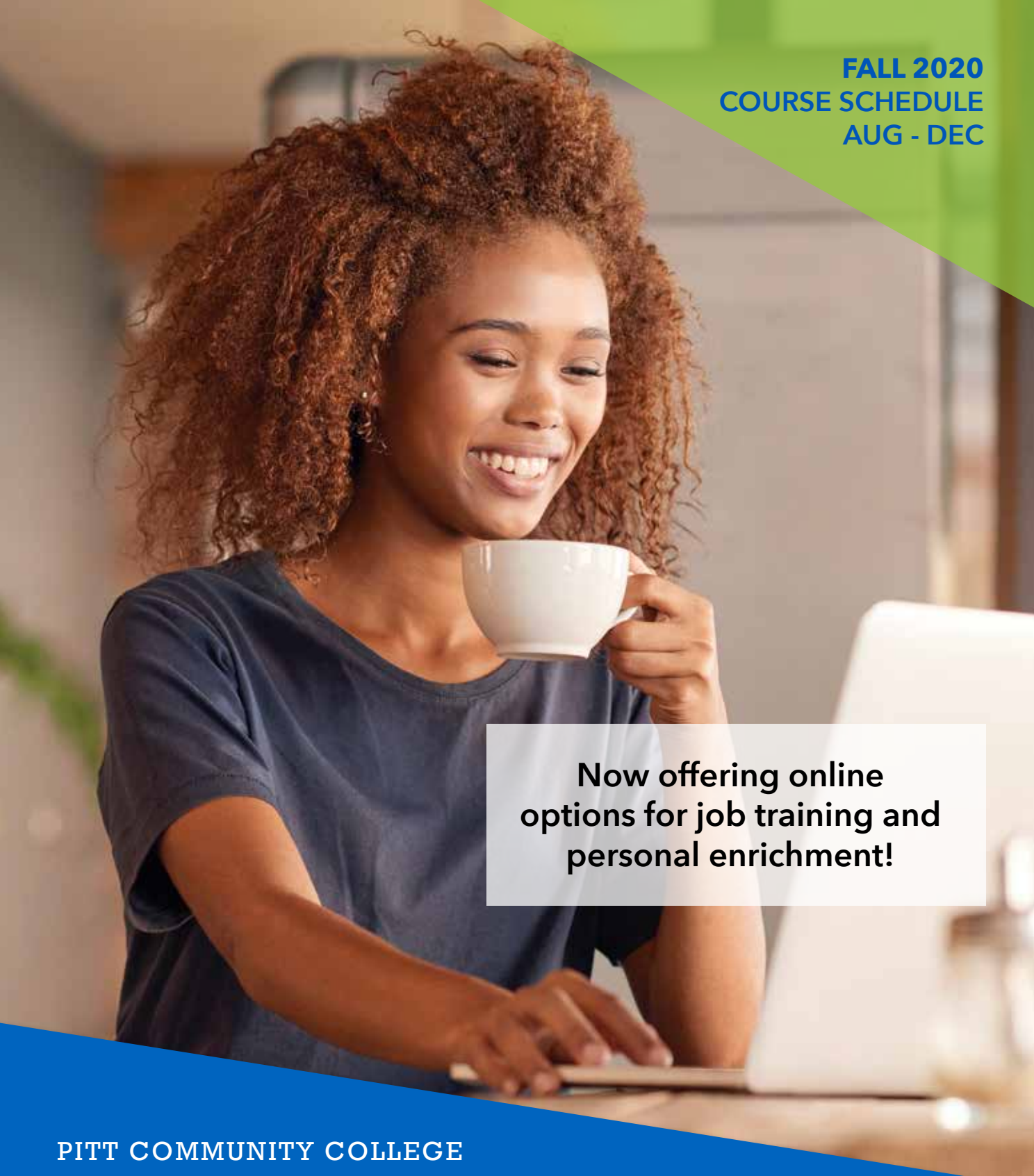

FALL 2020
COURSE SCHEDULE
AUG - DEC

Now offering online options for job training and personal enrichment!

PITT COMMUNITY COLLEGE

CONTINUING EDUCATION

PITTCC
Continuing Education
& Workforce Development

NEW THIS FALL!

CAREER *in a* YEAR

Choose from 3 CERTIFICATES

- Patient Services Representative
- Healthcare Management Technology
- Business Supervisor

Hybrid format classes

Day, night, evening, and weekend options

CLASS LOCATIONS:

FARMVILLE CENTER
3781 S. Main Street
Farmville, NC 27828

BERNSTEIN CENTER
261 Belvoir Hwy
Greenville, NC 27834

For more information, contact Dr. Kristin Braswell at kbraswell@email.pittcc.edu.

PITT Community College™

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Due to COVID-19, all schedules are subject to change. Please check **www.pittcc.edu** for the most up-to-date information.

Pitt Community College Continuing Education is on Facebook! Like our page for class news and updates!

Who We Are...

Thank you for your interest in Continuing Education and Workforce Development at Pitt Community College. We provide a range of courses and programs for individuals to upgrade their job skills, pursue a new career, start a small business, or explore personal enrichment activities. PCC is committed to providing quality educational experiences at our main campus in Winterville, the Greenville Center at 3107 S. Memorial Drive, various off-campus locations in the community, local worksites, and online.

Above all, our mission is to educate and empower our students. We work to provide the residents of Pitt County with offerings that will improve their quality of life. We invite you to visit our campus, visit our website www.pittcc.edu, and review this course schedule. We look forward to seeing you in one of our classes soon. GO BULLDOGS!!

Dr. Lawrence L. Rouse
President,
Pitt Community College

HOW TO READ THE COURSE LISTINGS

Name of Course

Description of the course. Course hours. Cost of course.

ID # Date Days Time Location

Pitt Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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 Pitt Community College.

HUMAN RESOURCES DEVELOPMENT (HRD)

It is important to know exactly what employers look for when hiring full-time employees. In addition to relevant skills, employers seek employees who have the personal values, characteristics, and personality traits that spell success. Good personal values are what make the foundation for a good employee. The Human Resources Development (HRD) program at PCC offers an opportunity to learn the skills and behaviors along with the work values that are required for success in the workplace.

A fee waiver is available if you meet one of four criteria:

- **Are unemployed or underemployed**
- **Have received notification of pending layoff**
- **Are working and are eligible for federal earned income tax credit**
- **Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines**

For more information, contact Karen Davis at (252) 493-7551 or the Greenville Center Annex Registration Desk at (252) 493-7885.

Overcoming Job Seeking Barriers and Blunders

Ever wonder if your resume gets lost, or do you question if your application even gets seen? Learn some tried and true secrets of what employers are looking for in an employee. Learn to effectively answer interview questions as they relate to blemishes associated with current and previous situations. You will develop transferable skills, discover your strengths and weaknesses, and learn how to set goals. We can also teach you how to overcome barriers both on and off the job. **4 hours. $70. Fee waiver available for those who qualify.**

137431	9/1	T	9a-1p	online
137432	10/6	T	9a-1p	online
137433	11/3	T	9a-1p	online

LinkedIn for Job Seekers

Learn how to develop an impressive LinkedIn profile, how to enhance your job search, and how to build connections that really matter. Learn to use LinkedIn as a social media tool to expand your reach and connect with decision makers in the workplace. We will cover beginner basics as well as advanced techniques. **4 hours. $70. Fee waiver available for those who qualify.**

137593	11/11	W	8a-12p	GCA107

Create a Dynamic Resume

Let us teach you how to create a dynamic resume, define your targeted job and its requirements, highlight skills that get you noticed, populate applications effectively, and create a cover letter that will open doors for you! **8 hours. $70. Fee waiver available for those who qualify.**

137426	9/1-9/3	TTh	8:30a-12:30p	online
137428	10/6-10/8	TTh	8:30a-12:30p	online
137429	11/3-11/5	TTh	8:30a-12:30p	online
137430	12/1-12/3	TTh	8:30a-12:30p	online

Job Interview Skills

Would you like to enhance your interviewing skills? We can help by exploring your personal values, work ethic, job interests, job strengths, and long-term career objectives. **12 hours. $70. Fee waiver available for those who qualify.**

137587	10/13-10/15	T-Th	8a-12p	TBD
137592	11/10-11/12	T-Th	8a-12p	TBD

Employer Expectations

Our focus is to provide you with employability skills training and increase your ability to get a job or get a better job. During this course, you will demonstrate the ability to work as a team member. You will also complete vocational and academic assessments. **12 hours. $70. Fee waiver available for those who qualify.**

137586	10/6-10/8	T-Th	8a-12p	TBD
137589	11/3-11/5	T-Th	8a-12p	TBD

Communication Skills

Let us help you build valuable interpersonal communication skills. Effective communication skills are important in business interactions and personal interactions. We will focus on the communication skills necessary for job hunting and interviewing. **12 hours. $70. Fee waiver available for those who qualify.**

137588	10/20-10/22	T-Th	8a-12p	TBD
137591	11/17-11/19	T-Th	8a-12p	TBD

FDIC Money Smart

Money Smart is financial education designed to help those with low to moderate incomes. If you are outside the financial mainstream, we can help enhance your financial skills and create positive banking relationships. **12 hours. $70. Fee waiver available for those who qualify.**

137585	9/22-9/24	T-Th	8a-12p	TBD
137590	10/27-10/29	T-Th	8a-12p	TBD

Diversity in the Workplace *NEW!*

Learn about diversity and inclusion in the workplace, which causes all employees to feel accepted and valued. We will teach you how to communicate and interact with the different generations in the workplace and the do's and don'ts of working in a multicultural environment. When employees feel accepted and valued, they are also happier in their workplace and stay longer with a company. **8 hours. $70. Fee waiver available for those who qualify.**

137583	9/22-9/23	TW	8:30a-12:30p	GCA109
137594	10/20-10/21	TW	8:30a-12:30p	GCA109
137595	11/17-11/18	TW	8:30a-12:30p	GCA109

Customer Service *NEW!*

Every day in every workplace across the country, people are interacting with customers. You will learn effective communication skills and be able to anticipate and analyze different types of customer interactions. We will help you develop the skills needed for providing more effective customer service and make you a valued employee in any organization! **12 hours. $70. Fee waiver available for those who qualify.**

137604	10/19-10/22	MWTh	8:30a-12:30p	online
137605	11/16-11/19	MWTh	6p-10p	online

Computer Technology Awareness

Do you need to update your technology skills and become more familiar with computer technology? Learn the basics of how to operate a PC and use Microsoft Word to enhance your professional skill set. **27 hours. $125. Fee waiver available for those who qualify.**

137460	9/14-10/12	M W	8:30a-11:30a	GCA107 online
137462	11/2-11/30	M W	8:30a-11:30a	GCA107 online

Human Services Exploration: DSS Caseworker

We will provide employability skills training and career exploration for the role of Income Maintenance Caseworker within Division of Social Services agencies. **45 hours. $125. Fee waiver available for those who qualify.**

137448	8/17-9/21	MWTh	7p-10p	online
	9/22	T	8a-12p	GCA107
137454	10/5-11/4	MWTh	7p-10p	online
	11/5	Th	8a-12p	GCA107

Income Maintenance Caseworker - NCFAST

Learn the skills associated with becoming an Income Maintenance Caseworker. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. ***Prerequisite: Human Services Exploration: DSS Caseworker.*** **48 hours. $125.**

137453	11/9-12/16	MWTh	7p-10p	online

WORKING SMART
Soft Skills for Workplace Success

We can help IDENTIFY and TEACH the critical soft-skills necessary for you to be an EFFECTIVE WORKER and a STRONG TEAM PLAYER in a fast-paced environment.

YOU WILL LEARN:

- **Importance of personal branding**
- **Dealing with stress**
- **How to actively listen, effectively communicate, adjust to change, and problem solve**

Free if Unemployed or Underemployed
Karen Davis • 252.493.7551

PROVE TO EMPLOYERS YOU HAVE WHAT IT TAKES TO BE **SUCCESSFUL**

Get Your NCRC at PCC!

The National Career Readiness Certificate (NCRC) is a portable, nationally recognized credential that confirms to employers you possess the critical skills needed in the workplace. The NCRC identifies your skill level in the following competencies:

- **Applied Math**
- **Workplace Documents**
- **Graphic Literacy**

Over 500 employers in NC now prefer or require the NCRC for applicants!

REGISTER FOR THE NCRC

Complete the fillable Student Data Form on PCC's website. **www.pittcc.edu, search 'CRC'**

Email your completed form to **workforcedevelopment@email.pittcc.edu.**

A user ID and Password will be emailed to you along with instructions.

Pay testing fee of $39. Once fee is paid, you can schedule your test by emailing **workforcedevelopment@email.pittcc.edu**.

NCRC TESTING BY APPOINTMENT ONLY

Requirements for day of testing:

- **All students must wear a mask to enter the building and at all times in the building.**
- **All students must maintain social distancing.**
- **Must show Photo ID**

For more information call **252-493-7592 or visit www.pittcc.edu and search, 'CRC'.**

TO VIEW THE LATEST JOB LISTINGS:
PCCCRC.BLOGSPOT.COM

PCC GREENVILLE CENTER ANNEX
550 Dexter St. Greenville, NC 27834

AUTOMOTIVE

Auto Safety Inspection

Pitt Community College is approved by the NC Division of Motor Vehicles to offer the Vehicle Safety Inspection course. This eight-hour course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Pre-registration and pre-payment is required. Instructor: Norman Lilley. **8 hours. $75.**

137367	8/27	Th	2p-10:30p	CIT102
137368	9/17	Th	2p-10:30p	CIT102
137369	10/22	Th	2p-10:30p	CIT102
137370	11/18	Th	2p-10:30p	CIT102
137371	12/10	Th	2p-10:30p	CIT102

OBD Emissions Control Inspections

This eight-hour course is designed to prepare auto technicians and service personnel as OBD Emissions Inspectors. For initial certification, you must attend eight (8) hours of training. Pre-registration and pre-payment is required. Instructor: Norman Lilley. **8 hours. $85.**

137364	8/26	W	2p-10:30p	CIT102
137365	10/21	W	2p-10:30p	CIT102
137366	12/9	W	2p-10:30p	CIT102

BARBER SCHOOL

Barber School Beginning Day *

You will learn the first half of the qualifying classroom and clinical education necessary to sit for the NC Barber Licensing examination. Due to COVID, this hybrid class will consist of in-classroom days for practical skills as well as some days of online assignments. **384 hours. $185.55 a semester; additional tools and uniforms are required. Classes are held online and at the Barber School located at 3700 Charles Blvd. Suite D.**

137517	10/5-12/22	M-Sa	9a-3:30p	Barber S. online
137529	1/6-3/27	M-Sa	9a-3:30p	Barber S. online

Barber School Clinical Day *

Master the second half of the qualifying classroom and clinical education necessary to sit for the NC Barber Licensing examination. Due to COVID, this hybrid class will consist of in-classroom days for practical skills as well as some days of online assignments. *Prerequisite: 750 hours of accredited barber training.* **Lab hours. $185.55 a semester; additional tools and uniforms are required. Classes are held online and at the Barber School located at 3700 Charles Blvd. Suite D.**

137524	10/5-12/22	M-Sa	9a-3:30p	Barber S. online
137530	1/6-3/27	M-Sa	9a-3:30p	Barber S. online

COSMETOLOGY

Intro to Cosmetology *

Learn the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Placement test is required prior to registration. **316 hours. $185.55 a semester; kit and uniform are an additional cost and are required. Classes are held online and at the PCC Hairstyling Academy located at 426 Arlington Blvd.**

132534	10/1-12/22	T-F	8:30a-4p	PCC HSA online
137558	1/6-3/26	T-F	8:30a-4p	PCC HSA online

Cosmetology Clinical *

Master the next level of qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Due to COVID, this hybrid class will consist of in-classroom days for practical skills as well as some days of online assignments. *Prerequisite: 300 hours of accredited cosmetology training.* **Lab hours. $185.55 a semester; kit and uniform are an additional cost and are required. Classes are held online and at the PCC Hairstyling Academy located at 426 Arlington Blvd.**

132537	10/1-12/22	T-F	8:30a-4p	PCC HSA online
137554	1/6-3/27	T-Sa	8:30a-4p	PCC HSA online

***** Students interested in **Barber School or Cosmetology classes** should complete registration information online for the Interest/Wait List using our online registration process beginning Aug. 1. Payment of tuition ($185.55) for a three-month session/ semester of classes will be required at this time utilizing a debit or credit card. Completion of this information will allow staff to contact potential students via email to discuss how prerequisite requirements can be fulfilled for this program (placement tests, etc.).

Once staff have verified that all prerequisites are met, students will be informed that their registration is complete and that they have been admitted to the program and registered to a specific class. Any students who do not meet the entrance qualifications or complete the required prerequisites in a timely manner will receive a full refund. There is limited capacity for these programs; registration is on a first-come, first-serve basis. If you have questions, please contact **Wendy Dunbar at 252-493-7528 or wdunbar@email.pittcc.edu.**

FIRE & EMERGENCY SERVICES TRAINING

Emergency Medical Technician

The Emergency Medical Technician (EMT) Certification is a qualified pre-hospital program consisting of didactic course work. The following competencies include but are not limited to the recognition, assessment, and management of medical emergencies. An EMT performs skills such as CPR, artificial ventilations, oxygen administration, basic airway management, AED defibrillation, spinal immobilization, vital signs, and hemorrhage control. Successful completion of the course will allow you the opportunity to sit for the North Carolina Office of EMS certification examination. **214 hours. $180 plus additional costs. (Fee waived with proper documentation from agency)** *This is a hybrid course and online content is required.*

N/A	8/12-11/25	W	6p-10p	GS120
> class will meet 4 Saturdays 8a-5p				
N/A	8/13-11/24	TTh	6p-10p	GS120

LOCATION KEY LISTED ON PG. 25

BECOME A FIREFIGHTER

1403 FIRE CADET SCHOOL

A NIGHT-TIME PROGRAM TAUGHT IN PARTNERSHIP WITH OUR LOCAL FIRE DEPARTMENTS

- Orientation & Safety FIP-3001
- Fire Behavior FIP-3004
- Portable Extinguishers FIP-3005
- Personal Protective Equipment FIP-3006
- Forcible Entry FIP-3007
- Ventilation FIP-3008
- Ladders FIP-3010
- Fire Hose Streams & Appliances FIP-3011
- Loss Control FIP-3014
- Water Supplies FIP-3018
- Building Construction FIP-3022

Mekenzie Newkirk | 252.493.7742 | lnewkirk@email.pittcc.edu

CLASSES FOR ACTIVE FIRE-RESCUE SERVICE PERSONNEL

FIREFIGHTER CERTIFICATIONS

Sprinklers - 9/14, 9/16, 9/21, 9/23
Fire Hose, Streams and Appliances - 9/15, 9/17, 9/22, 9/24, 9/29

Fire Life Safety Preparedness - 10/7, 10/12, 10/14

Loss Control - 10/13, 10/15, 10/20, 10/22
Health and Wellness - 10/26, 10/28

Water Supplies - 11/3, 11/5, 11/10, 11/12, 11/17

Safety and Survival - 11/9, 11/11, 11/16, 11/18
Mayday - 11/30, 12/1

Building Construction - 12/1, 12/3, 12/8, 12/10

PROOF OF AFFILIATION WITH A DEPARTMENT IS REQUIRED
252.493.7875 | EMSFIRE@EMAIL.PITTCC.EDU

HEALTH CARE

12 Lead EKG - Monitor Technician

The EKG Monitor Technician program focuses on Acute and Critical Care Heart monitoring and reflects the latest knowledge in the Cardiac field. It begins by covering all the basics of arrhythmia interpretation and covers cardiac anatomy and physiology and clinical interpretation of the electrocardiography and pacemaker rhythms. This program may be taken by a student with either no EKG training or by a student who previously had basic EKG training interpretation. Employment is usually at the hospital level, in an Acute or Critical Care area of the hospital setting. This is an online class through ConEd Moodle. **128 hours. $205; book is approximately $70.**

137564 8/18-10/29 online 8:30a-12:30p online

Phlebotomy (Experience)

Learn to draw blood specimens from patients for the purpose of testing and analyzing blood. A phlebotomist's job includes maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. This course consists of theory and clinical experience in performing blood collections. You must be a high school graduate or have your high school equivalency, have taken or be scheduled to take Healthcare Provider CPR, and meet immunization requirements. One full week of clinical from 8am-5pm is required for each student to complete the program. Clinical times and locations will be designated by instructor. This class is a hybrid class. Didactic portion will be held online on Mondays, Tuesdays, Wednesdays, and Thursdays. Students will be divided into lab groups of no more than 8 students per group to promote social distancing. Lab times are assigned on one of the scheduled class days. Clinical times will vary, however all clinical must be completed by 12/4/20. **232 hours. $215; book is approximately $75.**

132657	8/31-12/4	M-Th	6p-10p	online
Clinical	Varies	M-F	8a-5p	Various

Nurse Aide I - Hybrid

Would you like to learn how to provide personal care and perform basic nursing skills? Our NA I program includes classroom, lab, and clinical learning experiences. If you desire to enroll in this class, you must meet admission requirements. At the end of the course, a successful graduate will receive a certificate of course completion and assistance with the application process for the Credentia/Pearson Vue NC State Testing (testing fee is $120, paid via www.pearsonvue.com). This class is a hybrid class. Lecture portion will be completed online. Students will be divided into lab groups consisting of less than 9 per group to promote social distancing. Lab times are assigned on one of the scheduled class days. **144 hours. $213; book is approximately $45 (subject to change - check website for updates).**

135755	8/22-12/12	Sa	8a-5p	GS115
Clinical	11/14-12/6	SaSu	6:45a-3:15p	TBD
135756	8/24-12/7	MT	6p-10p	GS303
Clinical	11/10-11/30	MT	2:45p-11:15p	TBD
135757	8/26-12/10	WTh	8a-12p	GS115
Clinical	11/11-12/3	WTh	6:45a-3:15p	TBD
135758	8/26-12/10	WTh	6p-10p	GS115
Clinical	11/11-12/3	WTh	2:45p-11:15p	TBD

Nurse Aide II - Hybrid

Are you an NA I and interested in performing advanced nursing procedures? Our NA II program includes 80 hours classroom/lab and 80 hours clinical learning experiences. You must meet admission requirements, be CPR certified through an American Heart Association approved CPR course, and have a current listing as an NA I with the Division of Health Service Regulation in Raleigh. Upon successful completion, you will be listed with the NC Board of Nursing with employment opportunities at the hospital, doctor's office, and home health levels. At the end of the course, a successful graduate will submit a Board of Nursing Test Fee of $24. This class is a hybrid class. Lecture portion will be completed online. Students will be divided into lab groups that will consist of less than 9 per group to promote social distancing. Lab times are assigned on one of the scheduled class days. *Prerequisite: Nurse Aide I.* **160 hours. $215; book is approximately $135.**

135760	9/8-12/14	MT	8a-12:30p	GS115
Clinical	11/2-12/7	MT	6:45a-3:15p	Vidant
135761	9/8-12/14	MT	5:30p-10p	GS115
Clinical	11/2-12/7	MT	2:45p-11:15p	Vidant

NOTE: Clinical times may change or vary due to hospital availability.

Nurse Aide I Refresher - Hybrid

Do you need a refresher on Nurse Aide I materials and skills? You are eligible if your NA I has expired (by no more than 5 years of expiration) or if you are certified in another state and desire certification in NC. Documentation of expired certification or current state certification, a copy of your state photo ID, and verification of Social Security Card is needed to apply. Both photo ID and SS card must match for Pearson Vue Testing. This class is a hybrid class. Lecture portion will be completed online. Students will be divided into lab groups that will consist of less than 8 per group to promote social distancing. Lab times are assigned on one of the scheduled class days. *Prerequisite: Must be previously listed as an NA I.* **40 hours. $135; book is approximately $55. Credentia/Pearson Vue State Testing fee is $120, paid via www.pearsonvue.com.**

135762	8/26-9/24	WTh	1p-5p	GS115

Nurse Aide II Competency Testing

You will have the opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as an NA II. If you have been off the NA II registry 24 months or less, then you are eligible to take this test. You must be active on the NA I registry and have been listed on the NA II registry. By successfully demonstrating all required skills, you will be referred to the Board of Nursing for re-listing on the NA II registry. **8 hours. $80; practice kit is $65.**

135858	9/14-9/15	MT	1p-5p	GS115
135859	10/26-10/27	MT	1p-5p	GS115

Medication Aide

Do you want to become qualified as a Medication Aide? We will cover the six rights of medication administration for non-licensed personnel including: medication administration via the oral, topical and instillation routes; medical asepsis; hand hygiene; terminology; and legal implications. Upon completion, you should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the NC Medication Aide Registry. You must be a Nurse Aide I to work as a Medication Aide in a Skilled Nursing Facility. **24 hours. $80; book is approximately $16.50. Medication Aide Testing Fee: $59.**

135763	10/7-10/22	WTh	1p-5p	GS303

Pharmacy Technician Training

Learn the basic knowledge and skills required to work as a technician in a pharmacy including basic math, compounding, drug calculations, drug classifications, drug distributions, basic terminology, and an overview for the PTCB certification exam. At the end of the course you will be prepared to sit for the PTCB certification exam. Employing CPhTs allows pharmacies to expand services and enhance patient care, and gives pharmacists more time to spend with patients, providing drug information, answering questions, and promoting compliance with medication regimens. Certification provides the public and pharmacists with greater confidence in their pharmacies. In order to sit for the Pharmacy Technician Certification Exam (PTCE), you must have completed high school or have your high school equivalency and you must have no felony convictions. PTCE candidates must also have never been convicted of a pharmacy or drug-related misdemeanor. This is an online class through ConEd Moodle. **140 hours. $190; book is approximately $180.**

135784	9/8-11/30	online	online	online

BLS Provider (Basic Life Support)

BLS Healthcare Provider is a basic life support course including relief of foreign body airway obstruction, 1 and 2 rescuers CPR in infant, child, and adult, and use of automated external defibrillators in adult and child. Class size is limited to 9 students per class. **6 hours. $80; book (AHA-Health Care Provider) & Face Mask are approximately $35 at PCC Bookstore, and both are required.**

135771	8/15	Sa	8:30a-3:30p	GS404
135772	9/18	F	8:30a-3:30p	GS404
135773	9/19	Sa	8:30a-3:30p	GS404
135776	10/23	F	8:30a-3:30p	GS404
135779	10/24	Sa	8:30a-3:30p	GS404
135780	11/20	F	8:30a-3:30p	GS404
135782	11/21	Sa	8:30a-3:30p	GS404

NOTE: The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

Health Care Admission Requirements *(Please read all requirements below)*	**Required for N.A. I**	**Required for N.A. II**	**Required for Phlebotomy**
High School Graduate *Copy of High School diploma or High School Equivalency diploma*	No	Yes	Yes
NC DHSR Registry Listing for N.A. I ****Student must be listed as a Nurse Aide I on the North Carolina Division of Health Service Regulation prior to course enrollment. The Nurse Aide I Registry file must have no substantiated findings of abuse, neglect or misappropriation of property****	No	Yes	No
Placement Testing scores for Reading and Math (within last 3 years) **Other options:** College degree (transcript), Career Readiness Certificate, or a Math & English college course with at least a grade of "C" or better. ***See Note 1***	Yes	Yes	Yes
Immunization record verifying vaccination or positive titer for **Varicella (Chicken Pox)** **N.A. I:** Documentation from parent or physician or positive history is sufficient. **N.A. II & Phlebotomy**: A "positive titer" is required; if the titer is negative then two (2) doses of the vaccine will be needed.	Yes	Yes	Yes
Immunization record verifying vaccination or positive titer for **Rubeola (Measles)** Two (2) doses are required of Rubeola or MMR #1 & #2.	No	Yes	Yes
Immunization record verifying vaccination or positive titer for **Mumps** Two (2) doses are required of Mumps or MMR #1 & #2.	No	Yes	Yes
Immunization record verifying vaccination or positive titer for **Rubella (German Measles)** Two (2) doses are required of Measles or MMR #1 & #2.	No	Yes	Yes
Negative PPD (**TB** Skin test) in last 12 months or a Chest X-Ray and INH **if positive PPD** **N.A. I:** "One Step" testing is sufficient. **N.A. II & Phlebotomy**: "Two Step" testing is required. (The second dose to be given 2 weeks after the 1st dose)	Yes	Yes	Yes
Flu Shot	No	Yes	Yes
Tdap (diphtheria, pertussis, and tetanus) within 10 years	No	Yes	Yes
Start Hepatitis B Series	No	No	Yes
Healthcare Provider CPR	Yes	Yes	Yes
Verify Driver's License or NC ID Card	Yes	Yes	Yes
Verify Social Security Card	Yes	Yes	Yes
Background Investigation	Yes *Note 2*	Yes *Note 3*	Yes *Note 4*

Mandatory Uniform and Supply List for N.A. I & N.A. II:

- Uniform must be royal blue top with white PCC logo on the right side and royal blue pants
- White or Black shoes with enclosed front (no foam crocs)

Other Items:

- White or Black hose or socks
- Watch with a second hand
- Pocket-size notepad
- Stethoscope
- Manual blood pressure cuff
- Black ink pen
- Transfer/gait belt

N.A. II Students: Are required to purchase an N.A. II supply kit from PCC Bookstore or JA Uniforms. Approximately $65.

Purchasing Locations: (call for discount info)

J.A.'s Uniform
(252) 752-2426

Uniforms Galore
(252) 355-0055

Prerequisites and payment are due at registration.

Asset Scores	Reading 34 – 37	Math 34 – 41
Compass Scores	Reading 32 – 51	Math 22 – 45
Accuplacer	Reading 30+	Math 30+
College Work in Lieu of Testing	Completion of College English	Completion of College Math

** Other acceptable documents: NCRC Scores, SAT Scores, TABE Scores (Basic Skill Plus students only)*

Note 1: Due to COVID-19, please call the Placement Testing Center to schedule your Placement test at (252) 493-7561. All students are required to show a photo ID in order to test as well as present their student ID number.

Note 2: Nurse Aide I requires a criminal background check specifically from www.castlebranch.com. The cost for the criminal background check for N.C. residents is $34.75 and non-residents is $59.75. **N.C. residents should use code pi06** and **out of state students should use code pi06os** when registering with Castle Branch. Students can complete the criminal background check on the first day of class.

Note 3: Nurse Aide II requires a criminal background check and drug screening specifically from www.castlebranch.com. The cost for the criminal background check for N.C. residents is $34.75 and non-residents is $59.75. **N.C. residents should use code pi06** and **out of state students should use code pi06os** when registering with Castle Branch. The drug screening test will be paid via www.castlebranch.com at a cost of $32.00 for each student. Students should use code **pi06dt** for the drug screening test. Once the drug screen is paid for via the website, print collection form and take to your local LabCorp for specimen collection. The clinical dates and times will vary and will be assigned by the instructor. **Rotation Manager fee is $39.95 for Vidant Medical Center clinicals**. If you fail to complete the criminal background (have certain crimes and/or pending cases) or if you fail to complete the drug screening, you may be denied admission to required clinical sites and you will not receive a refund. If you have any questions regarding the criminal background and drug screen requirement, please call (252) 493-7225.

Note 4: Phlebotomy – The Phlebotomy course requires a criminal background check and drug screening. Criminal background checks and screening will be completed via www.castlebranch.com. The criminal background check cost for N.C. residents is $34.75 and $59.75 for out of state students. **N.C. residents should use code pi06** and **out of state students should use code pi06os** when registering with Castle Branch. The drug screening test will be scheduled and paid via the website www.castlebranch.com at a cost of $32.00 for each student. **Students should use code pi06dt for the drug screening test.** Once the drug screen is paid for via the website, print collection form and take to your local LabCorp for specimen collection. A lab coat is required before you can participate in clinical. Clinical times will be 1 full week from 8am-5pm. Clinical times will be assigned by the instructor. If you fail to complete the criminal background (have certain crimes and/or pending cases) or if you fail to complete the drug screening, you may be denied admission to required clinical sites and you will not receive a refund. If you have any questions regarding the criminal background requirement, please call (252) 493-7225.

Any student with a felony and/or an open or pending charge on a Criminal Background Check could be denied a clinical rotation per the clinical facility. If the student is denied attending clinical, this would lead to immediate dismissal from the N.A. I, N.A. II, or Phlebotomy program.

Required documentation provided to PCC: Students should bring copies of all the required information and keep a copy for their own records.

Credentia/Pearson Vue State Testing (N.A. I Certification Test Fee): $120.00 payable at the end of the N.A. I course to Pearson Vue.

Board of Nursing N.A. II Fee: $24.00 payable at the end of the N.A. II course to NCBON. Students must pay fee within 30 days of course completion or student will not be listed as an N.A. II.

LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training

Learn the essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with a private enterprise. Areas of study include criminal law, juvenile law, civil process, traffic crash investigations, alcoholic beverage laws, investigative, patrol, custody and court procedures, emergency responses, ethics, and community relations. For more information, contact the Law Enforcement Division at 252-493-7572. **640 hours. Approximately $1600 (includes books and uniforms).**

Fall 2020

Day	8/10-12/11	M-F	8a-5p	LET
Night	8/10-4/9	M-F	6p-11p	LET

Registration Day: July 20 - 8:30am, 10am & 11:30am sessions.

Spring 2021

Day	1/4-5/14	M-F	8a-5p	LET
Night	1/4-8/13	M-F	6p-11p	LET

Registration Day: Nov. 10 - 8:30am, 10am & 11:30am sessions.

Telecommunicator Certification

Gain the entry level knowledge and skills needed to practice as an emergency services telecommunicator. *Financial aid is available for qualified individuals. For more information, contact Kellie Mozingo at PittccLETraining@gmail.com.* **50 hours. Tuition: $126.25; book: $35.55.**

Detention Officer Certification

Learn the basic standard operating procedures for local confinement facilities as well as the roles and responsibilities of professional detention officers. *Financial aid is available for qualified individuals. For more information, contact Kellie Mozingo at PittccLETraining@gmail.com.* **180 hours. Tuition: $180.55; book: $55.**

FIND US ON **Facebook!**

LAW ENFORCEMENT IN-SERVICE TRAINING SCHEDULE

AUGUST

8/27 – Leadership in the Workplace *8hrs*

8/31-9/4 – Crisis Intervention Team Training for Law Enforcement Officers *40hrs*

SEPTEMBER

9/8, 9/10, 9/15, 9/17 – Mental Health First Aid for Public Safety *8hrs*

9/10-9/11 – RADAR Re-certification *16hrs*

9/10-9/11 – RADAR & LIDAR Re-certification *16hrs*

9/14-9/18 – Field Training Officer *40hrs*

9/15-9/16 – Ethical Leadership *16hrs*

9/21-10/2 – Police Law Institute *80hrs*

OCTOBER

10/5-10/9 – Crisis Intervention Team Training for Detention Officers *40hrs*

10/12 – FTA Alcohol Screening Test Device *7hrs*

10/13-10/16 – Standardized Field Sobriety Testing Certification *32hrs*

10/14 – SFST Refresher *4hrs*

10/14-10/15 – Being Prepared for the Day *16hrs*

NOVEMBER

11/2-11/6 – Crisis Intervention Team Training for Law Enforcement Officers *40hrs*

11/2-11/6 – IPMBA Bicycle Patrol Officer Course *40hrs*

11/12-11/13 – RADAR Re-certification *16hrs*

11/12-11/13 – RADAR & LIDAR Re-certification *16hrs*

11/23-11/24 – Interrogation Law *16hrs*

11/30-12/1 – Police Law Institute Update *24hrs*

11/30-12/4 – Crisis Intervention Team Training for Detention Officers *40hrs*

DECEMBER

12/8-12/9 – Advanced Roadside Impaired Driving Enforcement *24hrs*

LEADERSHIP & MANAGEMENT ACADEMY COURSES

9/22-9/25 – First Line Supervision & Leadership Development *40hrs*

2020 ONLINE IN-SERVICE TRAINING COURSES

ALL mandatory and topics of choice will be available online for law enforcement, detention, and telecommunicators, with the exception of Firearms and Bloodborne Pathogens. Agency coordinators interested in signing up their entire agency should contact us directly to facilitate the process.

WWW.PITTCC.EDU > click on Continuing Education > click on Law Enforcement Training

2096 Central Park Dr. Winterville, NC · 252.493.7214

NOTARY PUBLIC

Notary Public

Learn the information necessary to apply for notary public commissions. Registration requires you to be able to read, write, speak English, and present a government issued photo ID. Prior to being appointed, first-time candidates must successfully complete this course as one of the state requirements. Instructor: Joyce Williams or Linda Mathis. **8 hours. $75; book is required and must be purchased at the PCC Bookstore prior to class.**

137382	8/25	T	8:30a-5:30p	GS301
137383	9/1	T	8:30a-5:30p	GS301
137384	9/24	Th	8:30a-5:30p	GS301
137385	10/5-10/7	MW	5:30p-9:30p	GS301
137386	10/21	W	8:30a-5:30p	GS301
137387	11/10	T	8:30a-5:30p	GS301
137388	11/18	W	8:30a-5:30p	FV103
137389	12/9	W	8:30a-5:30p	GS301
137390	12/15	T	8:30a-5:30p	RLH103

Electronic Notary (E-Notary)

Learn the information necessary to become commissioned as an electronic notary. Topics include procedural, legal, and ethical requirements. Prior to being appointed, first-time candidates must successfully complete this course as one of the state requirements. Registration requires you to hold a valid commission as a notary public in North Carolina and present a government issued photo ID. You are required to pass an exam to complete the class requirements. Instructor: Joyce Williams. **6 hours. $75; book is required and must be purchased at the PCC Bookstore prior to class.**

137437	10/13	T	8:30a-3:30p	GS301

REAL ESTATE

PLEASE NOTE: Due to COVID, real estate classes are being held in an online learning environment with only the pre-licensing class having a one-day in-person component for final exam testing. All online components of real estate classes will be performed via WebEx platform. This synchronous training will occur at the stated dates and times for each class listed below. Students must have a computer or tablet with webcam and microphone in order to participate in this synchronous online training. Smart phones are not allowable devices for participation. Students will be contacted prior to start of class with specific class information via email. Scheduled class format is pending NC Real Estate Commission approval. Please check website for any changes.

Real Estate Pre-Licensing

Are you interested in becoming a provisional broker? We can help you prepare to pass the real estate license examination administered by the NC Real Estate Commission. Topics will include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing, and real estate laws. This hybrid class will consist of online synchronous lectures along with additional online resources for all instruction. Final exam on 11/24 will be held in person in the Goess Student Center Multipurpose Room. Instructor: Jim Weese. **80 hours. $185; book is required and must be purchased at the PCC Bookstore prior to class.**

136603	9/10-11/12	TTh	6p-10p	online
	11/24	T	6p-10p	CFG137

Real Estate Update

This 4-hour mandatory course satisfies the continuing education requirement required by the NC Real Estate Commission. This mandatory course will cover requirements for FY 2020-2021. Instructor: Jim Weese. **4 hours. $45.**

136950	8/19	W	8a-12p	online
137500	9/30	W	8a-12p	online
137501	10/28	W	8a-12p	online
137502	12/9	W	8a-12p	online

Real Estate Elective

This 4-hour mandatory course satisfies the continuing education requirement required by the NC Real Estate Commission. Instructor: Jim Weese. **4 hours. $45.**

136951	8/19	W	1p-5p	online
137503	9/30	W	1p-5p	online
137504	10/28	W	1p-5p	online
137505	12/9	W	1p-5p	online

Real Estate BICUP

This 4-hour mandatory course is required for all Brokers-in-Charge in order to maintain your eligibility each license year. This mandatory course will cover requirements for FY 2020-2021. Instructor: Jim Weese. **4 hours. $45.**

137498	9/23	W	8a-12p	online
137499	12/10	Th	8a-12p	online

Real Estate Post-Licensing Broker Relationships & Responsibilities

Are you a provisional broker? This course is one of the three mandatory post licensing courses that must be completed by newly licensed NC provisional brokers within 18 months of obtaining a broker license. Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and a review of selected license status and educational issues. Instructor: Jim Weese. **30 hours. $185.**

137495	9/9-9/18	MWF	8a-2p	online

Real Estate Post-Licensing Contracts and Closings

Are you a provisional broker? This course is one of the three mandatory post licensing courses that must be completed by newly licensed NC provisional brokers within 18 months of obtaining a broker license. Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options and selected real estate license status and educational issues. Instructor: Jim Weese. **30 hours. $185.**

137496	10/5-10/14	MWF	8a-2p	online

Real Estate Post-Licensing NC Laws, Rules, & Legal Concepts

Are you a provisional broker? This course is one of the three mandatory post licensing courses that must be completed by newly licensed NC provisional brokers within 18 months of obtaining a broker license. Topics address in this course include general NC licensing requirement, the disciplinary process, broker compensation issues, specialized types of real estate, property management in NC, and miscellaneous NC laws and legal concepts. Instructor: Jim Weese. **30 hours. $185.**

137497	11/2-11/11	MWF	8a-2p	online

SKILLED TRADES

GMAW (MIG) Plate Welding

You will be introduced to the metal arc welding processes. Topics include equipment setup, fillet, and groove welds with emphases on application of GMAW electrodes on carbon steel plate. Upon completion, you should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, overhead and flat groove. *This course serves as a prerequisite for taking the AWS D1.1 Certification.* Instructor: Persephanie Brown. **60 hours. $185.55.**

137420	9/12-10/31	Sa	8a-4:30p	MW103

GTAW (TIG) Plate Welding

You will be introduced to the gas tungsten arc (TIG) welding process. Emphasis will be placed on advancing skills with the GTAW process, making groove welds on carbon steel plate and pipe in various positions. Upon completion, you should be able to perform groove welds with prescribed electrodes on various joint geometry. Instructor: Charles Newkirk. **96 hours. $185.55.**

137414	9/11-10/31	F	5:30p-9:30p	MW121
		Sa	7a-3:30p	

16-Hr Electrical License Renewal

This course provides the 8 or 16 hours of continuing education required by the North Carolina Electrical Board to maintain a current electrical license. Instructor: Ray Hardee. **16 hours. $75.**

137124	9/11-9/12	FSa	8a-5p	Vo-Tech

Basic Plumbing Maintenance & Repair

Learn the basic fundamentals of plumbing. We will cover tape measure reading and plumbing materials and tools; plumbing safety; pipe and tubing, copper fittings, PVC materials and uses; soldering practices; valves and applications. You will learn the basic installation and repair of plumbing fixtures. Instructor: Buddy Lewis. **48 hours. $130.55.**

137427	8/1-9/12	Sa	8a-4:30p	KVW101

Basic Electrical Wiring Level I

This 8-week class teaches the basic safety, application, and mechanics of electrical wiring. You will learn basic electrical concepts and theory, application of the NEC (National Electrical Code), reading blueprints, wiring devices and methods, and proper installation. Upon completion, you should be able to safely and properly install basic electrical components and infrastructure. Instructor: Isaiah Summrell. **48 hours. $130.55.**

137400	8/25-10/1	TTh	5:30p-9:30p	VEW153

Basic Electrical Wiring Level II

The Electrical II class is an add-on of practical wiring methods and fundamentals taught in the Electrical I class. This class provides the needed mix of knowledge and experience to gain employment as an entry level position in both residential and commercial electrical industries. Hands-on training will include the topics: Safety, Basic Electricity, National Electrical Code, Circuit Design, and Wiring Methods. Upon completion of both courses, you will be proficient in the following: Basic AC/DC theory including safety; Circuit design, sizing, and wiring various circuits including three and four way lighting circuits; Minimum code requirement for course related installations; Formulas needed and hands-on experience bending and installing electrical conduit mainly "EMT"; Other wiring methods; and Requirements and practical guide to installing electrical services. Instructor: Jeff Vaughan. **48 hours. $130.55.**

137425	10/1-11/24	TTh	6p-9p	VEW153

HVAC Preventative Maintenance

Are you interested in learning about refrigeration concepts? Through hands-on training, you will learn basic diagnostics and preventative maintenance for residential HVAC systems. A CFC certification will be offered to those who pass the EPA exam. You will need to wear closed toe boots and long pants. Also required are safety glasses and mechanic gloves. Instructor: Sam Ristow. **48 hours. $130.55.**

137423	9/12-10/17	Sa	8a-4:30p	KVW105A

CFC Refrigerant Certification

You will learn the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, you should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. Prior HVAC knowledge is required. Instructor: Sam Ristow. **18 hours. $75.**

129162	8/8-8/29	Sa	8a-4:30p	KVW105A

Framing & Carpentry

Come learn the basics of Framing and Carpentry. You will learn how to use the basic carpenter hand tools and power tools in a safe practice with an overview of the building construction trade. Improve your knowledge of construction with hands on experience as we build a variety of projects. Instructor: Steve Jordan. **48 hours. $130.55.**

137424	9/19-11/14	Sa	8a-2:30p	CIT133

American Welding Society Certification Testing NEW!

Pitt Community College will offer the American Welding Society Certification testing. This program tests welders to procedures used in the structural steel, petroleum pipelines, sheet metal, and chemical refinery welding industries. Students interested in testing for this certification will register and pay the $125 registration fee to PCC. The testing fee for whatever skills certification they desire will be paid on the day of class. The three tests available are: Fillet welds - $125; Groove welds - $200; and Pipe welds - $250.

137705	11/7	Sa	8a-12p	MW121

M2020-2020 NCLBGC Mandatory CE Course NEW!

The NC Licensing Board for General Contractor's 2020 mandatory course explains the statutes and regulations in which qualifiers and licensees must comply. We will review current law, regulations, rules and statutory terminology used by the NCLBGC. You will also participate in a practical exercise in the application of knowledge you learned and understood during the class. This course satisfies the two hour mandatory course requirement for 2020. Register online at **https://ncbuilderinstitute.com/**. **2 hours.**

137392	8/13	Th	8a-5p	GHL143

LOCATION KEY LISTED ON PG. 25

Customized Training Program (CTP)

- Customized training services to local businesses and industries
- Professional development for existing employees
- Services to help identify and/or train potential employees
- Tailored to **YOUR** needs and **YOUR** schedule
- Classes at **NO** cost or **LOW** cost

For more information, contact Workforce Development at 252.493.7885.

BioWork Certificate Program

Learn the foundational skills you need to begin a career as a Process Technician for a biotechnology, pharmaceutical, or chemical manufacturing company.

What is a Process Technician?

- Operates, monitors, and controls the production process.
- Receives, transports, and stores materials.
- Collects and analyzes materials used in production.
- Inspects and maintains the production equipment and control systems.
- Keeps critical records on the process and product.
- Maintains company safety, health, and environmental standards.

Sept. 8 - Dec. 4
Hybrid class
labs on Tues./Thurs. 6pm-10pm
Williams Building, Room 229

BioWork

Registration fee is $180 and required student manual is $70. NCRC is a prerequisite and has a fee of $39.
For registration and NCRC information, call 252.493.7885 or email workforcedevelopment@email.pittcc.edu.
For more information about the BioWork Program visit **https://www.ncbionetwork.org/biowork**.

SMALL BUSINESS CENTER

www.ncsbc.net > Training >

The Small Business Center is dedicated to the training of potential and existing small business owners. Our commitment is to helping you and your business succeed. We offer free weekly training events as well as free confidential one-on-one business consulting that can help you with your business plan, financials, marketing, and more. The Small Business Center also maintains a resource center that provides you with computer access and research tools to help you run your business better.

Register online for our weekly seminars or for an appointment with our business counselor:

https://www.ncsbc.net > Click Training > Choose PCC SBC as Center > Click Search

For more information, contact Jim Ensor at (252) 493-7541 or SBC counselor, Shareen Berkowitz at (252) 493-7298.

SBC Small Business Center
Pitt Community College

START-UP BASICS

How to Start a Small Business

Join us to learn the key basics to bring your business Idea to life! We will discuss the startup process, financing, legal issues, licensing, and more. We will also introduce you to the resources available to help you successfully start your business. Presenter: Jim Ensor. **2 hours. FREE.**

2020-47	8/6	Th	6p-8p	online
2020-61	9/15	T	6p-8p	online
2020-62	10/9	T	6p-8p	online
2020-63	11/5	T	6p-8p	online
2020-64	12/1	T	6p-8p	online

Writing a Business Plan

Business Plans are not just for financing purposes; they are working documents to guide the future of your business. By committing your ideas to paper, you have the opportunity to prove to yourself and others the viability of your business. Presenter: Jim Ensor. **2 hours. FREE.**

2020-50	8/13	Th	6p-8p	online
2020-65	9/17	Th	6p-8p	online
2020-66	10/8	Th	6p-8p	online
2020-67	11/5	Th	6p-8p	online
2020-68	12/3	Th	6p-8p	online

We anticipate scheduling additional training events based on guidelines provided by Pitt Community College. The safety of our attendees and instructors is our first priority during this pandemic. To register for these and any new events, visit our website at www.ncsbc.net.

ONLINE CLASSES

Are you a small business owner or interested in starting your own business? We have plenty of online classes to help you in every aspect of your business. Our classes last 6 weeks and new classes start each month!

A to Z Grant Writing II - Beyond the Basics
Sharpen your grant research skills, write the most important sections of grant applications, and learn the types of grants available.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits - all for little or no money.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Monthly Start Dates:
8/12, 9/16, 10/14, 11/11, 12/9

www.ed2go.com/pittcc
For registration details, visit pg. 20

SMALL BUSINESS CENTER

PITT COMMUNITY COLLEGE

FREE WEEKLY SEMINARS

The SBC offers more than 125 FREE seminars each year on various business topics including:

- Financing
- Management
- Marketing
- Accounting & Record Keeping
- Social Media

FREE CONSULTING

We offer free, confidential one-on-one consulting services to assist you in the operations of your business. Services are provided by appointment only. Our experienced business counselor can help you with:

- Business Plans
- Marketing Plans
- Loan Packages
- Market/Industry Research
- Financials

FREE RESOURCE CENTER

The SBC maintains a resource area that is open to the public during normal business hours and contains:

- Computers
- Sample Business Plans
- Reference Materials
- How-to Books
- Wifi Access
- Previous Class Materials

TALK TO US about our **FREE SERVICES** and how **WE CAN HELP** your business!

JIM ENSOR
SBC Director
252.493.7541
jensor@email.pittcc.edu

SHAREEN BERKOWITZ
SBC Counselor
252.493.7298
sberkowitz@email.pittcc.edu

DEBBIE HATHAWAY
SBC Counselor
252.493.7890
dhathaway@email.pittcc.edu

SBC Small Business Center
Pitt Community College

Greenville Center
3107 S. Memorial Drive
www.ncsbc.net

PERSONAL ENRICHMENT

ARTS/CREATIVE

B4U Sew

Learn about fabric, sewing terminology, how to read a pattern, how to measure for proper fitting, basic hand sewing stitches, and finally there will be a total discussion and demonstration on a sewing machine. Instructor: Elizabeth Weidner. **6 hours. $39.**

137546	9/8-9/22	T	6p-8p	TBA
137547	11/5-11/19	Th	6p-8p	TBA

Beginning Sewing: Make Your Own Lounge Pants

Learn how to make a basic pair of lounge pants. Skills learned will be pattern and fabric, sewing a straight stitch, how to make a casing, and measuring for elastic and basic hems. Instructor: Elizabeth Weidner. **6 hours. $39.**

137548	10/7-10/21	W	6p-8p	TBA

Master Your Sewing Machine

Join us as we take a tour of the accessories that come with a basic sewing machine, using the manual for your machine. You will learn proper needles and threads to use, basic machine maintenance, and how to perform a basic cleaning for the bobbin area of the machine. We will also cover troubleshooting for your machine, when to change the needle, when to rethread your machine, how to check for tension adjustments, driving lessons, how to pivot, sewing a straight line, and more. Instructor: Elizabeth Weidner. **6 hours. $39.**

137549	9/9-9/23	W	6p-8p	TBA

Sewing: Making a Bag NEW!

Take what you learned in the B4USew class and possibly the Master Your Sewing Machine and create a bag. This class will be enjoyable and….well…FUN! Supply list: Simple tote/bag pattern, fabric, interfacing for handles, thread, basic sewing kit, sheers, and sewing machine. Instructor: Elizabeth Weidner. **6 hours. $39.**

137550	10/8-10/22	Th	6p-8p	TBA

COMPUTER/ TECHNOLOGY

Microsoft Excel

Would you like to become more comfortable with Microsoft Excel? Then this is the class for you! We will focus on Excel basics, navigating the interface, learning tools, performing calculations, creating simple formulas, and more. Instructor: Sherry Howell. **12 hours. $69.**

137470	9/14-9/30	MW	6:30p-8:30p	online
137471	11/2-11/18	MW	6:30p-8:30p	GS401

IN THE KITCHEN

Healthy Cooking Made Easy NEW!

Join us as we explore healthy options to enhance meal creations at home. We will utilize fresh fruits and vegetables of the season and learn creative ways to make them fun and tasty from the comfort of your own home! Instructor: Metisia Wooten. **8 hours. $59.**

137527	8/28 & 9/11	F	6p-8p	online
	9/19-9/26	Sa	10a-12p	

Holiday Treats

Create fun holiday dishes from the comfort of your own home! This interactive class will allow you to explore various cooking techniques making holiday creations. Instructor: Metisia Wooten. **8 hours. $59.**

137544	10/30	F	6p-8p	online
	11/7-11/14	Sa	10a-12p	
	11/20	F	6p-8p	

LANGUAGE

Spanish I

Jump-start your Spanish conversations with this beginning Spanish course! We will help you become familiar with the Spanish language by learning the alphabet, numbers, months, and days of the week. You will also learn greetings, how to describe locations, and verbs. Instructor: Bryan Williamson. **12 hours. $49.**

137551	8/18-9/22	T	6p-8p	online

Intermediate Spanish

This class will encourage you to utilize the language by practicing describing your everyday life, the weather, greetings, and using all that you have learned to hold a simple conversation. Instructor: Bryan Williamson. **12 hours. $49.**

137552	10/6-11/10	T	6p-8p	online

SAFETY

PCSCC/PCC Driver Improvement Training

Pitt County Safe Communities Coalition in conjunction with Pitt Community College offers the AAA approved Driver Improvement course. This course covers a variety of topics for all drivers. Pre-registration and pre-payment is required 3 days prior to the beginning of class. *NOTE: Completion of this course in no way guarantees any privileges or rights under applicable NC laws. **8 hours. $60.**

137472	8/22	Sa	8a-5p	online
137473	8/29	Sa	8a-5p	online
137474	9/12	Sa	8a-5p	online
137475	9/26	Sa	8a-5p	online
137482	9/28-9/30	MW	6p-10p	online
137476	10/3	Sa	8a-5p	online
137477	10/17	Sa	8a-5p	online
137483	10/26-10/28	MW	6p-10p	online
137478	11/7	Sa	6p-10p	online
137479	11/14	Sa	6p-10p	online
137484	11/30-12/2	MW	6p-10p	online
137480	12/5	Sa	8a-5p	online
137481	12/12	Sa	8a-5p	online

LOCATION KEY LISTED ON PG. 25

Motorcycle Safety Foundation: Basic Rider's Course

This course is part of the NC Motorcycle Safety Program. You will learn the basics of operating a motorcycle. 100% attendance of all scheduled class hours is mandatory. NO EXCEPTIONS! You must wear long pants, long-sleeved shirts, boots over the ankle, full fingered gloves, and eye protection (sunglasses or prescription eyewear is permissible). Helmets are available, but you are encouraged to bring your own if you have them. Motorcycles are furnished by PCC. Riders must be 16 years of age, but are not required to hold a driver's license to participate in the class. Upon successful completion of the course, you will be able to forego the driving portion of the NC DMV test for gaining your motorcycle endorsement. **22 hours. $145.**

137372	8/14-8/16	F	6p-10p	GHL126
		SaSu	8a-6p	
137373	8/28-8/30	F	6p-10p	GHL126
		SaSu	8a-6p	
137374	9/11-9/13	F	6p-10p	GHL126
		SaSu	8a-6p	
137375	9/18-9/20	F	6p-10p	GHL126
		SaSu	8a-6p	
137376	9/25-9/27	F	6p-10p	GHL126
		SaSu	8a-6p	
137377	10/2-10/4	F	6p-10p	GHL126
		SaSu	8a-6p	
137378	10/9-10/11	F	6p-10p	GHL126
		SaSu	8a-6p	
137379	10/16-10/18	F	6p-10p	GHL126
		SaSu	8a-6p	
137380	10/23-10/25	F	6p-10p	GHL126
		SaSu	8a-6p	
137381	11/6-11/8	F	6p-10p	GHL126
		SaSu	8a-6p	
137401	11/13-11/15	F	6p-10p	GHL126
		SaSu	8a-6p	
137402	11/20-11/22	F	6p-10p	GHL126
		SaSu	8a-6p	
137403	12/4-12/6	F	6p-10p	GHL126
		SaSu	8a-6p	
137404	12/11-12/13	F	6p-10p	GHL126
		SaSu	8a-6p	

UAS Orientation & Prep (Remote Pilot for Drones)

The Federal Aviation Administration (FAA) announced that drone operators will have to pass a UAS (Unmanned Aerial System) Part 107 aeronautical knowledge test as one of the requirements for legally flying drones commercially. Discover what commercial drone/UAS operators will need to know in order to pass the FAA Part 107 certification test. Learn pertinent information regarding regulations, airspace, weather, and more. Instructor: William Lewis. **24 hours. $99.**

137405	8/3-8/28	TBA	6p-9p	online

AAA Roadwise

Pitt County Safe Communities Coalition in conjunction with Pitt Community College offers the AAA approved Roadwise course. This course covers a variety of topics for drivers **ages 50+**. Pre-registration and payment are required. *Note: Completion of this course in no way guarantees any privileges or rights under NC applicable law. **4 hours. $30.**

137485	8/8	Sa	8a-12p	GS301
137486	8/22	Sa	8a-12p	GS401
137507	10/24	Sa	8a-12p	GS401
137508	12/12	Sa	8a-12p	GS401

ONLINE CLASSES

Not only do we offer online classes to help you professionally, but we also offer many classes for a variety of personal interests and hobbies. Classes last 6 weeks and new classes start each month.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Discover Digital Photography
An informative introduction to the fascinating world of digital photography.

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Introduction to Digital Scrapbooking
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Start Your Own Edible Garden
Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business.

Lose Weight and Keep It Off
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

Intermediate Photoshop CC
Explore the more advanced features of Intermediate Photoshop CC so you can re-edit photos and graphics, resize images, and create reusable page layout templates.

Monthly Start Dates:
8/12, 9/16, 10/14, 11/11, 12/9

www.ed2go.com/pittcc
For registration details, visit pg. 20

Pitt Community College

TRANSITIONAL STUDIES DEPARTMENT

Adult Basic Education . High School Completion (GED®, HiSET®, TASC™, Adult High School)

HSE (GED®), ABE, & AHS Orientation & Advising Schedule for FALL 2020

Orientations are being offered virtually and/or by phone.

Students must attend both sessions or have completed an assessment after April 2, 2020. Students who have completed a current assessment after April 2, 2020, may attend only the Thursday date. 8-week classes begin the Monday following each orientation/advising session. Call 252-493-7892 for times.

You may fill out an interest form online by visiting **www.pittcc.edu, search 'transitional studies'.**

AUGUST

Tuesday, August 18	**8:30am-12:30pm or 5:30pm-9:30pm**
Thursday, August 20	**8:30am-12:30pm or 5:30pm-9:30pm**

OCTOBER

Tuesday, October 13	**8:30am-12:30pm or 5:30pm-9:30pm**
Thursday, October 15	**8:30am-12:30pm or 5:30pm-9:30pm**

*If under 18, student and parent/guardian must contact Mary Hopkins to complete underage release paperwork before attending orientation. Call Ms. Hopkins at 252.493.7628 to set up an appointment.

TRANSITIONAL STUDIES DEPARTMENT | 252.493.7892

Pitt Community College

TRANSITIONAL STUDIES DEPARTMENT

English Language Acquisition (ELA)

English Language Acquisition (ELA)
Orientation Schedule for Fall 2020

Orientations are being offered virtually and/or by phone.
Orientations are 3 hours long

You may fill out an interest form online by visiting
www.pittcc.edu, search 'ELA'.

AUGUST
Thursday, August 6 (5:00pm) or Friday, August 7 (9:00am) — Classes begin August 10

SEPTEMBER
Thursday, September 3 (5:00pm) or Friday, September 4 (9:00am) — Classes begin September 8

OCTOBER
Thursday, October 1 (5:00pm) or Friday, October 2 (9:00am) — Classes begin October 5

NOVEMBER
Thursday, November 5 (5:00pm) or Friday, November 6 (9:00am) — Classes begin November 9

***To enroll in an English Language Acquisition (ELA) class, please register for an orientation session. The classes and orientation are for adults only. Classes are FREE!**

For more information, contact Jan Fisher 493.7213 or 493.7344 (Español)

TRANSITIONAL STUDIES DEPARTMENT | 252.493.7396

ONLINE CLASSES

ed2go ONLINE LEARNING *Anytime, Anywhere!*

WELCOME! Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

We have over 300 courses to choose from! All courses run for six weeks, are project-oriented, and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete the course entirely from your home or office. Visit **www.ed2go.com/pittcc** to see a full list of classes and prices, and get started today!

How to Get Started:

1. Visit our Online Instruction Center: **www.ed2go.com/pittcc**

2. Click the Courses link at the top of the page. Find a class that you want to take through our online course catalog. Once you have decided on a class, click "**Add to Cart**" and select the session beginning date. You can select more than one class at different sessions. Once you have chosen all the classes, click on "**Check Out**". Then complete the requested information to create your student profile. You will also enter your payment information.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. Log in with your email and the password you selected during enrollment.

Start Dates:

New course sessions begin each month. Our upcoming sessions begin:

8/12, 9/16, 10/14, 11/11, 12/9

Lisa Webb · Program Coordinator · 252.493.7317 · lwebb@email.pittcc.edu

ARTS & DESIGN

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Mastering Digital Photography: Photographing People
Learn to take beautiful pictures of adults, children, and babies.

Introduction to Creating WordPress Websites
Learn how to create websites with WordPress, the most popular website building platform.

Intermediate Photoshop CS5
Take your Adobe Photoshop CS5 skills to the next level by mastering layers, layer masks, Smart Objects, and other advanced features that let you re-edit images easily long after you create them.

Introduction to Digital Scrapbooking
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes.

BUSINESS

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Start Your Own Online Business
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

Fundamentals of Supervision & Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Business Finance for Non-Finance Personnel
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Introduction to QuickBooks Online
Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Administrative Assistant Applications
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve higher positions with major search engines.

COMPUTER APPLICATIONS

Introduction to Microsoft Excel 2016
Become proficient in using Microsoft Excel 2016 and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Introduction to Windows 10
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Intermediate Microsoft Word 2016
Learn how to use the more advanced features of Microsoft Word 2016 (available through Office 365) including how to add graphics, use templates, and merge data.

Introduction to InDesign CC
Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials, and more.

Introduction to Illustrator CS6
Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

COMPUTER SCIENCE

Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Creating Mobile Apps with HTML5
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to C# Programming
Learn the fundamentals of computer programming with the new C# programming language.

Introduction to XML
Master the essentials of programming in XML and learn to control formatting, display graphics, manage XML documents, and much more.

Responsive Web Design
Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

CONSTRUCTION & TRADES

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.

HEALTH & FITNESS

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Explore a Career as an Administrative Medical Assistant
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office - from appointment scheduling and chart creation to medical billing and coding.

Certificate in End of Life Care
This Certificate will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

HOSPITALITY

Event Planning: Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career.

INFORMATION TECHNOLOGY

Wireless Networking
Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

Introduction to PC Security
Security expert teaches the fundamentals of PC and network security.

Understanding the Cloud
Learn everything you need to truly understand the cloud - including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

CompTIA Security+ Certification Prep
Master the terms and concepts you need to pass the CompTIA®Security+SY0-501 exam and earn your Security+ certificate.

Intermediate Networking
Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

LANGUAGE

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Discover Sign Language
Discover the fun of learning sign language and using your hands to communicate with deaf people.

Conversational Japanese
Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business.

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity.

Instant Italian
This dynamic course will teach you how to express yourself comfortably in Italian. You'll read, hear, and practice dialogues of everyday words which will teach you to communicate in a wide variety of settings.

LEGAL

Introduction to Criminal Law
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Real Estate Law
Learn the basics of real estate law, including investing, title searching, and mortgages.

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers' Compensation
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

MATH & SCIENCE

Introduction to Statistics
Improve your understanding of data and learn how to develop graphs and charts.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Everyday Math
Gain confidence in your basic math skills and start using math to your advantage.

Introduction to Biology
Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

Introduction to Chemistry
Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

Introduction to Algebra
Understand how algebra is relevant to every aspect of your daily life and become skilled at solving a variety of algebraic problems.

Check out all our classes!

Visit our Online Instruction Center:
www.ed2go.com/pittcc

TEACHER PROFESSIONAL DEVELOPMENT

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Teaching Smarter with SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

Creating Classroom Centers
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

Integrating Technology in the Classroom
In this professional development course for teachers, you will learn the secrets of technology integration in the classroom and across the curriculum, gaining the skills educators need to use tools such as apps, assistive technology, wikis, podcasts, and blogs effectively.

Spanish in the Classroom
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Singapore Math Strategies: Grades 6-9
Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Teaching Students With ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

Enhancing Language Development in Childhood
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

TEST PREP

GRE® Preparation
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GED® Preparation
Want to pass the GED® test? This course will help you develop the skills you'll need to succeed.

SAT/ACT Prep Course - Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT.

LSAT Preparation
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

WRITING

Write Like a Pro
A published author teaches you how professional writers use story outlines to structure any type of story.

The Keys to Effective Editing
If you aspire to be an editor, this course will t each you the fundamentals of top-notch editing for both fiction and nonfiction.

Publish and Sell Your E-Books
Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

Grammar Refresher
Develop your English grammar skills and take your writing and speaking to the next level of excellence with this course.

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

The Craft of Magazine Writing
If you're a determined new writer, this class will provide you with the skills you need to get published.

Beginning Writer's Workshop
If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help improve your writing skills and discover new ways to stretch your creative muscles.

RECEIVING FOOD STAMPS?

Pitt Community College is offering the opportunity to earn a certificate or job-specific training in desired fields. The Food and Nutrition Services Employment & Training (FNS E&T) program provides tuition assistance for students receiving Food Stamps benefits. The program can also help you pay for training, textbooks, supplies, and provide you with support services to help you face barriers head-on.

For more information, call (252) 902-1392 or email Ashleigh Yearde at Ajyearde671@my.pittcc.edu. The FNS E&T program will continue to provide tuition support and serve the many people affected by the COVID-19 Pandemic.

BENEFITS OF THE PROGRAM:

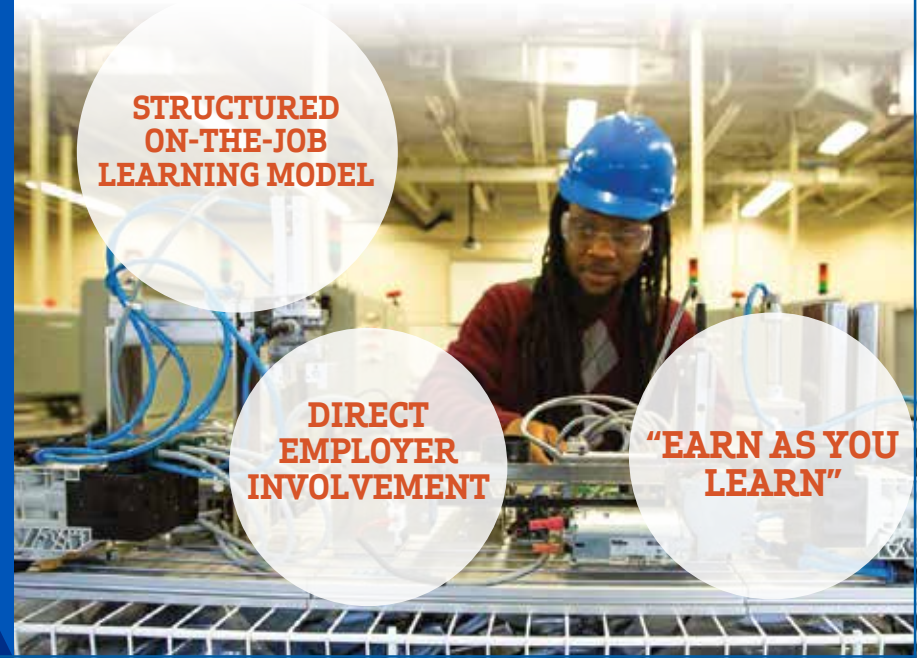
- Tuition assistance
- FNS E&T can pay for: required textbooks, equipment, supplies and professional licensure exams
- Career and Education planning
- One-on-one Education Navigator support
- Support and retention services
- Job search assistance and support

PITT Community College

APPRENTICESHIP PROGRAM

Learn today. Apply the skill tomorrow.

ON-THE-JOB TRAINING + RELATED CLASSROOM INSTRUCTION = SKILLED WORKER



LATRICE PERRY
Regional Apprenticeship Coordinator
(252) 493-7678
lperry@email.pittcc.edu

REGISTRATION INFORMATION

REGISTRATION

- Registration is on a FIRST COME, FIRST SERVED basis.
- Any adult 18 years of age or older (and out of high school) may register for a course.
- Individuals 16-18 years old may register only with written permission from their high school official.
- Pitt Community College reserves the right to change schedules at any time and to add or withdraw courses.
- No walk-in registration on the first day of class.
- **You must register three days before the class start date.**
- Payments accepted include check, money order, and credit card. NO CASH!
- First time students must complete and turn in the student data form.

REFUND POLICY

- No refunds or transfers for Self-Supporting (SEF) courses unless the course is canceled by Pitt Community College.
- Refunds are automatically processed by the Cashier's Office for all courses canceled by Pitt Community College.

The College may refund registration fees under the following circumstances:

- If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
- If a student officially withdraws from an Occupational Extension (OE) class prior to the first class session, the student will receive a 100% refund.
- After an OE class begins and a student officially withdraws from the class prior to or by the 10% point of the scheduled hours, the student will receive a 75% refund.

* *This refund is limited to the registration fee and does not include accident insurance, liability insurance, textbooks, or supplies. To officially withdraw for a refund, students must sign a refund form on or before the 10% point of the class. Call 252-493-7388 for more information.*

INCLEMENT WEATHER

- Continuing Education and Workforce Development classes will adhere to the same schedule modifications (opening, closing, and early release) as those outlined for Pitt Community College.

4 WAYS TO REGISTER

Contact Us

Call 252.493.7388 or email pccconedquestions@email.pittcc.edu

By Mail

Mail completed registration form with check, money order, or credit card information to:

Pitt Community College
Continuing Education
P.O. Drawer 7007
Greenville, NC 27835-7007

By Fax

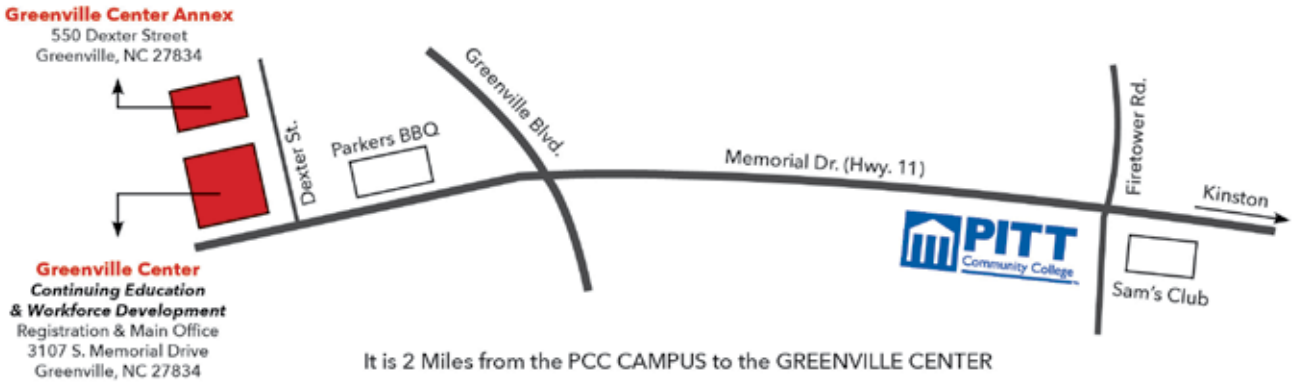
Fax your completed registration form with credit card information to:

252.321.4626

Online

Available for a select number of classes. To view classes available and to register, visit:

www.pittcc.edu
> continuing education
> course schedules



LOCATION KEY

Ayden VT – Ayden Vo-Tech
529 3rd St., Ayden

Barber S. - Barber School
3700-D Charles Blvd., Greenville

CFG – Craig F. Goess Student Center
PCC Campus

CIT – Craig M. Goess Construction & Industrial Technology Building
PCC Campus

FV – Farmville Center
3781 S. Main St., Farmville

GCA – Greenville Center Annex
550 Dexter St., Greenville
(Behind the Greenville Center)

GHL – G. Henry Leslie Building
PCC Campus

GS – Greenville Center
3107 S. Memorial Dr., Greenville

PCC HSA – PCC Hairstyling Academy
426 E. Arlington Blvd., Greenville

KVW – Kay V. Whichard Building
PCC Campus

LET - PCC Law Enforcement Training Building
2096 Central Park Dr., Winterville

MW - Maintenance Welding Building
PCC Campus

RLH – Robert L. Humber Building
PCC Campus

VEW – Vernon E. White Building
PCC Campus

Linda Murphy, *Assistant Registrar* 493-7657
Natasha Henderson, *Assistant Registrar* 493-7853
Angela Moore, *Admissions & Registration* 493-7388
Venita Outlaw-Johnson, *Registration Technical Assistant* 493-7388
Karen Rojo, *Registration Technical Assistant* 493-7388
Gail Nichols, *Coordinator, Technical Programs* 493-7625
Wendy Dunbar, *Coordinator, Workforce Licensure* 493-7528

COMMUNITY OUTREACH

Ernis Lee, *Director, College Outreach* 757-3980
Mary Higgs, *Administrative Assistant* 493-7576
Maria Fuentes, *PCC Outreach Specialist* 508-8187
Bertha Woolard, *PCC Outreach Technical Assistant* 493-7516

WORKFORCE DEVELOPMENT

Jerry Jones, *Director, Career Services & Workforce Development* 493-7216
Elizabeth Midyette, *Administrative Assistant* 493-7266
Ann Tess, *NCRC Administrative Support* 493-7592
Karen Davis, *Coordinator, Human Resources Development (HRD)* 493-7551
Sheila Ormond, *HRD Administrative Support* 493-7845
Kaneisha Wiggins, *Admin/Receptionist, Workforce Development* 493-7885
Ashleigh Yearde, *FNS E&T Coordinator* 493-7904
Latrice Perry, *Regional Apprenticeship Coordinator* 493-7678

HEALTH CARE SERVICES

Sidette Boyce Brown, *Director, Healthcare Programs* 493-7233
Deneen Lawrence, *Administrative Assistant* 493-7225
Sylvia James, *Nurse Aide Program Coordinator* 493-7733
Teresa Bulluck, *Nursing Assistant Instructor* 493-7402

LAW ENFORCEMENT TRAINING

Thomas Forrest, *Director, Law Enforcement Training* 493-7572
Wendy Wooten, *Administrative Assistant, BLET* 493-7572
Alexandra McCoy, *Administrative Assistant, Moodle* 493-7238
David Johnson, *Instructor, BLET* 825-9919
Doug Bennett, *Day BLET Coordinator/Instructor* 493-7571
Diane Smock, *Night BLET Coordinator/Instructor* 493-7420
Kellie Mozingo, *Law Enforcement/Detention Coordinator* 493-7214

FIRE & EMERGENCY SERVICES TRAINING

Mekenzie Newkirk, *Director, Fire & Emergency Services Training* 493-7742
Lorri Brewer, *Administrative Assistant, Fire & Emergency Services Training* 493-7648
Patty Carraway, *Administrative Support, Fire & Emergency Services Training* 493-7875
Ray Smith, *Moodle/CPR Coordinator, Emergency Services Training* 493-7583
Jeremy Cleaton, *Program Coordinator, EMS Training* 493-7596
Andrew Rhodes, *Training Coordinator, Emergency Management* 493-7550
Jason Bazelow, *Instructor/Coordinator, Emergency Services Training* 493-7472

SMALL BUSINESS CENTER

Jim Ensor, *Director, Small Business Center* 493-7541
Shareen Berkowitz, *Counselor, Small Business Center* 493-7298
Debbie Hathaway, *Counselor, Small Business Center* 493-7890

COMMUNITY DEVELOPMENT

Lisa Webb, *Coordinator, Community Development* 493-7317
Ashley Norville, *Technical Assistant, Community Development* 493-7854

MARKETING

Beth Perkins, *Marketing Specialist* 493-7660

PITTCC Continuing Education & Workforce Development

Pitt Community College
Continuing Education & Workforce Development
REGISTRATION FORM

Please Print: *Last Name* | *First Name* | *Middle Name* | *Former/Maiden Name*

Social Security Number | *E-mail Address* | **Colleague ID Number**

CHANGE OF ADDRESS:

Address | *City* | *State* | *Zip Code* | *County*

Home Phone Number | *Work Phone Number*

Course ID: _____ **Title of Course:** _____

Begin Date: _____ **End Date:** _____

FOR STAFF USE ONLY

Class Type:

☐ **Self-Supporting** ☐ **Occupational Extension** ☐ **CTP**

SELF-SUPPORTING REFUND POLICY

There are **NO REFUNDS OR TRANSFERS** for Self-Supporting courses unless they are canceled by Pitt Community College.
For canceled classes, refunds are automatically processed by the Cashier's Office.

OCCUPATIONAL EXTENSION (OE) REFUND POLICY

Refunds are automatically processed by the Cashier's Office for all classes canceled by Pitt Community College.
Refunds for dropped classes must be requested in person by the 10% point for 75% tuition refund and before class starts for 100% refund.

** In general, the Family Educational Rights and Privacy Act of 1974 prohibits the access and release of student educational records without written consent.*
By signing this form, the student allows Pitt Community College to release academic records/transcripts, along with conduct records, to current and future employers.

Student Signature | *Instructor Signature (if applicable)*

PITTCC Continuing Education & Workforce Development

Pitt Community College
Continuing Education & Workforce Development
REGISTRATION FORM

Please Print: *Last Name* | *First Name* | *Middle Name* | *Former/Maiden Name*

Social Security Number | *E-mail Address* | **Colleague ID Number**

CHANGE OF ADDRESS:

Address | *City* | *State* | *Zip Code* | *County*

Home Phone Number | *Work Phone Number*

Course ID: _____ **Title of Course:** _____

Begin Date: _____ **End Date:** _____

FOR STAFF USE ONLY

Class Type:

☐ **Self-Supporting** ☐ **Occupational Extension** ☐ **CTP**

SELF-SUPPORTING REFUND POLICY

There are **NO REFUNDS OR TRANSFERS** for Self-Supporting courses unless they are canceled by Pitt Community College.
For canceled classes, refunds are automatically processed by the Cashier's Office.

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Student Signature | *Instructor Signature (if applicable)*

PITTCC Continuing Education & Workforce Development

STUDENT DATA FORM

Division of Continuing Education & Workforce Development
P.O. Drawer 7007 · Greenville, NC 27835
Phone: (252) 493-7388 · ConEd Fax: (252) 321-4626 · Law Enforcement Fax: (252) 321-4549
www.pittcc.edu > continuing education

TO APPLY, YOU MUST BE 18 YEARS OF AGE OR OLDER. If you are age 16, or have not yet reached age 18, then you must have a Release Form signed by your High School Principal or his/her designated representative in order to be eligible to enroll in Continuing Education courses. (This form may be obtained from our office.)

☐ I certify that I am 18 years or older and not enrolled in public school, or, a public school release form is attached with all required signatures.

Instructions: Type or print in ink, respond to all questions completely, use your legal name, and return completed application to the PCC Representative.

Colleague ID _____

Name _____
Last *First* *Middle/Maiden*

Address _____ **City** _____ **State** _____ **Zip** _____

County _____ **County of Residence** _____ **State of Residence** _____

Country _____ **U.S. Citizen:** ☐ Yes ☐ No **Email** _____

Home Phone ( ) _____ **Work Phone** ( ) _____ **Cell Phone** ( ) _____

Social Security Number _____ **Date of Birth:** _____ **Gender:** ☐ Male ☐ Female

Ethnicity:

☐ Hispanic/Latino
☐ Not Hispanic/Latino

Race:

☐ Asian
☐ American Indian or Alaska Native
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

How did you hear about this course? Please check only one.

☐ Advertisement ☐ Corporate Contact ☐ Personal Initiative ☐ Recruitment Activities ☐ Referral ☐ Other _____

Check one of the following graduation types:

☐ High School Graduate
☐ Did not graduate High School
☐ High School Equivalency Completion
☐ Adult High School Graduate
☐ Current High School Student or High School Equivalency Student

Name of High School attended or High School Equivalency received from: _____

Student Type:

☐ Not applicable
☐ Employee
☐ Fire & Rescue/EMS/Law Enforcement
☐ Senior Citizen
☐ Dual Enrollment
☐ Inmate

Employment Status: Please check one.

☐ Retired
☐ Unemployed-Not Seeking Employment
☐ Unemployed-Seeking Employment
☐ Employed 1-10 hours per week
☐ Employed 11-20 hours per week
☐ Employed 21-39 hours per week
☐ Employed 40 or more hours per week

Employer _____
Address _____

Highest educational level completed: Please check one.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
☐ High School Equivalency
☐ Adult High School Diploma
☐ One Year Vocational Diploma
☐ Associate Degree
☐ Bachelor's Degree
☐ Master's Degree or Higher

Is your tuition being paid by an agency/organization? If yes, please specify _____
(Copy of authorization to pay must be on file or attached)

Are you taking this course for certification? ☐ Yes ☐ No

Please complete the following if it applies to you: I hereby give permission to Pitt Community College and the NC Department of Community Colleges to release my grades to:

☐ NC Department of Insurance Fire/Rescue Commission
☐ NC Criminal Justice's Training & Standards Commission and/or NC Sheriff's Commission
☐ Employer
☐ Potential Employer
☐ Other _____

BY MY SIGNATURE, I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. _____ *Signature* _____ *Date*

SHORT-TERM TRAINING FOR OUR WORKFORCE

FIND US ON Facebook!

PITTCC Continuing Education & Workforce Development