>Degree</td>
<td>The <strong>Associate in General Education</strong> (AGE) curriculum is designed for the academic enrichment of students who wish to broaden their education with emphasis on personal interest, growth, and development. Course work includes study in the areas of humanities and the fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided. Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.</td>
<td></td>
</tr>
<tr>
<td>Associate in General Education - General Science</td>
<td>Degree</td>
<td>The <strong>Associate in General Education</strong> (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science, and mathematics at the college level. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. The A.G.E. - General Science option is specifically designed for students who are attempting to enter a competitive health or science program and who need courses to improve their chances of admission or who have exited such a program and wish to complete an associate degree. Completion of this program does not guarantee admission to any other academic program.</td>
<td></td>
</tr>
</tbody>
</table>

* Salary information was obtained from the N.C. Division of Employment Security, U.S. Department of Labor and Career Infonet. Salary data provided is guideline, not a guarantee. Students should conduct thorough job search before beginning program of study to ensure chosen profession provides salary expected and needed.
### Curriculum Program | Credentials Offered | Curriculum Description | NC Salary Range*  
--- | --- | --- | ---  
**Automotive Systems Technology** | Degree, Diploma or Certificate | The *Automotive Systems Technology* curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field. Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control and manual drive trains. The Automotive Systems Technology Program is an Automotive Service Excellence (ASE) Certified program under the standards set by the National Automotive Technicians Education Foundation (NATEF). This certification provides a means of identifying quality programs meeting national standards. Students are assured that training received is current, complete and applicable. Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry. | $20,900 - $62,500*  
**Basic Law Enforcement Training** | Certificate | Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission to receive a certificate. | $24,000 - $61,500*  
**Bioprocess Technology** | Degree | The *Bioprocess Technology* curriculum is designed to prepare individuals to work as Process Operators in biological products manufacturing facilities. Students will combine basic science and communication skills, manufacturing technologies, and good manufacturing practices in the course of study. Students will be expected to develop a strong basic science foundation with a sound understanding of the major technologies employed by the industry. They will also be expected to develop collaborative and disciplined work ethics while consistently practicing problem-solving skills. Upon successful completion of the program, individuals should possess the necessary skills to qualify for employment in a variety of Bioprocessing industries. | $24,190 - $37,640*  
**Business Administration** | Degree or Certificate | The *Business Administration* curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy. Course work includes business concepts such as accounting, business law, economics, management and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry. | $25,357 - $58,417*  
**Carpentry** | Diploma or Certificate | The *Carpentry* curriculum prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. This includes instruction in technical mathematics, framing, construction materials and selection, job estimating, print reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards. Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations. This curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions. Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government. | $20,000 - $40,000*  

*Salary information was obtained from the N.C. Division of Employment Security, U.S. Department of Labor and Career InfoNet. Salary data provided is guideline, not a guarantee. Students should conduct thorough job search before beginning program of study to ensure chosen profession provides salary expected and needed.*
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<tr>
<td><strong>Computed Tomography</strong></td>
<td>Diploma (Edgecombe Community College)</td>
<td>The <strong>Computed Tomography</strong> imaging program, a specialty for radiographers, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies. Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level exam in Computed Tomography. They may find employment in facilities which perform these imaging procedures. This program is offered in collaboration with Edgecombe Community College, Johnston Community College, and Vance-Granville Community College.</td>
<td>$49,290 - $70,861*</td>
</tr>
<tr>
<td><strong>Computer Information Technology</strong></td>
<td>Degree or Certificate</td>
<td>The <strong>Computer Information Technology</strong> curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs. Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.</td>
<td>$27,000 - $132,000*</td>
</tr>
<tr>
<td><strong>Computer Technology Integration</strong></td>
<td>Degree or Certificate</td>
<td>The <strong>Computer Technology Integration</strong> (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum. Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.</td>
<td>$26,000 - $132,000*</td>
</tr>
<tr>
<td><strong>Cosmetology</strong></td>
<td>Diploma or Certificate</td>
<td>The <strong>Cosmetology</strong> curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics. Graduates should qualify to sit for the North Carolina Board of Cosmetic Art Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons, and related businesses.</td>
<td>$17,700 - $38,920*</td>
</tr>
<tr>
<td><strong>Criminal Justice</strong></td>
<td>Degree</td>
<td>The <strong>Criminal Justice Technology</strong> curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections and security services. The criminal justice system's role within society will be explored. Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology. Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.</td>
<td>Varies*</td>
</tr>
</tbody>
</table>

* Salary information was obtained from the N.C. Division of Employment Security, U.S. Department of Labor and Career InfoNet. Salary data provided is guideline, not a guarantee. Students should conduct thorough job search before beginning program of study to ensure chosen profession provides salary expected and needed.
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<th>Curriculum Description</th>
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<tr>
<td><strong>Culinary Arts</strong></td>
<td>Degree or Certificate</td>
<td>The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management. Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.</td>
<td>$20,649 - $30,960*</td>
</tr>
<tr>
<td><strong>Early Childhood Education</strong></td>
<td>Degree, Diploma or Certificate</td>
<td>The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children. Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs; preschools; public and private schools; recreational centers; Head Start Programs; and school-age programs. The Early Childhood Education Associate Degree Program at Vance-Granville Community College is accredited by the National Association for the Education of Young Children (NAEYC) Commission on Early Childhood Associate Degree Accreditation. Our program addresses the standards of excellence for early childhood education programs set by the NAEYC. Upon graduation students will be proficient in all six NAEYC standards.</td>
<td>$15,600 - $31,900*</td>
</tr>
<tr>
<td><strong>Electrical Systems Technology</strong></td>
<td>Diploma or Certificate</td>
<td>The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice, assisting in the layout, installation and maintenance of electrical systems.</td>
<td>$22,000 - $70,000*</td>
</tr>
<tr>
<td><strong>Electronics Engineering Technology</strong></td>
<td>Degree or Certificate</td>
<td>The Electronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. This course of study prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. This program includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.</td>
<td>$34,070 - $81,290*</td>
</tr>
</tbody>
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<tr>
<td><strong>Entrepreneurship</strong></td>
<td>Degree</td>
<td>The <strong>Entrepreneurship</strong> curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners. Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.</td>
<td>Varies*</td>
</tr>
<tr>
<td><strong>Global Logistics Technology</strong></td>
<td>Degree or Certificate</td>
<td>The <strong>Global Logistics Technology</strong> curriculum prepares individuals for multitude career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study. Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools. Graduates should qualify for positions in a wide range of government agencies, manufacturing and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&amp;L.</td>
<td>$21,630 - $60,000*</td>
</tr>
<tr>
<td><strong>Human Services Technology:</strong></td>
<td>Degree</td>
<td>The <strong>Human Services Technology</strong> curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas. Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom. Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.</td>
<td>$19,000 - $44,000*</td>
</tr>
<tr>
<td><strong>Human Services Technology:</strong></td>
<td>Degree</td>
<td>The <strong>Human Services Technology/Gerontology</strong> concentration prepares students to specialize in direct service delivery work to older adults and their families. The curriculum provides both theoretical and applied models for understanding issues of aging. Course work includes physical, psychological, and social aspects of the aging process; as well as health, wellness, nutrition, diet, exercise, and well-being. Fieldwork experiences provide opportunities to work in a variety of public and private agencies. Graduates should qualify for employment in nursing and rest homes, specialized adult care services, respite services, and other programs servicing older adults and their families. Graduates choosing to continue their education may select a variety of programs at senior institutions.</td>
<td>$38,000 - $50,000*</td>
</tr>
<tr>
<td><strong>Human Services Technology:</strong></td>
<td>Degree</td>
<td>The <strong>Human Services Technology/Substance Abuse Counselor Track</strong> concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees. Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the 12 Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients. Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Professional Practice Board.</td>
<td>$38,000 - $52,000*</td>
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<tr>
<td>Information Systems Security</td>
<td>Degree or Certificate</td>
<td><strong>Information Systems Security</strong> covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls. Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications. Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.</td>
<td>Varies*</td>
</tr>
<tr>
<td>Lateral Entry</td>
<td>Certificate</td>
<td>The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction. Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy and diversity. Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.</td>
<td>Varies*</td>
</tr>
<tr>
<td>LPN to ADN Transition</td>
<td>Degree</td>
<td>The LPN to ADN Transition curriculum is a one-year (three semester) program that provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. This program is designed for the currently licensed LPN to obtain an Associate Degree in Nursing and therefore be eligible to apply to take the National Council Licensure Examination (NCLEX-RN®), which is required for practice as a Registered Nurse.</td>
<td>$54,328 - $80,339*</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging</td>
<td>Diploma</td>
<td>The Magnetic Resonance Imaging (MRI) curriculum prepares students to become MRI technologists and skilled health care professionals that are trained to use magnetic energy fields to produce images of the human body. Course work includes clinical rotations, imaging fundamentals, MRI physics, procedures, anatomy, pathology, patient care, and imaging ethics and law, in a medical environment. Students should be able to demonstrate all functional areas related to the magnetic resonance imaging field. Graduates of accredited programs may be eligible to take the American Registry of Radiologic Technologists’ (ARRT) national examination for certification and registration as MRI technologists. Graduates may be employed in hospitals, outpatient clinics, physicians’ offices, government agencies, and research. This program is offered in collaboration with Edgecombe Community College, Johnston Community College, and Vance-Granville Community College.</td>
<td>$45,820 - $90,160*</td>
</tr>
<tr>
<td>Manicuring/Nail Technology</td>
<td>Certificate</td>
<td>The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. This certificate program can be completed in one semester, or approximately 16 weeks. Course work includes instruction in all phases of professional nail technology, business/ computer principles, product knowledge, and other related topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.</td>
<td>$17,000 - $24,000*</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Degree or Diploma</td>
<td>The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. Graduates of CAAHEP accredited medical assisting programs are eligible to sit for the American Association of Medical Assistants Certification exam to become Certified Medical Assistants. Employment opportunities include physician’s offices, health maintenance organizations, health departments, and hospitals.</td>
<td>$24,547 - $34,211*</td>
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<tr>
<td>Medical Office Administration</td>
<td>Degree or Certificate</td>
<td>The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare related offices. Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical and other health-care related organizations.</td>
<td>$21,670 - $45,000*</td>
</tr>
<tr>
<td>Networking Technology</td>
<td>Degree</td>
<td>The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education. Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers. Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.</td>
<td>$42,000 - $106,000*</td>
</tr>
<tr>
<td>Office Administration</td>
<td>Degree, Diploma or Certificate</td>
<td>The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.</td>
<td>$18,000 - $41,000*</td>
</tr>
<tr>
<td>Paralegal Technology</td>
<td>Degree</td>
<td>The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law. Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization. Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.</td>
<td>$29,460 - $74,870*</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>Degree or Diploma</td>
<td>The Pharmacy Technology program curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency. Graduates will maintain patients' records; fill prescriptions; maintain inventories; set up, package, and label medication doses; prepare solutions and intravenous admixtures; and perform clerical duties, including insurance, billing, adjudication, and third party reconciliation. Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, pharmaceutical manufacturing facilities and PBM call centers. Graduates will be prepared to take the National Certification Examination developed by the Pharmacy Technician Certification Board.</td>
<td>$20,580 - $42,400*</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Diploma</td>
<td>The Practical Nursing curriculum is a one-year (three semesters) program that prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students enrolled in this program will participate in assessment, planning, implementing, and evaluating nursing care. Courses offered in this program include content related to the nurse's role as provider of nursing care and a member of the discipline of nursing. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN®), which is required for practice as a Licensed Practical Nurse.</td>
<td>$35,530 - $49,461*</td>
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<td>Radiography</td>
<td>Degree</td>
<td>The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology. Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.</td>
<td>$37,570 - $78,440*</td>
</tr>
<tr>
<td>Simulation &amp; Game Development</td>
<td>Degree (Wake Technical Community College)</td>
<td>The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management. Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games. Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations. This program is offered in collaboration with Wake Technical Community College and Vance-Granville Community College. Note: Upon completion of all requirements, the A.A.S. in Simulation &amp; Game Development is granted by Wake Technical Community College.</td>
<td>$45,000 - $155,000*</td>
</tr>
<tr>
<td>Sustainability Technologies</td>
<td>Certificate</td>
<td>The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, renewable energy, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies. Course work includes renewable energy, green building technology, and environmental technologies. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility. Graduates should qualify for positions within the renewable energy, construction, and/or environmental industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as renewable energy technicians, sustainability consultants, environmental technicians, or green building supervisors.</td>
<td>$20,000 - $40,000*</td>
</tr>
<tr>
<td>Web Technologies</td>
<td>Degree or Certificate</td>
<td>The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and mobile devices to disseminate and collect information via the Internet. Course work in this program covers the terminology and use of computers, Internet-ready devices, servers, databases, and programming languages, as well as Internet applications, site development, and design. Studies will provide opportunities for students to learn related industry standards. Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of Internet and mobile applications, websites, web services, and related areas of Internet technologies.</td>
<td>$26,000 - $77,000*</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>Diploma or Certificate</td>
<td>The Welding Technology curriculum provides students a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application. Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.</td>
<td>$24,960 - $49,920*</td>
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# MAIN CAMPUS - FALL 2014 CLASSES

## ARTS & SCIENCES COURSES

### ART
- Art Appreciation
- Drawing I

### BIOLOGY
- Concepts of Human Biology
- Intro to Anat/Phys/Micro
- Principles of Biology
- General Biology I
- Environmental Biology
- Environmental Biology Lab
- Anatomy and Physiology I
- General Microbiology

### BIOPROCESS TECHNOLOGY
- Bioprocess Practices
- Upstream Processing

### CHEMISTRY
- Introduction to Chemistry
- Intro to Chemistry Lab
- General Chemistry I

### COMMUNICATIONS
- Intro Interpersonal Com
- Public Speaking

### DRAMA
- Theatre Appreciation
- Literature of the Theatre
- Oral Interpretation
- Acting I

### ECONOMICS
- Prin of Microeconomics

### EDUCATION
- Intro to Early Child Educ
- Child, Family, & Commun
- Child Development I
- Child Guidance
- Creative Activities
- Classroom Mgt & Instruct
- Foundations of Education
- Infants, Toddlers, & Twos
- Exploration Activities
- Inst Strat/Math
- Early Child Capstone Prac
- Internship Exp-School Age

### ENGLISH
- Applied Communications II
- Freshman Composition
- Writing and Inquiry
- Writing/Research in the Disc
- Prof Research & Reporting
- American Literature I
- British Literature I

### GEOLOGY
- Introductory Geology
- Geology

### HISTORY
- World Civilizations I
- American History I

### HUMANITIES
- Critical Thinking
- Southern Culture

### MATHEMATICS
- Math Measurement & Literacy
- Algebra/Trigonometry I
- Quantitative Literacy
- Statistical Methods I
- Precalculus Algebra
- Calculus I

### MUSIC
- Music Appreciation
- Introduction to Jazz
- Band I
- Ensemble II

### PHYSICS
- Physics-Mechanics

### PSYCHOLOGY
- General Psychology
- Developmental Psych

### RELIGION
- World Religions
- Intro to Old Testament
- Intro to New Testament

### PHILOSOPHY
- Philosophical Issues
- Introduction to Ethics

## SOCIOLGY
- Introduction to Sociology
- Sociology of the Family

### SPANISH
- Elementary Spanish I
- Elementary Spanish II
- Spanish for the Workplace
- Intermediate Spanish I

## BUSINESS COURSES

### ACCOUNTING
- Principles of Financial Accounting
- Business Income Taxes
- Payroll Accounting
- Intermediate Accounting I
- Cost Accounting

### BUSINESS
- Introduction to Business
- Business Math
- Principles of Management
- Employment Law and Regs
- Business Communication
- Professional Development

### COMPUTER EDUCATION
- Introduction to Computers
- MM Presentation Software
- C Programming
- Web, Pgm, & Db Foundation
- Network & Sec Foundation
- Info Sys Business Concepts
- Hardware/Software Support
- Spreadsheet
- Systems Analysis & Design
- Networking Basics
- Wireless Technology
- Routing & Switching I
- Operating Systems Concepts
- Linux/UNIX Single User
- Security Administration I
- Defense-In-Depth
- Intro Internet Multimedia
- PHP Programming
- Database Driven Websites

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or drop by one of our campuses for one-on-one assistance.
### CURRICULUM COURSES

**MAIN CAMPUS - FALL 2014**

**CLASSES, continued**

**GLOBAL LOGISTICS**
- Introduction to Logistics

**MARKETING**
- Principles of Marketing

**OFFICE ADMINISTRATION**
- Keyboarding
- Office Software Applications
- Med Terms I-Med Office
- Med Coding Billing & Insurance
- Medical Legal Issues
- Office Finance Solutions
- Text Editing Applications
- Advanced Word/Information Proc
- Procedure Coding
- Diagnostic Coding
- Professional Development

**SIMULATION & GAME DEVELOPMENT**
- Introduction to SGD
- SGD Design
- Graphic Design Tools
- Art for Games

**WORK-BASED LEARNING**
- Work-Based Learning I

**APPLIED TECHNOLOGY COURSES**

**AIR CONDITIONING, HEATING & REFRIGERATION**
- Intro to Refrigeration
- HVACR Electricity
- Heating Technology
- Heat Pump Technology
- Refrigeration Systems
- Residential System Design

**ALTERNATIVE ENERGY**
- Renewable Energy Tech

**AUTOMOTIVE TECHNOLOGY**
- Engine Repair

**ENGINEERING**
- Engine Repair Lab
- Powertrain Diagn & Serv
- Engine Performance
- Engine Performance 1
- Engine Performance 1 Lab
- Adv Engine Performance
- Intro to Transport Tech
- Basic Transp Electricity
- Intro to Sustainable Transp
- Transp Climate Control
- Transp Climate Cont Lab

**BLUEPRINT READING**
- Print Reading
- Print Reading-Construction

**CARPENTRY**
- Carpentry I

**ELECTRICAL**
- DC/AC Electricity
- Residential Wiring
- National Electrical Code
- Diagrams and Schematics
- Circuit Analysis I
- Electrical Maintenance

**ELECTRONICS**
- Digital Electronics
- CAD for Electronics

**INDUSTRIAL SYSTEMS**
- Envir Health & Safety

**MASSONRY**
- Intro to Masonry

**SUSTAINABILITY**
- Green Bldg & Design Concepts

**WELDING**
- Cutting Processes
- Basic Welding Processes
- SMAW (Stick) Plate
- GMAW (MIG) FCAW/Plate
- GTAW (TIG) Plate
- Symbols & Specifications
- Inert Gas Welding

**WORK-BASED LEARNING**
- Work-Based Learning I

**PUBLIC SERVICE COURSES**

**COSMETOLOGY**
- Cosmetology Concepts I
- Salon I
- Cos Concepts III Part B
- Salon III Part B
- Cosmetology Concepts IV
- Salon IV

**CRIMINAL JUSTICE**
- Intro to Criminal Justice
- Law Enforcement Operations
- Court Procedure & Evidence
- Corrections
- Intro to Loss Prevention
- Investigative Principles
- Constitutional Law

**WORK-BASED LEARNING**
- Work-Based Learning I

**HEALTH SCIENCES COURSES**

**HUMAN SERVICES TECHNOLOGY**
- Child Abuse & Neglect
- Substance Abuse Overview

**NURSING**
- Practical Nursing III
- Intro to Health Concepts
- Holistic Health Concepts
- Pharmacology
- Health Care Concepts
- Health System Concepts
- LPN to ADN Concepts I

**PHARMACY**
- Introduction to Pharmacy
- Pharmacy Practice I
- Pharmacy Calculations Lab
- Pharmacy Clinical
- Trends in Pharmacy
- Hospital Pharmacy

**WORK-BASED LEARNING**
- Work-Based Learning I

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FRANKLIN CAMPUS - FALL 2014 CLASSES

ARTS & SCIENCES COURSES

ART
• Art Appreciation

BIOLOGY
• Concepts of Human Biology
• General Biology I
• Environmental Biology
• Environmental Biology Lab
• Basic Anat & Physiology
• Anatomy and Physiology I

CHEMISTRY
• Chemistry Concepts
• General Chemistry I

COMMUNICATIONS
• Intro Interpersonal Com
• Public Speaking

EDUCATION
• Intro to Early Child Educ
• Child, Family, & Commun
• Child Development I
• Creative Activities
• Children With Exceptional
• Educational Technology
• Leadership/Early Child Ed

ENGLISH
• Applied Communications II
• Freshman Composition
• Writing and Inquiry
• Writing/Research in the Disc
• American Literature I

HISTORY
• World Civilizations I
• American History I

HUMANITIES
• Critical Thinking
• Southern Culture

MATHEMATICS
• Math Measurement & Literacy
• Quantitative Literacy
• Statistical Methods I
• Precalculus Algebra

MUSIC
• Music Appreciation
• Introduction to Jazz

PHYSICAL EDUCATION
• Fit and Well for Life
• Lifetime Sports

PSYCHOLOGY
• General Psychology
• Developmental Psych

RELIGION
• World Religions
• Intro to Old Testament
• Intro to New Testament

SOCIOLOGY
• Introduction to Sociology

SPANISH
• Elementary Spanish I
• Elementary Spanish II

BUSINESS COURSES

ACCOUNTING
• Principles of Financial Accounting
• Payroll Accounting

BUSINESS
• Introduction to Business
• Business Law I
• Business Math
• Professional Development

COMPUTER EDUCATION
• Introduction to Computers
• Web, Pgm, & Db Foundation
• Network & Sec Foundation
• Operating Systems Concepts

OFFICE ADMINISTRATION
• Keyboarding
• Office Software Applicat.
• Med Terms I-Med Office
• Med Coding Billing & Insu
• Medical Legal Issues
• Office Finance Solutions
• Text Editing Applications
• Adv Word/Information Proc
• Procedure Coding
• Diagnostic Coding

WORK-BASED LEARNING
• Work-Based Learning I

APPLIED TECHNOLOGY COURSES

AIR CONDITIONING, HEATING & REFRIGERATION
• Intro to Refrigeration

PSYCHOLOGY
• General Psychology
• Developmental Psych

RELIGION
• World Religions
• Intro to Old Testament
• Intro to New Testament

SOCIOLOGY
• Introduction to Sociology

SPANISH
• Elementary Spanish I
• Elementary Spanish II

BUSINESS COURSES

ACCOUNTING
• Principles of Financial Accounting
• Payroll Accounting

BUSINESS
• Introduction to Business
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• Business Math
• Professional Development

COMPUTER EDUCATION
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SPANISH
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• Elementary Spanish II

BUSINESS COURSES

ACCOUNTING
• Principles of Financial Accounting
• Payroll Accounting

BUSINESS
• Introduction to Business
• Business Law I
• Business Math
• Professional Development

COMPUTER EDUCATION
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• Web, Pgm, & Db Foundation
• Network & Sec Foundation
• Operating Systems Concepts

OFFICE ADMINISTRATION
• Keyboarding
• Office Software Applicat.
• Med Terms I-Med Office
• Med Coding Billing & Insu
• Medical Legal Issues
• Office Finance Solutions
• Text Editing Applications
• Adv Word/Information Proc
• Procedure Coding
• Diagnostic Coding

WORK-BASED LEARNING
• Work-Based Learning I

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or drop by one of our campuses for one-on-one assistance.
**SOUTH CAMPUS - FALL 2014 CLASSES**

### ARTS & SCIENCES COURSES

**BIOLOGY**
- Concepts of Human Biology
- Principles of Biology
- General Biology I
- Environmental Biology
- Basic Anat & Physiology
- Anatomy and Physiology I

**CHEMISTRY**
- Chemistry Concepts

**COMMUNICATIONS**
- Intro Interpersonal Com
- Public Speaking

**ECONOMICS**
- Prin of Macroeconomics

**EDUCATION**
- Intro to Early Child Educ

**ENGLISH**
- Writing and Inquiry
- Writing/Research in the Disc
- Prof Research & Reporting
- American Literature I
- British Literature I

**HISTORY**
- American History I
- American History II

**HUMANITIES**
- Critical Thinking
- Southern Culture

**MATHEMATICS**
- Math Measurement & Literacy
- Algebra/Trigonometry I
- Quantitative Literacy
- Precalculus Algebra

**MUSIC**
- Introduction to Jazz

**PHYSICAL EDUCATION**
- Fit and Well for Life

**PSYCHOLOGY**
- General Psychology
- Abnormal Psychology

**RELIGION**
- World Religions
- Intro to Old Testament
- Intro to New Testament

**SOCIOLGY**
- Introduction to Sociology

**SPANISH**
- Elementary Spanish I
- Elementary Spanish II
- Intermediate Spanish I

### BUSINESS COURSES

**ACCOUNTING**
- Principles of Financial Accounting

**BUSINESS**
- Introduction to Business
- Business Law I
- Business Math
- Principles of Management
- Employment Law and Regs
- Professional Development

**COMPUTER EDUCATION**
- Introduction to Computers
- Web, Pgm, & Db Foundation
- Network & Sec Foundation
- Operating Systems Concepts

**OFFICE ADMINISTRATION**
- Keyboarding
- Office Software Applicat.
- Med Terms I-Med Office
- Med Coding Billing & Insu
- Medical Legal Issues
- Office Finance Solutions
- Text Editing Applications
- Adv Word/Information Proc
- Procedure Coding
- Diagnostic Coding

### APPLIED TECHNOLOGY COURSES

**AIR CONDITIONING, HEATING & REFRIGERATION**
- Heating Technology
- Comfort Cooling

**ELECTRICAL**
- Circuit Analysis I

### PUBLIC SERVICE COURSES

**COSMETOLOGY**
- Cosmetology Concepts I
- Cosmetology Concepts I Part A
- Salon I
- Salon I Part A
- Cos Concepts III Part B
- Salon III Part B
- Cosmetology Concepts IV
- Salon IV
- Instructor Concepts I
- Instructor Practicum I

### HEALTH SCIENCES COURSES

**HUMAN SERVICES TECHNOLOGY**
- Group Process I
- Child Abuse & Neglect
- Gerontology
- Psychological Assessment
- Substance Abuse Overview

**RADIOGRAPHY**
- Rad Intro & Patient Care
- RAD Procedures I
- RAD Clinical Ed I
- RAD Clinical Ed IV
- RAD Procedures III
- Radiographic Physics II
- Radiobiology/Protection

### WORK-BASED LEARNING

- Work-Based Learning I

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### WARREN CAMPUS - FALL 2014 CLASSES

#### ARTS & SCIENCES COURSES

**BIOLOGY**
- Environmental Biology

**COMMUNICATIONS**
- Intro Interpersonal Com

**EDUCATION**
- Intro to Early Child Educ

**ENGLISH**
- Writing and Inquiry

**HUMANITIES**
- Critical Thinking
- Southern Culture

**MUSIC**
- Introduction to Jazz

**PHYSICAL EDUCATION**
- Fit and Well for Life

#### RELIGION
- World Religions
- Intro to Old Testament
- Intro to New Testament

#### SOCIOLOGY
- Introduction to Sociology

#### ECONOMICS
- Survey of Economics
- Prin of Macroeconomics

#### BUSINESS COURSES

**ACCOUNTING**
- Principles of Financial Accounting

**BUSINESS**
- Introduction to Business
- Business Math

**COMPUTER EDUCATION**
- Introduction to Computers
- Web, Pgm, & Db Foundation

**OFFICE ADMINISTRATION**
- Word Processing

**WORK-BASED LEARNING**
- Work-Based Learning I

#### ARTS & SCIENCES COURSES

**ART**
- Art Appreciation

**BIOLOGY**
- Environmental Biology
- Environmental Biology Lab
- Nutrition
- Microbes in World Affairs

#### ECONOMICS
- Survey of Economics
- Prin of Macroeconomics

#### EDUCATION
- Intro to Early Child Educ
- Child Development I
- Child Development II
- Health, Safety & Nutrit
- Social/Emotion/Behav Dev
- Healthy Lifestyles-Youth

#### APPLIED TECHNOLOGY COURSES

**AIR CONDITIONING, HEATING & REFRIGERATION**
- Residential System Design

#### PUBLIC SERVICE COURSES

**COSMETOLOGY**
- Cosmetology Concepts I Part A
- Salon I Part A

**HEALTH SCIENCES COURSES**
- Child Abuse & Neglect
- Substance Abuse Overview

**WORK-BASED LEARNING**
- Work-Based Learning I

### CULINARY CLASSES AT THE MASONIC HOME - FALL 2014

#### PUBLIC SERVICE COURSES

**CULINARY ARTS**
- Global Cuisines
- Culinary Skills II
- Pastry & Confections
- Pastry & Confections Lab

**WORK-BASED LEARNING**
- Work-Based Learning I

### DISTANCE EDUCATION - FALL 2014 CLASSES

#### ARTS & SCIENCES COURSES

**ART**
- Art Appreciation

**BIOLOGY**
- Environmental Biology
- Environmental Biology Lab
- Nutrition
- Microbes in World Affairs

#### ECONOMICS
- Survey of Economics
- Prin of Macroeconomics

#### EDUCATION
- Intro to Early Child Educ
- Child Development I
- Child Development II
- Health, Safety & Nutrit
- Social/Emotion/Behav Dev
- Healthy Lifestyles-Youth

#### APPLIED TECHNOLOGY COURSES

**AIR CONDITIONING, HEATING & REFRIGERATION**
- Residential System Design

#### PUBLIC SERVICE COURSES

**COSMETOLOGY**
- Cosmetology Concepts I Part A
- Salon I Part A

**HEALTH SCIENCES COURSES**
- Child Abuse & Neglect
- Substance Abuse Overview

**WORK-BASED LEARNING**
- Work-Based Learning I

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DISTANCE EDUCATION - FALL 2014 CLASSES, continued

- Language & Literacy Exp
- Instruc Strat/Read & Writ

ENGLISH
- Freshman Composition
- Writing and Inquiry
- Writing/Research in the Disc
- American Literature I
- British Literature I
- British Literature II
- World Literature I

GEOLOGY
- Introductory Geology

HEALTH
- Personal Health/Wellness

HISTORY
- World Civilizations I
- American History I
- African-American History

HUMANITIES
- Critical Thinking
- Southern Culture
- American Womens Studies

MATHEMATICS
- Statistical Methods I

MUSIC
- Music Appreciation

PHYSICS
- Conceptual Physics
- Conceptual Physics Lab

POLITICS
- American Government

PSYCHOLOGY
- General Psychology
- Developmental Psych

SOCIOLOGY
- Introduction to Sociology
- Sociology of the Family
- Social Problems

SPANISH
- Elementary Spanish I
- Elementary Spanish II

BUSINESS COURSES

ACCOUNTING
- Prin of Financial Accounting
- Prin of Managerial Accounting
- Business Income Taxes

BUSINESS
- Introduction to Business
- Business Law I
- Business Math
- Principles of Management
- Human Resource Management
- Employment Law and Regs
- Business Finance
- Business Communication
- Professional Development

COMPUTER EDUCATION
- Introduction to Computers
- Basic PC Literacy
- MM Presentation Software
- Web, Pgm, & Db Foundation
- Network & Sec Foundation
- Info Sys Business Concepts
- Spreadsheet
- Operating Systems Concepts
- Windows Admin I
- Security Concepts

ENTREPRENEURSHIP
- Intro to Entrepreneurship
- Innovation and Creativity
- Entrepreneur Marketing
- Funding for Entrepreneurs
- Entrepreneurship Issues

LOGISTICS
- Introduction to Logistics
- Distribution Management
- Import/Export Management
- Logistics Security

OFFICE ADMINISTRATION
- Keyboarding
- Adv Text Entry & Format
- Word Processing

PUBLIC SERVICE COURSES

COSMETOLOGY
- Contemporary Design

CRIMINAL JUSTICE
- Intro to Criminal Justice
- Law Enforcement Operations
- Court Procedure & Evidence
- Corrections
- Intro to Loss Prevention
- Terrorism: Underlying Issu
- Victimology
- Investigative Principles
- Constitutional Law

PARALEGAL
- Intro to Paralegal Study
- Commercial Law I
- Criminal Law & Procedure

HEALTH SCIENCES COURSES

HUMAN SERVICES TECHNOLOGY
- Intro to Human Services
- Human Services Issues
- Mental Retardation
- Mental Health Systems
- Intake and Assessment
- Addictive Process
- Sub Abuse Counseling
- Working With Diversity

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or drop by one of our campuses for one-on-one assistance.
Starting this fall, Vance-Granville Community College will offer a new Gerontology track within the Human Services Technology program. This new concentration will prepare students to specialize in direct service delivery to older adults and their families. VGCC recently became one of only six North Carolina community colleges approved to offer the Human Services Technology/Gerontology degree program.

Gerontology is defined as the study of the aging process, including the physical, mental and social changes experienced by people as they age, and the application of this knowledge to policies and programs. Graduates of the program should qualify for employment in nursing and rest homes, specialized adult care services, respite services, hospices, assisted living facilities/communities, Departments of Social Services, Senior Centers, and other programs servicing older adults and their families.

Students in the program will study the physical, psychological and social aspects of the aging process as well as health, wellness, nutrition, diet, exercise and well-being. Students will also complete internships (also known as “co-ops” or work-based learning) at public or private institutions.

Human Services Technology is a two-year Associate in Applied Science degree program that trains students for entry-level jobs in institutions and agencies which provide social, community and educational services. The program is based at VGCC’s South Campus between Butner and Creedmoor, but students can take some required courses at other campuses, and some courses are offered online. In addition to the new degree, VGCC offers a general Human Services Technology track, as well as a Substance Abuse Counselor track.

For more information on Human Services Technology/Gerontology, contact Tracy Wallace at (252) 738-3519 or (919) 528-4737, ext. 3519.
We Can Help!

The Adult Basic Skills/Literacy Education programs at VGCC help adults improve their reading, writing and math skills and complete their high school education. Classes are available at all four VGCC campuses and at various community locations. VGCC now offers Adult High School and high school equivalency test preparation online, as well. Either way, instruction is offered free of charge.

You can obtain a high school diploma by either passing the high school equivalency test or completing the course requirements of the Adult High School Diploma program. Once you graduate, you’ll be ready for better job opportunities and you’ll be able to apply to college. As an added incentive, if you complete your high school equivalency or Adult High School diploma at VGCC, and if financial aid doesn’t cover your tuition and fees, you’ll be eligible for a waiver of tuition and fees for one free semester of courses in VGCC curriculum programs!

For More Information About the High School Equivalency or AHS Programs, Contact:
Cathy Barham, Department Chair, Basic Skills
barhamc@vgcc.edu, (252) 738-3315 or visit www.vgcc.edu

Get one semester FREE* when you complete your high school equivalency or AHS diploma!

*Student must complete FAFSA.
Main Campus

ADULT BASIC SKILLS CLASSES ARE FREE!
Email: barhamc@vgcc.edu or norfleetg@vgcc.edu
Phone: (252) 738-3275
Web: www.vgcc.edu/Literacy-Education/index.cfm
Literacy Education Locations and Schedules: www.vgcc.edu/schedules/schedules.cfm

The Adult Basic Skills program offers adults the opportunity to complete a high school education, improve reading, math, writing and communication skills and make the transition to postsecondary education and the world of work. Educational opportunities are available in the following areas:

• ADULT BASIC EDUCATION

Adult Basic Education (ABE) is a program of instruction designed to help adults improve their reading, writing, math, critical thinking, and communication skills. Adults with intellectual disabilities (Compensatory Education students) are served in all program areas dependent upon their assessment scores.

• ADULT SECONDARY EDUCATION

Adult Secondary Education (ASE) includes two programs of instruction that allow adults to complete a high school diploma and prepare for the transition to postsecondary education and the world of work:

• Adult High School (AHS) is offered cooperatively with local public school systems to help adults earn an Adult High School Diploma.
• High School Equivalency (HSE) is a program of instruction designed to prepare adult students to pass the tests that lead to a high school equivalency diploma.

• ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) is a program of instruction designed to help adults with limited English proficiency improve their ability to understand, speak, read, and write in English.

• BASIC SKILLS PLUS

Basic Skills Plus allows students seeking a high school diploma or equivalent to co-enroll in occupational training and employability skills within identified career pathways. Students who participate in Basic Skills Plus have the opportunity to complete a high school diploma or recognized equivalent and an occupational certificate.

• LITERACY ONLINE

Literacy Online is a distance-learning option for students who cannot attend classes in the traditional classroom setting. A web-based curriculum is available for Adult High School and high school equivalency test preparation twenty-four hours a day, seven days per week.

Vance-Granville Community College is a Pearson Vue Authorized Test Center and is approved to deliver the high school equivalency test on computer at two campus locations: Main and Franklin.

Please call 252-738-3275 to register for orientation and assessment, contact the campus location in your area or visit www.vgcc.edu/Literacy-Education/index.cfm

For more information about the Adult Basic Skills program, contact:
Adult High School (AHS), Roberta Scott, scottr@vgcc.edu, 252-738-3456
High School Equivalency (HSE), Cathy Barham, barhamc@vgcc.edu, 252-738-3315
Adults with Intellectual Disabilities, Cathy Barham, barhamc@vgcc.edu, 252-738-3315,
English as a Second Language (ESL), Esdras De La Torre, delatorre@vgcc.edu, 252-738-3435
Basic Skills Plus, Cathy Barham, barhamc@vgcc.edu, 252-738-3315
Literacy Online, Michelle Neagle, neaglem@vgcc.edu, 252-738-3212
High School Equivalency Testing, Tina Ragland, raglandt@vgcc.edu, 252-738-3318 or Chris Melvin, melvinc@vgcc.edu, 252-738-3425

Free classes are available at all four VGCC campuses and at various community locations.

CAMPUS LOCATIONS:
Main Campus Adult Learning Center, Glenn Alston, alstong@vgcc.edu, 252-738-3337
Franklin Campus Adult Learning Center, 252-738-3618
South Campus Adult Learning Center, Heather Daniel, danielh@vgcc.edu, 252-738-3532
Warren Campus Adult Learning Center, Edna Scott, scotte@vgcc.edu, 252-738-3689

COMMUNITY LOCATIONS:
Cathy Barham, barhamc@vgcc.edu, 252-738-3315
CONTINUING EDUCATION/MAIN CAMPUS

NEW Continuing Education Phone Number — (252) 738-3300

We have changed our Continuing Education Department phone numbers to make it easier for YOU, our customer. Now just there is just ONE phone number to remember — (252) 738-3300. Call it and select the department and person that you need directly.

FIRE/RESCUE PROGRAMS
Email: firerescue@vgcc.edu
Phone: (252) 738-3300
Web: www.vgcc.edu/firerescue

VGCC Fire/Rescue courses are scheduled upon request and are often taught at the requesting agency's facility. For more information on how to arrange a class to meet your specific needs, call VGCC at the number listed above.

FIRE/RESCUE PROGRAM CLASSES:
• Firefighter I & II Certification Courses
• Technical Rescuer Courses
• Hazmat Courses
• Rapid Intervention Team Course

CODE CLASSES:
• Fire Inspector Level I Class
• Fire Inspector Level II Class
• Fire Inspector Level III Class
• Fire Inspector Continuing Education Classes

• Electrical Inspector Level I Class
• Electrical Inspector Level II Class
• Electrical Inspector Level III Class
• Law and Administration

HUMAN RESOURCES DEVELOPMENT/HRD
Email: hrd-wk@vgcc.edu
Phone: (252) 738-3300
Web: www.vgcc.edu/hrd

HRD provides skills assessment, employability skills training and career development activities to adults who are unemployed, underemployed or dislocated workers. The program offers a variety of short-term classes designed to equip students with the knowledge, values, and skills essential toward successfully applying for a job or advancing on a job in a global economy. Classes may range from 12-15 hours during a period from one to six weeks. Both individualized and traditional instructional methods are utilized. HRD is also a component of a Pathways To Employment Training initiative that offers basic skills, pre-employment skills and occupational skills training collectively to adults seeking employment. There is no cost to enroll in an HRD course for eligible persons. Depending on the courses taken registration fees can vary for those not eligible for a fee waiver.

HRD CLASSES:
• Job Seeking and Keeping Skills
• Resume Development
• Online Application Methods
• Interview Preparation
• Computer Skills for Job Search
• Self-Assessments

CAREER READINESS CERTIFICATE PROGRAM
Vance-Granville offers the North Carolina Career Readiness Certificate (CRC) signed by the Governor, which confirms an individual's workplace competency skills in three core areas: Applied Mathematics, Locating Information and Reading for Information. The CRC, through the ACT WorkKeys® System, provides a national standardized measurement to compare employees and job applicants with established profiles.

NORTH CAROLINA CAREER READINESS CERTIFICATE SKILL LEVELS PROGRAM
Test results from assessments are used to award certificates in three categories:

• Gold Level: Score of at least Level 5 in the three core areas, which demonstrates the necessary skills for 90% of the jobs in the WorkKeys® database.
• Silver Level: Score of at least Level 4 in the three core areas, which demonstrates the necessary skills for 65% of the jobs in the WorkKeys® database.
• Bronze Level: Score of at least Level 3 in the three core areas, which demonstrates the necessary skills for 35% of the jobs in the WorkKeys® database.

WORKKEYS® ASSESSMENTS PROGRAM
WorkKeys® is a job skills assessment system measuring “real world” skills employers believe are critical to job success. The WorkKeys® Assessments are typically given once a month unless a special assessment time is required for a specific employer.

The cost for each of the three CRC assessments (Applied Mathematics, Locating Information and Reading for Information) is $10 and it takes approximately 45 minutes for the paper/pencil version and approximately 55 minutes for the computer version, to complete each section. Other WorkKeys® Assessments range in price from $10-$15.
We heard you!

NEW Continuing Education REGISTRATION PROCESS!
We wanted to make it simpler for you.

A new online pre-registration and payment process is now available for VGCC Occupational Extension and Personal Enrichment courses. Find schedules online at www.vgcc.edu and then register and pay for your classes anywhere, anytime, at the click of a mouse! You will also have the option to register and pay for classes at all campuses, Tuesday through Thursday from 8:30 a.m. to 4:30 p.m. For the Main Campus, come to Building 7, Room 7120; for other campuses, report to their main office.

You won’t have to worry about spending your valuable time and gas coming to a VGCC campus, only to find that the class has been cancelled. You also won’t have to bring money to a class for registration, so you will be able to spend all of that time learning. With our new system, after you pre-register and pay, you will be notified prior to the class start date if the class will not be held or must be rescheduled. In the unlikely event of that occurring, you will also receive a refund of your payment.

To register for a course, click on the appropriate link for the class and follow the directions as provided. Please note that each course has a registration deadline date. Courses that do not have at least eight (8) students will be cancelled and payment for the class will be refunded.

Please continue to check our website — www.vgcc.edu — for updates to both the registration process and Continuing Education classes offered throughout the year.

EMERGENCY MEDICAL SERVICES/EMS

Email: ems@vgcc.edu
Phone: (252) 738-3300
Web: www.vgcc.edu/ems

VGCC Emergency Medical Services initial courses are scheduled as needed and are held on one of VGCC’s four campuses. EMS courses are often taught at the requesting agency’s facility. The EMS department also schedules CPR classes on a monthly basis. You can view our current schedule at http://www.vgcc.edu/Schedules/EMS-schedule.cfm

OCCUPATIONAL EXTENSION

Email: oex@vgcc.edu
Phone: (252) 738-3300
Web: www.vgcc.edu/oex

Vance-Granville Community College has a great interest in providing continuing education programs for the citizens of Franklin, Granville, Vance and Warren counties, as well as surrounding areas. The College’s Continuing Education OE programs promote and provide vocational and occupational skills for those who need to be trained, retrained, or are interested in learning new job skills. The Occupational Extension (OE) Department's focus is to offer and develop educational programs that will lead to jobs. Classes are continuously being developed and added to our OE schedule. Currently classes are offered in the areas of computer, food service, logistics, health related occupations, vocational trades, and cosmetology. For a complete and detailed list of specific classes scheduled, please visit our website.

PERSONAL ENRICHMENT

Email: ped@vgcc.edu
Phone: (252) 738-3300
Web: www.vgcc.edu/ped

Personal Enrichment classes are organized to meet the needs and interests of those in the community. Some classes may require books. Listed are examples of some Personal Enrichment topics that are been offered as classes; quilting, painting, ceramics, vehicle safety, education workshops, and entertaining. Self-Supporting Class fees must be paid by all students.
Vance-Granville Community College has a great interest in providing continuing education programs for the citizens of Franklin, Granville, Vance and Warren counties as well as surrounding areas. The College’s Continuing Education Occupational Healthcare Programs promote and provide vocational and occupational skills in healthcare. These programs will educate and train individuals to obtain jobs in areas where the need for healthcare workers is continually in high demand. Our programs include Nurse Aide 1 and Nurse Aide 1 Refresher courses (also referred to as NA 1, CNA 1 or Nurse Aide). These State-Approved Programs provide a pathway into CNA jobs as well as to the LPN and RN programs offered by the College. Upon certification, you will qualify to take the additional programs we offer: Certified Nurse Aide 2, Geriatric Aide, Home Care Aide, and Medication Aide.

The Law Enforcement training department at VGCC is designed to provide Sworn Law Enforcement Officers, Detention Officers, and Corrections Officers with the opportunity to gain knowledge and skills based on new and existing technology. Programs are open to all Law Enforcement Agencies in the area. A broad range of Mandated and Specialty classes, based on both department needs and new training standards, are offered during the year on the college campus and at various department locations.

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VGCC’s Industry Services Division provides training classes for all businesses and industries located within the college’s four-county service area. The Industry Services Division also provides customized training programs tailored to meet the needs of a company and its employees. These training programs are flexible in design to accomplish specific objectives and are jointly planned by company personnel and training specialists from the college. Call to see how you can have a class arranged to meet your needs.

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Vance-Granville Community College has a great interest in providing continuing education programs for the citizens of Franklin, Granville, Vance and Warren counties as well as surrounding areas. The College’s Continuing Education Occupational Healthcare Programs promote and provide vocational and occupational skills in healthcare. These programs will educate and train individuals to obtain jobs in areas where the need for healthcare workers is continually in high demand. Our programs include Nurse Aide 1 and Nurse Aide 1 Refresher courses (also referred to as NA 1, CNA 1 or Nurse Aide). These State-Approved Programs provide a pathway into CNA jobs as well as to the LPN and RN programs offered by the College. Upon certification, you will qualify to take the additional programs we offer: Certified Nurse Aide 2, Geriatric Aide, Home Care Aide, and Medication Aide.

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The Workforce Investment Act is federal legislation that provides training and employment opportunities for eligible persons to either enter, re-enter or remain in the labor force. Administered by the U.S. Department of Labor through states and local Workforce Development Boards, target populations generally include the unemployed, underemployed, economically disadvantaged, or those who need employment skills upgrading. At VGCC a variety of WIA-sponsored training opportunities can be provided through curriculum or occupational extension programs and through standard or customized course offerings. Depending upon the availability of funds, services and benefits provided to eligible persons may include payment of tuition, fees, books, supplies, transportation, counseling, job development, practical work experience and job placement.

VGCC’s Small Business Center helps existing businesses and start-ups within our four county service area conquer business challenges by offering training, education, counseling and referral. The Small Business Center offers a wide variety of seminars to help small businesses be successful. Some of the seminar topics include:

- How to Start a Business
- How to Write a Business Plan
- Financing Your Business
- Bookkeeping and Taxes
- Marketing

Most seminars range from 2-3 hours and are available at no charge. Check our latest offerings by visiting https://www.ncsbc.net/center.aspx?center=75530 where you can register for seminars and free confidential counseling services. Find us on Facebook at https://www.facebook.com/vgccsmallbusinesscenter.

WIA/WORKFORCE DEVELOPMENT

Phone: (252) 738-3374
Web: www.vgcc.edu/Comm-Econ/wia.cfm

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Follow us on Twitter! twitter.com/vancegranville
View Pics on Instagram! instagram.com/vancegranvillecc

www.vgcc.edu
Franklin Campus — (919) 496-1567

ADULT BASIC SKILLS  CLASSES ARE FREE!

Phone:  (919) 496-1567, ext. 3618  
Web:  www.vgcc.edu/Literacy-Education/index.cfm  

For more information, please see page 26.

The Adult Basic Skills program offers adults the opportunity to complete a high school education, improve reading, math, writing and communication skills and make the transition to postsecondary education and the world of work. Educational opportunities are available in the following areas:

**ADULT BASIC EDUCATION**

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**ENGLISH AS A SECOND LANGUAGE**

English as a Second Language (ESL) is a program of instruction designed to help adults with limited English proficiency improve their ability to understand, speak, read, and write in English.

**BASIC SKILLS PLUS**

Basic Skills Plus allows students seeking a high school diploma or equivalent to co-enroll in occupational training and employability skills within identified career pathways. Students who participate in Basic Skills Plus have the opportunity to complete a high school diploma or recognized equivalent and an occupational certificate.

**LITERACY ONLINE**

Literacy Online is a distance-learning option for students who cannot attend classes in the traditional classroom setting. A web-based curriculum is available for Adult High School and high school equivalency test preparation twenty-four hours a day, seven days per week.

**FRANKLIN CAMPUS LOCATION:**

Franklin Campus Adult Learning Center, 252-738-3618

**COMMUNITY LOCATIONS:**

Cathy Barham, barhamc@vgcc.edu, 252-738-3315

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CONTINUING EDUCATION/FRANKLIN CAMPUS

OCCUPATIONAL HEALTHCARE PROGRAMS
Email: ohp@vgcc.edu
Phone: (919) 496-1567, ext. 3300
Web: www.vgcc.edu/ohp

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Continuing education courses in Phlebotomy, Certified Nurse Aide 2 refresher classes and Medication Aide Master Training for RN’s are also offered through Occupational Healthcare Programs.

For more information about the programs or registering and paying for classes please visit us online at www.vgcc.edu/ohp or at our four campus locations, Tuesday-Thursday from 8:30 am - 4:30 pm.

PERSONAL ENRICHMENT
Email: ped@vgcc.edu
Phone: (919) 496-1567, ext. 3300
Web: www.vgcc.edu/ped

Personal Enrichment classes are organized to meet the needs and interests of those in the community. Some classes may require books. Listed are examples of some Personal Enrichment topics that are been offered as classes; quilting, painting, ceramics, vehicle safety, education workshops, and entertaining. Self-Supporting Class fees must be paid by all students.

SMALL BUSINESS CENTER
Email: smallbusiness@vgcc.edu
Phone: (919) 496-1567, ext. 3300
Web: www.vgcc.edu/sbc

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- How to Write a Business Plan
- Financing Your Business
- Bookkeeping and Taxes
- Marketing

Most seminars range from 2-3 hours and are available at no charge. Check our latest offerings by visiting https://www.ncsbc.net/center.aspx?center=75530 where you can register for seminars and free confidential counseling services. Find us on Facebook at https://www.facebook.com/vgccsmallbusinesscenter.
Adult Basic Skills — (919) 528-4737

Email: danielh@vgcc.edu
Phone: (919) 528-4737, ext. 3532
Web: www.vgcc.edu/Literacy-Education/index.cfm

For more information, please see page 26.

The Adult Basic Skills program offers adults the opportunity to complete a high school education, improve reading, math, writing and communication skills and make the transition to postsecondary education and the world of work. Educational opportunities are available in the following areas:

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- **Adult Secondary Education**
  
  Adult Secondary Education (ASE) includes two programs of instruction that allow adults to complete a high school diploma and prepare for the transition to postsecondary education and the world of work:
  
  - Adult High School (AHS) is offered cooperatively with local public school systems to help adults earn an Adult High School Diploma.
  
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- **English as a Second Language**
  
  English as a Second Language (ESL) is a program of instruction designed to help adults with limited English proficiency improve their ability to understand, speak, read, and write in English.

- **Basic Skills Plus**
  
  Basic Skills Plus allows students seeking a high school diploma or equivalent to co-enroll in occupational training and employability skills within identified career pathways. Students who participate in Basic Skills Plus have the opportunity to complete a high school diploma or recognized equivalent and an occupational certificate.

- **Literacy Online**
  
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SOUTH CAMPUS LOCATION:
South Campus Adult Learning Center, Heather Daniel, danielh@vgcc.edu, 252-738-3532

COMMUNITY LOCATIONS:
Cathy Barham, barhamc@vgcc.edu, 252-738-3315

Human Resources Development/HRD

Email: hrd-wk@vgcc.edu
Phone: (919) 528-4737, ext. 3300
Web: www.vgcc.edu/hrd

For more information, please see page 27.

HRD provides skills assessment, employability skills training and career development activities to adults who are unemployed, underemployed or dislocated workers. The program offers a variety of short-term classes designed to equip students with the knowledge, values, and skills essential toward successfully applying for a job or advancing on a job in a global economy. Classes may range from 12-15 hours during a period from one to six weeks. Both individualized and traditional instructional methods are utilized. HRD is also a component of a Pathways To Employment Training initiative that offers basic skills, pre-employment skills and occupational skills training collectively to adults seeking employment. There is no cost to enroll in an HRD course for eligible persons. Depending on the courses taken registration fees can vary for those not eligible for a fee waiver.

HRD CLASSES:
- Job Seeking and Keeping Skills
- Resume Development
- Online Application Methods
- Interview Preparation
- Computer Skills for Job Search
- Self-Assessments
CONTINUING EDUCATION/SOUTH CAMPUS

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VANCE-GRANVILLE COMMUNITY COLLEGE / Continued

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Warren Campus Adult Learning Center, Edna Scott, scotte@vgcc.edu, 252-738-3689

**COMMUNITY LOCATIONS:**
Cathy Barham, barhamc@vgcc.edu, 252-738-3315

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CONTINUING EDUCATION/WARREN CAMPUS

OCCUPATIONAL HEALTHCARE PROGRAMS
Email: ohp@vgcc.edu
Phone: (252) 257-1900, ext. 3300
Web: www.vgcc.edu/ohp

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PERSONAL ENRICHMENT
Email: ped@vgcc.edu
Phone: (252) 738-3300
Web: www.vgcc.edu/ped

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Web: www.vgcc.edu/sbc

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Interested in earning college credit while still in high school?

Want to take college courses without paying tuition?

If you answered “yes” to either of these, then you’ll want to make plans to attend a Parent/High School Student Career and College Promise (CCP) Information Session offered each fall and spring semester.

VGCC hosts a series of sessions offering information to high school students and their parents on CCP. This program allows eligible students to earn college credits while still in high school without having to pay tuition for college.

Talk to your high school counselor about how CCP can benefit you!

For more information, please contact Lyndon Hall, VGCC Director of Joint High School Programs, at (919) 528-4737, ext. 3512, or (252) 738-3512.