PITT COMMUNITY COLLEGE

CONTINUING EDUCATION

SPRING 2021
COURSE SCHEDULE
JAN - MAY

Train for Your New Career in Healthcare in Under 5 Months!

www.pittcc.edu/community/continuing-education

PITTCC
Continuing Education
& Workforce Development

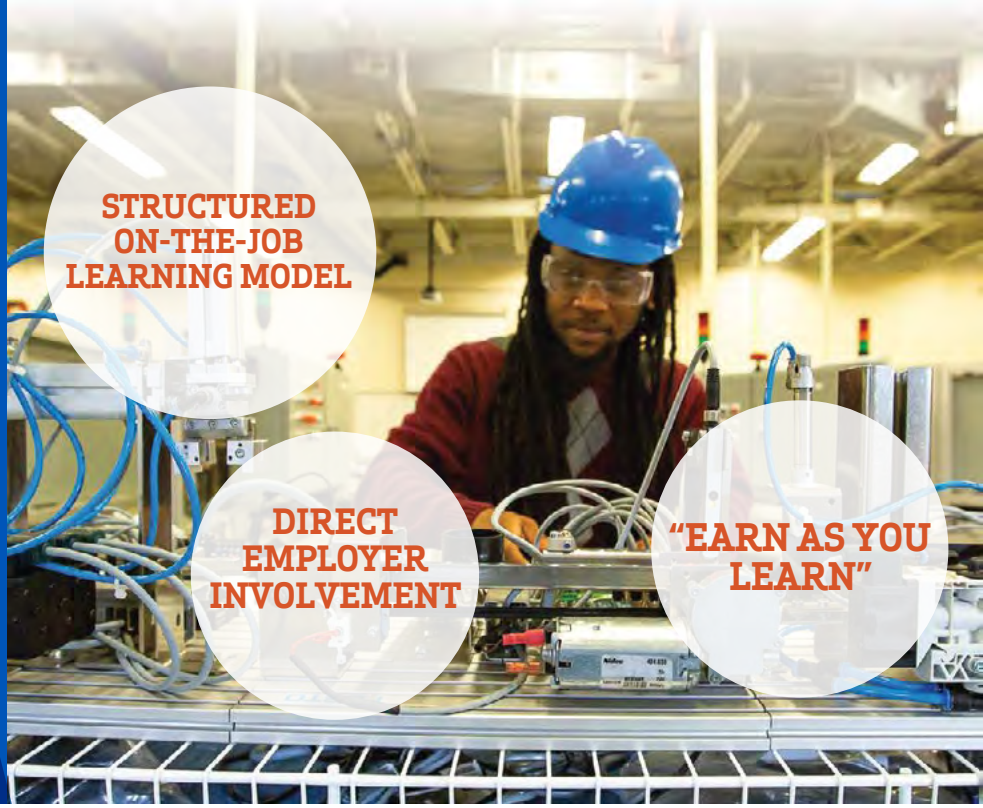
PITT Community College

APPRENTICESHIP PROGRAM

Learn today. Apply the skill tomorrow.

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

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



BLACKROCKET

Launch Your Creativity

VIRTUAL STEAM CAMPS for ages 8-14

Choose from 7 different camps:

» Virtual Reality
» Code Your Own Adventure!
» ROBLOX Makers
» YouTube FX Masters
» Minecraft Modders
» eSports Apprentice
» Young Authors

www.blackrocket.com/online/pitt

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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 take a virtual tour of our campus (https://bit.ly/3eS73Xw), 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)

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.**

TBD	weekly	T	9a-1p	NCWorks

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.**

140271	3/3	W	9a-1p	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.**

TBD	weekly	WTh	1p-5p	NCWorks

Customer Service

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.**

TBD	2/22-2/25	MWTh	8:30a-12:30p	online
TBD	4/26-4/29	MWTh	6p-10p	online

Do You Qualify for the Fee Waiver?

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**

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.**

TBD	2/9-2/11	T-Th	8a-12p	CCC
TBD	4/6-4/8	T-Th	8a-12p	CCC

Employer Expectations

Increase your ability to get a job or get a better job with employability skills training. Learn how to work as an effective team member. You will also complete vocational and academic assessments. **12 hours. $70. Fee waiver available for those who qualify.**

TBD	1/26-1/28	T-Th	8a-12p	CCC
TBD	3/23-3/25	T-Th	8a-12p	CCC

Communication Skills

Learn how to build valuable interpersonal communication skills which are not only important in business interactions but also 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.**

TBD	2/23-2/25	T-Th	8a-12p	CCC
TBD	4/20-4/22	T-Th	8a-12p	CCC

FDIC Money Smart

Money Smart provides 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.**

TBD	1/12-1/14	T-Th	8a-12p	CCC
TBD	3/9-3/11	T-Th	8a-12p	CCC

Diversity in the Workplace

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.**

TBD	4/20-4/21	TW	8:30a-12:30p	GCA109

HUMAN RESOURCES DEVELOPMENT (HRD)

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.**

140267	1/11-2/10	MW	8:30a-11:30a	GCA107
140268	2/15-3/15	MW	8:30a-11:30a	FV103
TBD	4/5-5/3	MW	8:30a-11:30a	GCA107

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.**

140266	1/11-2/11	MWTh	7p-10p	online
	2/16	T	8a-12p	GCA107
140250	2/22-3/24	MWTh	7p-10p	online
	3/25	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.**

140265	3/29-5/3	MWTh	7p-10p	online

WORKING SMART

Soft Skills for Workplace Success

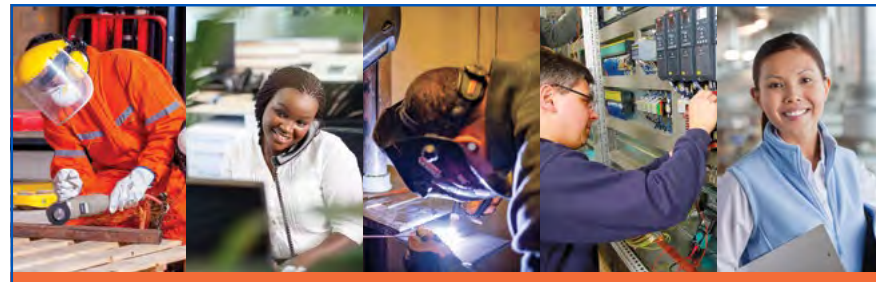
We can help IDENTIFY and TEACH the critical soft-skills necessary for you to be an EFFECTIVE WORKER and a STRONG TEAM PLAYER in a fast-paced environment.

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

1. Complete the fillable Student Data Form on PCC's website. **www.pittcc.edu, search 'CRC'**
2. Email your completed form to **workforcedevelopment@email.pittcc.edu.**
3. A user ID and Password will be emailed to you along with instructions.
4. 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

OCCUPATIONAL TRAINING

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.**

140134	1/21	Th	2p-10:30p	CIT102
140135	2/18	Th	2p-10:30p	CIT102
140136	3/25	Th	2p-10:30p	CIT102
140137	4/15	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.**

140138	1/20	W	2p-10:30p	CIT102
140139	3/24	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 have 2 small cohorts of students assigned in the classroom to learn practical skills two days a week; other days online. Students are placed in cohorts based on accumulated barber hours within the beginning class requirements. **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.**

Cohort A				
137528	1/6-3/27	MT W-Sa	9a-3:30p	Barber S. online
Cohort B				
137529	1/6-3/27	WTh MTFSa	9a-3:30p	Barber S. online
Cohort A				
140098	4/7-6/26	MT W-Sa	9a-3:30p	Barber S. online
Cohort B				
140099	4/7-6/26	WTh MTFSa	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 have small cohorts of students to attend in-person on Fridays and Saturdays; other days online. *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.**

137530	1/6-3/27	FSa M-Th	9a-3:30p	Barber S. online
140100	4/7-6/26	FSa M-Th	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. Due to COVID, this hybrid class will have 2 small cohorts of students assigned in the classroom for testing weekly for a two-hour period; other days online. Placement test is required prior to registration. **374 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.**

Cohort A				
137558	1/5-3/31	T W-F	10a-12p	PCC HSA online
Cohort B				
140092	1/5-3/31	Th TWF	4p-6p	PCC HSA online
Cohort A				
140094	4/6-6/30	T W-F	10a-12p	PCC HSA online
Cohort B				
140095	4/6-6/30	Th TWF	4p-6p	PCC HSA online

LOCATION KEY ON PG. 25

*** Students interested in Barber School or Cosmetology classes should complete registration information online.**

Students may also register online for the Barbering Wait/Interest List (Class prefix begins with BAR) or the Cosmetology Wait/Interest List (Class prefix begins with COS). This process allows students to complete the required registration information and pay for the first semester's tuition. Students will be contacted on a first-come, first-serve basis to complete other program prerequisites and finalize the enrollment process. If students are not moved from the wait list to a specific class, they will be refunded. If you have questions, please contact **Wendy Dunbar at 252-493-7528 or wdunbar@email.pittcc.edu.**

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 have 2 small cohorts of students assigned for 2 days in the classroom to learn practical skills; other days online. *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.**

Cohort A				
137554	1/5-3/31	T W-F	8:30a-6p	PCC HSA online
Cohort B				
140093	1/5-3/31	Th TWF	8:30a-6p	PCC HSA online
Cohort A				
140097	4/6-6/30	T W-F	8:30a-6p	PCC HSA online
Cohort B				
140096	4/6-6/30	Th TWF	8:30a-6p	PCC HSA online

BECOME A FIREFIGHTER

For more information, contact Mekenzie Newkirk at 252.493.7742 or lnewkirk@email.pittcc.edu.

PITTCC Continuing Education & Workforce Development

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

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)**

N/A	2/8-5/16	online	online	online

Hybrid courses

N/A	1/19-4/27	TTh	6p-10p	GS120
N/A	3/15-6/19	MW	6p-10p	GS120
N/A	7/13-10/21	TTh	6p-10p	GS120

** For more information: pccems@email.pittcc.edu*

Advanced Emergency Medical Technician

The Advanced Emergency Medical Technician (AEMT) Certification is a mid-level EMS provider of pre-hospital emergency medical services. The scope of practice consists of all EMT level skills, advanced airway management and the insertion of supraglottic airways, suctioning of an already intubated patient, usage of a CPAP device, initiation of peripheral intravenous therapy and several pharmacological interventions beyond the EMT level. Successful completion of the course will allow the student the opportunity to sit for the North Carolina Office of AEMT certification examination. **296 hours. $180 plus additional costs. (Fee waived with proper documentation from agency)** *This is a hybrid course and online content is required.*

N/A	2/16-TBA	TBA	6p-10p	GS120

** For more information: pccems@email.pittcc.edu*

HEALTH CARE

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 $195.**

139444	1/19-4/7	online	online	online
140005	5/17-8/9	online	online	online

OCCUPATIONAL TRAINING

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, 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. Spring/Summer class clinicals must be completed by 5/10/21. Summer/Fall class clinicals must be completed by 11/8/21. **232 hours. $215; book is approximately $80.**

139443	1/11-5/10	MWTh	6p-10p	GS404/online
Clinical	Varies	M-F	8a-5p	Various
140007	7/12-11/8	MWTh	6p-10p	GS404/online
Clinical	Varies	M-F	8a-5p	Various

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 $71.**

139445	2/4-4/7	online	online	online
140006	5/16-7/2	online	online	online

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 $35. Medication Aide Testing Fee: $59.**

139434	2/10-2/25	WTh	1p-5p	GS303
139983	6/9-6/24	WTh	1p-5p	GS303

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. To enroll, 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. **136 hours. $213; book is approximately $48 (subject to change - check website for updates).**

Spring 2021

139427	1/9-4/17	Sa	8a-5p	GS115
Clinical	3/20-4/10	SaSu	6:45a-3:15p	TBD
139428	1/11-4/19	MT	6p-10p	GS303
Clinical	3/29-4/12	MT	2:45p-11:15p	TBD
139429	1/13-4/15	WTh	8a-12p	GS115
Clinical	3/25-4/8	WTh	6:45a-3:15p	TBD
139430	1/13-4/15	WTh	6p-10p	GS115
Clinical	3/25-4/8	WTh	2:45p-11:15p	TBD

Summer 2021

139977	5/1-8/7	Sa	8a-5p	GS115
Clinical	7/17-7/31	SaSu	6:45a-3:15p	TBD
139978	5/3-8/10	MT	6p-10p	GS303
Clinical	7/20-8/3	MT	2:45p-11:15p	TBD
139979	5/5-8/5	WTh	8a-12p	GS115
Clinical	7/15-7/29	WTh	6:45a-3:15p	TBD
139980	5/5-8/5	WTh	6p-10p	GS115
Clinical	7/15-7/29	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 93 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.* **173 hours. $215; book is approximately $145; NA II Supply Kit $90.**

Spring 2021

139431	1/19-4/20	MT	8a-12:30p	GS115
Clinical	3/15-4/19	MT	6:45a-3:15p	Vidant
139432	1/19-4/20	MT	5:30p-10p	GS115
Clinical	3/15-4/19	MT	2:45p-11:15p	Vidant

Summer 2021

139981	5/10-8/11	MT	8a-12:30p	GS115
Clinical	7/12-8/10	MT	6:45a-3:15p	Vidant
139982	5/10-8/11	MT	5:30p-10p	GS115
Clinical	7/12-8/10	MT	2:45p-11:15p	Vidant

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

Nurse Aide I Refresher

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. *Prerequisite: Must be previously listed as an NA I.* **40 hours. $135; book is approximately $50. Credentia/Pearson Vue State Testing fee is $120, paid via www.pearsonvue.com.**

139433	2/3-3/4	WTh	1p-5p	GS115
139984	5/26-6/24	WTh	1p-5p	GS115

OCCUPATIONAL TRAINING

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)
- Face Mask

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.

OCCUPATIONAL TRAINING

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; NA II Supply Kit $90.**

139446	1/25-1/26	MT	1p-5p	GS115
139447	3/22-3/23	MT	1p-5p	GS115
139448	4/26-4/27	MT	1p-5p	GS115
140008	6/7-6/8	MT	1p-5p	GS115

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.**

139435	1/22	Fa	8:30a-3:30p	GS404
139436	1/23	Sa	8:30a-3:30p	GS404
139437	2/19	F	8:30a-3:30p	GS404
139438	2/20	Sa	8:30a-3:30p	GS404
139439	3/19	F	8:30a-3:30p	GS404
139440	3/20	Sa	8:30a-3:30p	GS404
139441	4/23	F	8:30a-3:30p	GS404
139442	4/24	F	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.

LAW ENFORCEMENT IN-SERVICE TRAINING SCHEDULE

JANUARY

1/4-1/8 – Crisis Intervention Team Training for Law Enforcement Officers *40hrs*
1/6 – Heartsaver CPR/AED *4hrs*
1/13 – Heartsaver CPR/AED *4hrs*
1/26 – Leadership for Patrol Officers *8hrs*

FEBRUARY

2/23-2/24 – Servant Leadership *16hrs*

MARCH

3/8-3/12 – Crisis Intervention Team Training for Detention Officers *40hrs*
3/11-3/12 – RADAR Re-certification *16hrs*
3/11-3/12 – RADAR & LIDAR Re-certification *16hrs*
3/16-3/17 – Ethical Leadership *16hrs*

APRIL

4/5-4/9 – Crisis Intervention Team Training for Law Enforcement Officers *40hrs*
4/7 – Team Building *8hrs*
4/8-4/9 – Basic LIDAR Certification *16hrs*
4/12 – FTA Alcohol Screening Test Device *7hrs*
4/13-4/16 – Standardized Field Sobriety Testing Certification *32hrs*
4/14 – SFST Refresher *8hrs*
4/19-4/23 – IPMBA Bicycle Patrol Officer Course *40hrs*
4/19-4/30 – Police Law Institute *80hrs*

MAY

5/11-5/12 – Crisis Intervention Team Training for First Responders *24hrs*
5/12 – Leadership in the Workplace *8hrs*
5/17-5/21 – Field Training Officer *40hrs*

LEADERSHIP & MANAGEMENT ACADEMY COURSES

1/11-1/15 – First Line Supervision & Leadership Development *40hrs*

TO VIEW SCHEDULE & REGISTER:
WWW.PITTCC.EDU
> click on Continuing Education
> click on Law Enforcement Training

2021 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.

2096 Central Park Dr. Winterville, NC · 252.493.7214

FIND US ON **Facebook!**

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).**

Spring 2021

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

Registration Day: Dec. 2 at 10am (applications will be accepted up until the first day of class)

Fall 2021

Day	8/9-12/16	M-F	8a-5p	LET
Night	8/9-4/15/22	M-F	6p-11p	LET

Registration Day: July 19 - 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 Harrell 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 Harrell at PittccLETraining@gmail.com.* **180 hours. Tuition: $180.55; book: $55.**

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. Students must possess a high school diploma or equivalency and are required to pass an exam to complete the class requirements. Instructor: Joyce Williams or Linda Mathis. **8 hours. $75; book is required and must be purchased at the PCC Bookstore prior to class.**

140102	1/14	Th	8:30a-5:30p	GS301
140103	1/20	W	8:30a-5:30p	GS301
140104	1/26	T	8:30a-5:30p	GS301
140105	2/9	T	8:30a-5:30p	GS301
140106	2/17	W	8:30a-5:30p	GS301
140110	3/8-3/10	MW	5:30p-9:30p	GS301
140111	3/15	M	8:30a-5:30p	GS301
140112	3/24	W	8:30a-5:30p	GS301
140113	4/13	T	8:30a-5:30p	GS301
140114	4/21	W	8:30a-5:30p	GS301
140116	5/4	T	8:30a-5:30p	GS301
140117	5/17	M	8:30a-5:30p	GS301
140118	5/27	Th	8:30a-5:30p	GS301

Plans are underway to be able to offer the Notary Public class in an online format that includes instruction, proctored online exam, and use of an electronic signature software for the student's notary application process. Please check website for updates.

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.**

140101	2/25	Th	8:30a-3:30p	GS301

REAL ESTATE

PLEASE NOTE: Due to COVID, real estate classes are being held online 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. 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.

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 will be held in person in the Goess Student Center Multipurpose Room. Instructor: Jim Weese or Twanda Montgomery or Rick Eason. **80 hours. $185; required book is approximately $50 and must be purchased at the PCC Bookstore prior to class.**

140183	1/13-3/22	MW	12p-4p	online
	3/31	W	12p-4p	CFG137
140145	1/14-3/18	TTh	6p-10p	online
	3/30	T	6p-10p	CFG137
140146	1/15-3/19	FSa	6p-10p/8a-12p	online
	3/27	Sa	8a-12p	CFG137

Real Estate Update

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

140153	4/14	W	8a-12p	online
140154	5/5	W	8a-12p	online
140155	6/2	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.**

140156	4/14	W	1p-5p	online
140157	5/5	W	1p-5p	online
140161	6/2	W	1p-5p	online
140163	6/3	Th	1p-5p	online

OCCUPATIONAL TRAINING

Real Estate BICUP

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

140150	4/15	Th	8a-12p	online
140151	5/6	Th	8a-12p	online
140152	6/3	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.**

140147	2/1-2/10	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.**

140148	3/8-3/17	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.**

140149	5/10-5/19	MWF	8a-2p	online

SKILLED TRADES

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.**

140219	1/23-2/27	Sa	8a-4:30p	KVW101

GMAW (MIG) Plate Welding with Welding Blueprint Reading

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. The blueprint portion teaches you the welding symbols and their application. We will cover visualization of objects and shapes, reading the blueprint for finding size and location dimensions, symbols, mathematics notes and related welding and assembly information shown on the print. *This course serves as a prerequisite for taking the AWS D1.1 Certification (This test carries an additional charge).* Instructor: William Filmore. **96 hours. $185.55.**

140286	3/12-5/8	F	5:30p-9:30p	WMW121
		Sa	8a-4:30p	MW103

GTAW (TIG) Plate Welding with Welding Blueprint Reading

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. The blueprint portion teaches you the welding symbols and their application. We will cover visualization of objects and shapes, reading the blueprint for finding size and location dimensions, symbols, mathematics notes and related welding and assembly information shown on the print. Instructor: Charles Newkirk and William Filmore. **96 hours. $185.55.**

140276	1/9-3/6	F	5:30p-9:30p	WMW121
		Sa	7a-3:30p	MW101

Pitt Community College will offer the American Welding Society Certification testing this spring. This program tests welders to procedures used in the structural steel, petroleum pipelines, sheet metal, and chemical refinery welding industries. If interested please contact Charles Newkirk at cnewkirk@email.pittcc.edu or Gail Nichols at gnichols@email.pittcc.edu.

8-Hr Electrical License Renewal *NEW!*

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

140252	1/20-1/27	W	6p-10p	VEW161

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: William Filmore. **48 hours. $130.55.**

140236	1/11-2/18	TTh	7:30p-9:30p	VEW153
		MW	7:30p-9:30p	WMW121

LOCATION KEY ON PG. 25

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: William Filmore. **48 hours. $130.55.**

140234 3/1-4/13 M-Th 7:30p-9:30p WMW121

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.**

140218 2/13-3/27 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. **10 hours. $75.**

140220 1/23-1/30 Sa 8a-1p 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.**

140221 2/13-4/17 Sa 8a-2:30p CIT133

Machining for Gunsmithing *NEW!*

One of the best ways to expand your hobby or refine your skills in Gunsmithing is to have the tools needed to care for your firearms. Learn how to manufacture tools necessary for the gunsmithing trade and perform basic operations of measuring, layout, drilling, sawing, barrel threading, turning and milling as well as how to follow safe practices in these manufacturing processes. You will learn machine safety, measuring tools, blueprint reading, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, you may opt to take the National Institute of Metal Working Test for an additional $125. Instructor: Paul Hill. **96 hours. $185.55.**

140222 2/1-4/28 MW 6p-10p ABW116

Modern Semi-Automatic Handgun Repair, Tips & Tuning *NEW!*

Learn the most popular models of modern handguns such as those made by Glock, Sig Sauer, Heckler & Koch, Beretta, Smith & Wesson, Colt 1911 and their clones. Class will consist of disassembly, reassembly, cleaning, tuning of actions (aka "trigger jobs"), accuracy considerations, switching of sights and other modifications. We will also discuss safety measures, ammunition considerations, and problem diagnosis. Instructor: Jim Marsal. **24 hours. $145**

140290 1/19-2/11 TTh 6p-9p CIT128

Double Action Revolver Tips, Tuning & Repair *NEW!*

Learn the most popular models of double action revolvers such as Smith & Wesson, Colt, Ruger revolvers and their clones. Class will consist of disassembly, reassembly, cleaning, tuning of actions (aka "trigger jobs"), accuracy considerations and modifications. We will also discuss safety measures, ammunition considerations, and problem diagnosis. Instructor: Jim Marsal. **24 hours. $145**

140291 2/23-3/18 TTh 6p-9p CIT128

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.

BioWork

JAN. 19 – APR. 16

- Hybrid class
- labs on Tues. or Thurs. | 6pm-10pm
- Williams Building, Rm 229

- Registration fee: $180
- Required student manual: $75
- NCRC is a prerequisite and has a fee of $39

*Scholarship funding is available

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

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.

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.**

2021-01	2/2	T	6p-8p	online
2021-02	3/2	T	6p-8p	online
2021-03	4/6	T	6p-8p	online
2021-04	5/4	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.**

2021-05	2/4	Th	6p-8p	online
2021-06	3/4	Th	6p-8p	online
2021-07	4/8	Th	6p-8p	online
2021-08	5/6	Th	6p-8p	online

MONEY FOR YOUR BUSINESS

Funding Your Business

We will explore finding and securing funding for small businesses including: loans, venture and angel capital, grants, and crowdfunding. You will learn which sources of funding are the best fit for your business and the next steps to secure funding. Presenter: David Mayo. **2 hours. FREE.**

2021-09	2/11	Th	6p-8p	online
2021-10	4/15	Th	6p-8p	online

Improving Your Credit Score

If you want your business to grow to its full potential, you are going to need to borrow money. In order to get that business loan, you will need a good credit score. Come join us to learn: How to read and interpret your credit report; What factors are used in computing your score; and Legal ways to raise your credit score. Using this information, you could increase your credit score by 50-100 points or more within 60 days. Presenter: Bob Moore. **2 hours. FREE.**

2021-11	2/18	Th	6p-8p	online
2021-12	4/13	T	6p-8p	online

MARKETING

How to Create a Website for Your Business

Learn the fundamentals of building websites using WordPress including setup, launch, and maintenance. You will also be introduced to popular tools for helping you build a great-looking website. Presenter: Jeanne Eury. **2 hours. FREE.**

2021-13	2/23	T	6p-8p	online

Writing a Marketing Plan

Learn to create a marketing plan that focuses on your goals for your business, your target markets, implementation planning and evaluation of results. You will take home an outline to prepare your plan with. Presenter: Jim Ensor. **2 hours. FREE.**

2021-14	3/23	T	6p-8p	online

Pricing Your Products and Services

What are your customers willing to pay for your product or service? Should I be the cheapest in my market, or the most expensive? We will explore pricing strategies that will help you determine what you should charge. Presenter: Jim Ensor. **2 hours. FREE.**

2021-15	4/22	Th	6p-8p	online

Creating Your Brand

Your brand is not just a logo. It's the customer's overall perception of your business. Small businesses often are competing against big brands with devoted customers and unlimited marketing budgets. It's important to find ways to stand out with a solid brand-building process of your own. In this seminar, you will learn how to create a successful brand that is consistent in communication and experience across many applications. Presenter: Melanie Diehl. **2 hours. FREE.**

2021-19	2/9	T	6p-8p	online

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

Email Marketing

With the amount of email being delivered to your target market, it's crucial to design an email that stands out from the rest. Make sure when your audience opens your email, they have a memorable experience and want to open again in the future! Presenter: Melanie Diehl. **2 hours. FREE.**

2021-20 3/25 Th 6p-8p online

Creating Your Online Marketing Strategy

Web sites, email, and social media sites are all part of our e-commerce world. How do we maximize our use of these marketing tools? Join us to learn how to streamline your efforts for the best return. Use your on-line tools to work smarter not harder. Presenter: Jeanne Eury. **2 hours. FREE.**

2021-16 4/20 T 6p-8p online

ACCOUNTING & TAXES

Introduction to QuickBooks Cloud Accounting

Interested in using QuickBooks software to help manage your business finances? Before you buy, come learn if QuickBooks is the right software for you! We will walk you through the setup of a QuickBooks Online account and prepare you for additional training in the day-to-day use of QuickBooks. Learn tips and tricks to make bookkeeping easy! Presenter: Anne Dorsey. **2 hours. FREE.**

2021-17 2/16 T 6p-8p online

Introduction to Business Bookkeeping

Join us for an overview of basic bookkeeping essentials. Learn the basic fundamentals so you can move forward with confidence keeping your books or asking the right questions to your accountant. Presenter: Anne Dorsey. **2 hours. FREE.**

2021-18 3/9 T 6p-8p online

Tax Essentials for Small Businesses

Join us for an overview of important topics that new business owners should consider. These will include choosing the correct business entity, employee vs. independent contractor, and basic record keeping requirements. Presenter: Karen Spruill. **2 hours. FREE.**

2021-21 2/25 Th 6p-8p online

Sales Tax – Tips for Compliance

We will examine key aspects of the NC sales tax laws including which businesses must collect taxes, how much to collect, how to remit the funds to the State, nonprofits, and out of state sales. Presenter: Karen Spruill. **2 hours. FREE.**

2021-22 3/11 Th 6p-8p online

ed2go ONLINE CLASSES

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 & Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Small Business Marketing on a Shoestring Budget

Discover small business marketing strategies to attract attention, woo your target audience, grow your customer base, and expand your profits - all for little or no money.

Writing Effective Grant Proposals

Prepare grant proposals that get results for your favorite organization or charity.

Mastery of Business Fundamentals

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

www.ed2go.com/pittcc

For registration details, visit pg. 20

PERSONAL ENRICHMENT

ARTS/CREATIVE

Mugs and Bowls: Wheel Thrown Pottery NEW!

Learn the steps to making successful throwing pottery on the potter's wheel. We will focus our attention on creating basic cylinders to make mugs and bowls. Tools are provided, however, you must purchase your own clay at the PCC bookstore. Instructor: Lacey Hargroder. **18 hours. $115.**

140203	2/22-4/5	M	1p-4p	GlasStation

Hand Built Ceramic Planters NEW!

Are you interested in learning about slab building, pinch potting, and coil building techniques to create planter pots? We will make planters that can hang on a wall or stand on a table. We will also cover surface texturing and design techniques, such as Mishima, texture inlay, and Sgraffito! Tools are provided, however, you must purchase your own clay from the PCC bookstore. Instructor: Lacey Hargroder. **15 hours. $115.**

140246	1/11-2/15	M	1p-4p	GlasStation

Hand Built Candy Dishes NEW!

In this course we will cover the use of hump molds to start the base of a ceramic vessel and decorative footing. We will use the coil building ceramic method to build our dishes. We will design and decorate our custom dishes with surface decorating techniques and painting underglazes and glazes for colorful or detailed finishes! Tools and equipment are provided, however, you must purchase your own clay from the PCC bookstore. Instructor: Lacey Hargroder. **15 hours. $115.**

140247	4/10-5/8	Sa	1p-4p	GlasStation

Beginning Wire Work Jewelry

Using beads and wire, learn to create your own earrings, bracelets, and necklaces with a few simple techniques. Supplies will be provided, but you are welcome to bring your own beads, wire, and jewelry-making pliers. Instructor: Elizabeth Steiner. **6 hours. Cost $39.**

140228	1/25-2/1	M	6p-9p	online
140229	5/3-5/10	M	6p-9p	online

Introduction to Collage

Create your own artistic collage with paper, paints, ink and whatever materials you desire. We will cover composition and material basics as well as provide individual feedback. Some supplies will be provided, however, you can bring any art materials that you are interested in using. Instructor: Elizabeth Steiner. **6 hours. Cost $39.**

140230	2/22-3/1	M	6p-9p	online
140232	4/12-4/19	M	6p-9p	online

Beadweaving for Beginners

Learn to create a flat "fabric" or three-dimensional shapes with seed beads through a variety of off loom techniques. These techniques can be used to create finished works of jewelry or other craft components. We will also discuss bead types and thread types, as well as bead weaving design basics. Instructor: Elizabeth Steiner. **6 hours. Cost $39.**

140233	1/30-2/6	Sa	12p-2p	online
140235	3/6-3/13	Sa	12p-2p	online

Simple Sawn Pendant NEW!

Learn the basics of sawing and piercing sheet metal to create a unique pendant of your own design. This is a great introduction to jewelry and metalsmithing. Tools and materials provided. Instructor: Elizabeth Steiner. **6 hours. Cost $39.**

140238	2/8-2/15	M	6p-9p	online
140239	3/29-4/5	M	6p-9p	online

DANCE

Belly Dance Fusion Fitness

Join us for a modern take on classical belly dance. We will combine traditional moves with current pop, R&B, and hip-hop hits. There are many health benefits for those who practice this form of dance, including posture and muscle toning, weight loss, stress reduction, brighter and clearer skin, better sleep, decreased back pain, and increased self esteem and confidence! Instructor: Mikkaka Overstreet. **6 hours. $39.**

140224	2/2-3/9	T	5:30p-6:30p	online
140225	4/8-5/13	Th	5:30p-6:30p	online

IN THE KITCHEN

Plant Based Cooking NEW!

Discover how to cultivate fun and delicious plant-based meals. Learn how to balance your meal plans for your families by understanding which proteins, grains, and legumes to utilize when creating meals. Understand how to flex your plant-based journey while you are transitioning to a healthier lifestyle. Cooking classes are taught by Chef Metisia. You will be emailed a list of the grocery items needed prior to class and any prep that can be completed beforehand. Instructor: Metisia Wooten. **4.5 hours. $49.**

140226	1/9-1/23	Sa	11a-12:30p	online
140227	2/6-2/27	Sa	11a-12:30p	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. $70.**

140190	1/9	Sa	8a-5p	online
140191	1/16	Sa	8a-5p	GS301
140192	1/30	Sa	8a-5p	online
140193	2/13	Sa	8a-5p	online
140188	2/15-2/17	MW	6p-10p	online
140194	2/27	Sa	8a-5p	online
140195	3/6	Sa	8a-5p	online
140196	3/13	Sa	8a-5p	GS301
140197	3/27	Sa	8a-5p	online
140198	4/10	Sa	8a-5p	GS301
140199	4/17	Sa	8a-5p	online
140189	4/19-4/21	MW	6p-10p	online
140200	4/24	Sa	8a-5p	online
140201	5/1	Sa	8a-5p	online
140202	5/8	Sa	8a-5p	online

LOCATION KEY 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). **At this time, helmets will not be provided to students. Students must bring their own helmet.** 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.**

140158	2/5-2/7	F	6p-10p	GHL126
		SaSu	8a-6p	
140159	2/19-2/21	F	6p-10p	GHL126
		SaSu	8a-6p	
140160	2/26-2/28	F	6p-10p	GHL126
		SaSu	8a-6p	
140162	3/5-3/7	F	6p-10p	GHL126
		SaSu	8a-6p	
140164	3/12-3/14	F	6p-10p	GHL126
		SaSu	8a-6p	
140169	3/26-3/28	F	6p-10p	GHL126
		SaSu	8a-6p	
140170	4/9-4/11	F	6p-10p	GHL126
		SaSu	8a-6p	
140171	4/16-4/18	F	6p-10p	GHL126
		SaSu	8a-6p	
140172	4/23-4/25	F	6p-10p	GHL126
		SaSu	8a-6p	
140173	4/30-5/2	F	6p-10p	GHL126
		SaSu	8a-6p	
140175	5/7-5/9	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: Bill Lewis. **24 hours. $99.**

140243	2/16-3/11	TTh	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. $40.**

140184	1/23	Sa	8a-12p	GS401
140185	3/27	Sa	8a-12p	GS401
140187	5/8	Sa	8a-12p	GS401

Basic Pistol

You will be introduced to the knowledge, skills, and attitude necessary for owning and using a pistol safely. You will learn about pistol parts and operation, ammunition, gun safety, pistol shooting fundamentals, and pistol shooting activities. If you are bringing your own gun to the range, you must provide your own factory ammo. Also bring safety glasses and hearing protection. Classroom portion held at the Greenville Center. Upon registration, you will receive an email with instructions. For further questions, contact Lisa Webb at 252-493-7317. Instructor: Robert James. **9 hours. $90.**

140177	1/16	Sa	8a-6p	GS401
140179	2/27	Sa	8a-6p	GS401

NC Concealed Carry

Learn the aspects of the North Carolina Concealed Carry Handgun Law as they apply to the rights of citizens to carry a concealed handgun. You will also learn how to apply the fundamentals of safety and basic marksmanship. If you are a first-time shooter, you will need to take the Basic Pistol class prior to this one. No .22 caliber or single action revolvers are allowed. All firearms must be clean and functioning. Classroom portion held at the Greenville Center. Upon registration, you will receive an email with instructions. For any additional information, contact Lisa Webb at 252-493-7317. Instructor: Robert James, NRA Certified Instructor. **9 hours. $90.**

140181	3/27	Sa	8a-6p	GS301
140182	4/24	Sa	8a-6p	GS401

ed2go ONLINE CLASSES

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences and engage in conversational Spanish quickly.

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, etc.

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

Handling Medical Emergencies

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

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.

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For registration details, visit pg. 20

Pitt Community College

TRANSITIONAL STUDIES DEPARTMENT

Adult Basic Education . High School Completion (GED®, HiSET®, Adult High School), English Language Acquisition (ELA)

HSE (GED®), ABE, & AHS Orientation & Advising Schedule for SPRING 2021

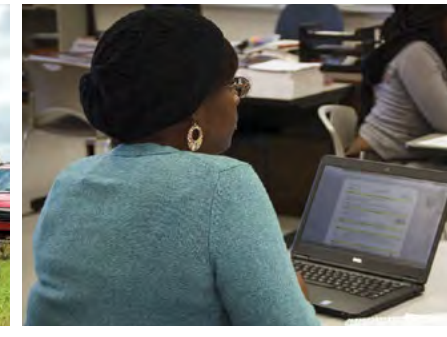
Orientations are being offered virtually and/or by phone.

Students will need to fill out an interest form online by visiting **www.pittcc.edu/transitional-studies**. Pre-registration is required. Preliminary assessments will only take place one week during each month.

Assessment Weeks:

Jan. 4-8 | Feb. 1-5 | Mar. 1-5 | Apr. 5-9

*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.



English Language Acquisition (ELA) Orientation Schedule for SPRING 2021

Orientations will be offered by APPOINTMENT ONLY and are 3 hours long.

To schedule an appointment, please contact Jan Fisher at jfisher@email.pittcc.edu or 252.493.7213 (English) or 252.493.7344 (Spanish).

Orientation Dates:

Jan. 5 & 6 | Feb. 2 & 3 | Mar. 2 & 3

*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 at 493.7213 or 493.7344 (Español).

TRANSITIONAL STUDIES DEPARTMENT | 252.493.7892

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.

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. 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:

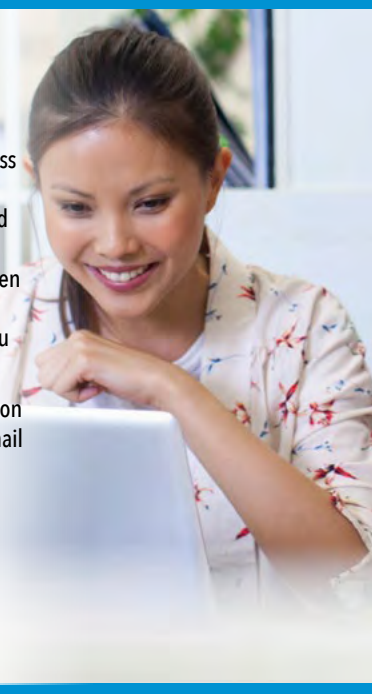
- Tuition assistance
- FNS E&T can pay for: required textbooks, equipment, supplies and professional licensure exams
- Career and Education planning
- One-on-one Education Navigator support
- Support and retention services
- Job search assistance and support

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:

1/13, 2/10, 3/17, 4/14, 5/12

Roslyn Bethea · rbethea@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 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.

For a full list of classes offered, **visit www.ed2go.com/pittcc**

ONLINE CLASSES

COMPUTER APPLICATIONS

Introduction to Microsoft Excel 2016
Become proficient in 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 engage in conversational Spanish.

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

Conversational Japanese
An 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
Learn 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.

ONLINE CLASSES

www.ed2go.com/pittcc

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 an 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
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.

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.

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.

Easy as 1-2-3!

JOB SEEKERS, add the College Central® App to your tablet or smartphone home screen:

1. Go to **collegecentral.com/app**
2. Tap (iPad/iPhone) or ⋮ (Android)
3. Tap the "Add to Home Screen" menu item

Get it now!

Search our school's exclusive jobs database, Jobs Central®, and Intern Central®.

www.collegecentral.com/pittcc

Complete Your Continuing Education Hours ONLINE

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Enhancing Language Development in Childhood
- Teaching Students With Autism: Strategies for Success
- Differentiated Instruction in the Classroom
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

Learn from the comfort of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format

Over 50 Continuing Education Certified Online Courses!

Enroll Now! **www.ed2go.com/pittcc**

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

1 Contact Us

Call 252.493.7388 or email pccconedquestions@email.pittcc.edu

2 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

3 By Fax

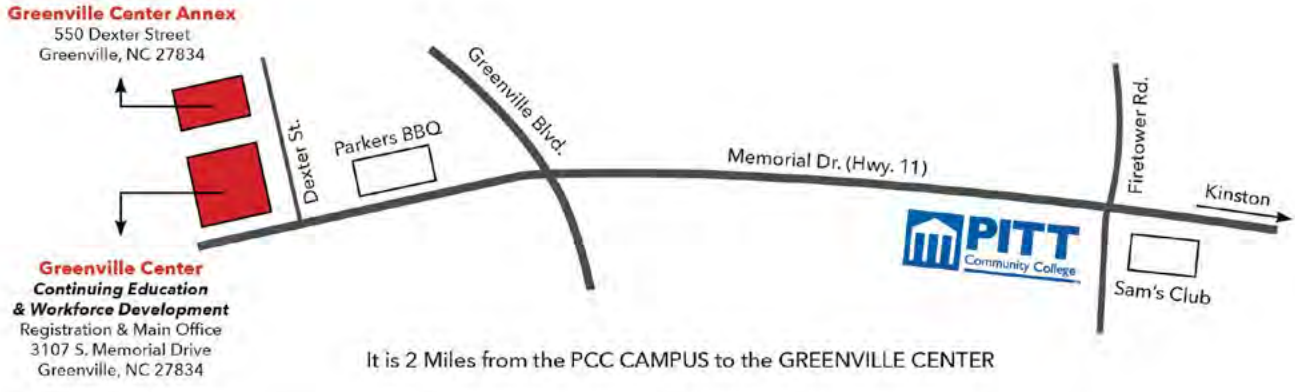
Fax your completed registration form with credit card information to:

252.321.4626

4 Online

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

www.pittcc.edu
> continuing education
> course schedules



REGISTRATION INFORMATION

LOCATION KEY

ABW – A.B. Whitley Building
PCC Campus

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

CCC – Community Crossroads Center
207 Manhattan Ave., Greenville

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

GlasStation – ECU GlasStation
3732 W. Wilson St., Farmville

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

NCWorks
3101 Bismarck St., Greenville

VEW – Vernon E. White Building
PCC Campus

WMW - Walter & Marie Williams 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
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/Instructor* 493-7592
Karen Davis, *Coordinator, Human Resources Development (HRD)* 493-7551
Kaneisha Wiggins, *HRD Administrative Support* 493-7584
Sheila Ormond, *Industrial Training Coordinator* 493-7845
Latrice Perry, *Apprenticeship Coordinator* 493-7678
Mary Richardson, *Receptionist/NCRC Instructor* 493-7885

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 Harrell, *Law Enforcement/Detention Coordinator/Instructor* 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

ONLINE INSTRUCTIONAL DESIGN

Roslyn Bethea, *Director, Online Instructional Design* 493-7208
Ashley Norville, *Technical Assistant* 493-7854

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:** _____

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Student Signature | *Instructor Signature (if applicable)*

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)

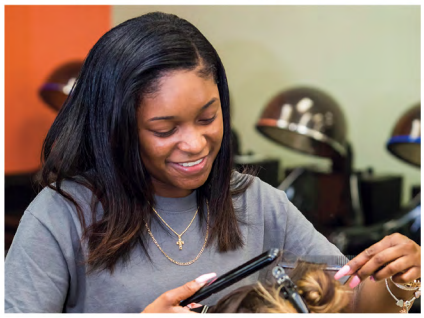
Are you taking this course for certification? ☐ Yes ☐ No

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*

EXCHANGE YOUR JOB *for a* CAREER



PITTCC
Continuing Education
& Workforce Development

252.493.7388
www.pittcc.edu/community/continuing-education