GREENVILLE—When small business owner Richard Williams retired from his job as an East Carolina University professor, he turned to Debbie Hathaway for guidance on his next career venture.

Through a combination of courage, specialized training, and assistance from Hathaway, a counselor with the Pitt Community College Small Business Center, Williams and his business partner, John Jefferson, opened Luna Pizza Café in uptown Greenville in 2018. The transition Williams made from professor to restaurant owner was highlighted in the June 2020 issue of Forbes magazine.

Six months later, the North Carolina Community College System’s Small Business Center Network recognized Hathaway’s efforts to guide Williams through uncertain economic times. The organization presented the PCC Small Business Center with a Centers of Excellence Award in the “Business Success Story (Most Impact)” category.

“I was honored to receive this award, especially with this client,” Hathaway said. “Richard not only is a successful entrepreneur in every sense of the word, but he truly cares about his community and making it better.”

After the coronavirus outbreak in March 2020 prompted North Carolina leaders to issue mandatory business closures in an attempt to limit the virus’ spread, Hathaway helped Williams come up with options to keep his restaurant viable.

“We are very lucky to have Debbie Hathaway and Shareen Berkowitz on board to provide free, confidential consulting services to Pitt County entrepreneurs,” PCC Small Business Center Director Jim Ensor said. “… (Richard) is an outstanding example of the creativity, hard work and perseverance we see in our clients every day.”

Williams and Hathaway stayed in close touch throughout the lockdown, and the PCC Small Business Center provided critical aid that helped him gain access to the Paycheck Protection Program and other options for federal aid. Luna Pizza Café also implemented innovative approaches to increasing revenues, including take-home pizza kits, sponsoring contests on Facebook, and cutting overhead through skillful scheduling and staffing. The steps Williams took resulted in increased sales, allowing him to retain 22 positions at the restaurant.

Hathaway said Williams was quick to share his success strategies with nearby small business owners, who were eager to share their ideas in return. They established a group chat in order to brainstorm ideas and support each other.

The Luna Pizza Café team is now planning to open a second location, and Hathaway says she “can’t wait to see what is in store … for Richard and Luna Pizza.”

While presenting the Centers of Excellence Awards in December 2020, interim NCCCS President Bill Carver credited North Carolina’s small business centers with leveraging “every possible resource to help sustain our state’s economy and build measurable impact” across the Tar Heel State.

“That’s why we’re pleased to recognize the accomplishments of these outstanding center directors and the success of their programs,” he said. “They help entrepreneurs achieve their dreams of starting businesses, and those businesses create jobs and have a significant economic impact in their local communities.”

Located within each of North Carolina’s 58 community colleges, small business centers help start an average of 650 small businesses each year. They also contribute to the state’s economic development by creating or retaining more than 5,000 jobs annually.

“Entrepreneurship is all about overcoming the daily challenges of running a business,” Ensor said. “We are blessed to be a small part of Pitt Community College’s efforts to educate and empower these entrepreneurs who do the hard work every day to provide the jobs and economic growth that drive our region.”
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.

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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.

**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/3e573Xw), 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**

<table>
<thead>
<tr>
<th>Description of the course. Course hours. Cost of course.</th>
<th>ID #</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
</table>

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.

Pitt Community College Continuing Education is on Facebook! Like our page for class news and updates!
HUMAN RESOURCES DEVELOPMENT (HRD)

Overcoming Job Seeking Barriers and Blunders - REVISED!

This course is designed to help you realize that any barrier can be overcome. We can teach you how to overcome barriers both on and off the job. We will teach you solutions tools that work. 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. Learn how to develop transferrable skills, discover your strengths, weaknesses, and set goals. 4 hours. $70. Fee waiver available for those who qualify.

147558 1/5  T  8:30a-12:30p  GCA112
147563 2/1  T  8:30a-12:30p  GCA112
147564 3/1  T  8:30a-12:30p  GCA112
147565 4/5  T  8:30a-12:30p  GCA112

LinkedIn for Job Seekers

This course is designed to help you develop an impressive LinkedIn profile. We will teach you how to enhance your job search and build connections that really matter. Learn how to use LinkedIn as a social media tool to expand your reach and connect with decision makers in the workplace. Learn how to use LinkedIn from beginner basics to advanced techniques. 4 hours. $70. Fee waiver available for those who qualify.
TBD 2/10  W  9a-1p  online

Create a Dynamic Resume

This Class is designed to help you 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 opens doors for you! 8 hours. $70. Fee waiver available for those who qualify.

147515 1/25 & 1/27  T,Th  8:30a-12:30p  NCWORKS
147523 2/22 & 2/24  T,Th  8:30a-12:30p  NCWORKS
147525 3/22 & 3/24  T,Th  8:30a-12:30p  NCWORKS
147566 3/30 & 3/31  W,Th  6:00p-10:00p  online
147526 4/5 & 4/7  T,Th  8:30a-12:30p  NCWORKS
147529 5/3 & 5/5  T,Th  8:30a-12:30p  NCWORKS

Goal Setting NEW!

Written goals provide motivation, focus, strategies, responsibility, and direction to individuals to make the commitment to fulfill their desired result. Let's us help you reach your SMART goals, so that, you can get the job you deserve! 4 hours. $70. Fee waiver available for those who qualify.

147536 1/10  M  8:30a-12:30p  GCA112
147537 2/7  M  8:30a-12:30p  GCA112
147538 3/7  M  8:30a-12:30p  GCA112

Workplace Technology Awareness NEW!

You’ve learned the basics of how to operate a computer now it’s time to upskill and improve your computer literacy in Microsoft Applications. Having the necessary and basic computer knowledge will put you a step ahead of others. This is your opportunity to take on roles you might have not considered. 45 hours. $125. Fee waiver available for those who qualify. Prerequisite: Computer Technology Awareness

147532 1/10-3/2  M,W  8:30a-11:30a  GS403

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 become more familiar with Microsoft Word to enhance your professional skill set. 27 hours. $125. Fee waiver available for those who qualify.

147530 3/14-4/11  M,W  8:30a-11:30a  GS403

Create a Dynamic Resume

This Class is designed to help you 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 opens doors for you! 8 hours. $70. Fee waiver available for those who qualify.

147515 1/25 & 1/27  T,Th  8:30a-12:30p  NCWORKS
147523 2/22 & 2/24  T,Th  8:30a-12:30p  NCWORKS
147525 3/22 & 3/24  T,Th  8:30a-12:30p  NCWORKS
147566 3/30 & 3/31  W,Th  6:00p-10:00p  online
147526 4/5 & 4/7  T,Th  8:30a-12:30p  NCWORKS
147529 5/3 & 5/5  T,Th  8:30a-12:30p  NCWORKS

Job Interview Skills

This curriculum is designed to enhance your interviewing skills. We will explore personal values, work ethics, job interests, job strengths, and long-term career objectives. 12 hours. $70. Fee waiver available for those who qualify.

TBD  TBD  T/Th  8:30a-12:30p  TBD

Human Services Exploration: DSS Caseworker

This class provides skills and strategies designed to 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.

147063 1/10-2/10  M,W,Th  7p-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

Income Maintenance Caseworker: NCFAST

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine eligibility. 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. 48 hours. $125. Prerequisite: HRD 4000

147081 2/21-3/28  M,W,Th  7p-10p  online

Working Smart

One of the major reasons why individuals are released from employment is not because they lack the technical skills to perform the job, but because they lack the soft-skills needed to succeed in the workplace. This curriculum identifies and teaches the critical soft-skills necessary for individuals to be effective workers and strong team players in a fast-paced environment. Students will learn the importance of personal branding, dealing with stress; how to actively listen, effectively communicate, adjust to change and problem solve. 30 hours. $125. Fee waiver available for those who qualify.

TBD  weekly  M  2:30p-5:30p  PCDC
TBD  weekly  F  9a-12p  PCDC
In the midst of a career change due to the pandemic, I was encouraged to enroll in this class [Income Maintenance Caseworker: NCFAST] and it had a tremendous impact on me. With the help of great instructors, staff and successful completion of both phases in this course, I began my career at Pitt County DSS on Oct 4, 2021 as an Income Maintenance Caseworker II. If you have the opportunity to enroll... please do! The skills and knowledge gained will set you up for success. It’s an amazing place to work!

-Kimberly Nichols

LATRICE PERRY
Apprenticeship Coordinator
(252) 493-7678
lperry@email.pitcctc.edu
**PROVE TO EMPLOYERS YOU HAVE WHAT IT TAKES TO BE SUCCESSFUL**

Get Your NCRC at PCC!

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

- Applied Math
- Workplace Documents
- Graphic Literacy

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

**REGISTER FOR THE NCRC**

Complete the fillable Student Data Form on PCC’s website. www.pittcc.edu, search ‘NCRC’

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

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

Pay testing fee of $39 or apply for grant funds if available.

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, ‘NCRC’.

**TO VIEW THE LATEST JOB LISTINGS:**

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

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**HSE/GED BOOT CAMP!**

Finish your high school equivalency diploma in **5 WEEKS** or less!

5 WEEK Sessions Begin:
Jan. 10, 2022
Feb. 14, 2022
Mar. 21, 2022

**ON-LINE**

Webex Delivered Classes
MON- THUR
11:30 am - 1:30 pm

All instruction is offered FREE of charge!

Participants must take a TABE assessment and score a level 3 or higher prior to class start in order to qualify. Class attendance is required.

Call 252.493.7377 for more information or visit pittcc.edu and search ‘Transitional Studies’.
COMMERCIAL TRUCK DRIVER TRAINING

COMMERCIAL DRIVER’S LICENSE (CDL)

4 WEEK CLASS - 176 hours
• 1st week is online, the remainder is classroom and driving
• Monday - Friday daytime classes
• Last two weeks of class have varying times for night time driving

ENROLLMENT REQUIREMENTS
• Be at least 18 years of age
• Have valid Social Security Card
• Currently possess a valid driver’s license
• Have acceptable driving record
• Be drug free and able to pass a pre-employment and random drug test

TUITION ASSISTANCE MAY BE AVAILABLE IF YOU QUALIFY!

For more information, contact Gail Nichols at 252.493.7625 or gnichols@email.pittcc.edu.
**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.

145468 1/20 Th 2p-10:30p CIT 102
145469 2/17 Th 2p-10:30p CIT 102
145470 3/24 Th 2p-10:30p CIT 102
145471 4/21 Th 2p-10:30p CIT 102

**Basic Auto Repair**

This course will cover automotive repair safety, tools and shop equipment, basic inspections both under hood and under car, basic tire and wheel service, bake components both disc and drum, suspension components and basic servicing, fasteners and tightening procedures. Students finishing this course will have an understanding of servicing mechanical systems of vehicles and the tools used. They will also learn how to work safely in a shop environment. Instructor: Pete Gregory. 48 hours. $130.55.

147467 1/24-3/16 M,W 6p-9p CIT 124

**DMV Auto Dealer Prelicensing**

This course offers the training needed to obtain an auto dealer’s license in the state of North Carolina. This online synchronous course requires a webcam and microphone on a computer or tablet to attend the class. Smartphones are not allowed. Instructor: Dennis Mauk. 12 hours. $75.

147567 3/21-3/23 M,T,W 9a-1p online

**DMV Auto Dealer License Renewal**

This course covers information necessary for persons wanting to renew their auto dealer license. This online synchronous course requires a webcam and microphone on a computer or tablet to attend the class. Smartphones are not allowed. Instructor: Dennis Mauk. 6 hours. $75.

147568 3/24-3/25 Th,F 9a-12p online

**OBD Emissions Control Inspections**

This eight-hour course is designed to prepare auto technicians and service personnel as OBD Emissions Inspectors. For initial certification, students must attend eight (8) hours of training. Pre-registration and pre-payment is required. The Action Form can be printed from our website under Continuing Education. The original form must be completed and taken to class.

Instructor: Norman Lilley. 8 hours. $85.

145472 01/19 W 2p-10:30p CIT 102
145473 03/23 W 2p-10:30p CIT 102

**COSMETOLOGY**

**Intro to Cosmetology** *

This course covers 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 online assignments for two days of the week Placement test is required prior to enrollment. Textbook with software access code, kit, and uniform are an additional cost and are required. 374 hours. $185.55 Classes are held online and at the PCC Hairstyling Academy located at 426 Arlington Blvd.

145488 1/4-3/30 M,T,Th,F 8:30a-4p PCC HSA
145489 1/4-3/30 W 8:30a-1:30p PCC HSA
145750 4/4-6/24 M,T,Th,F 8:30a-4p PCC HSA
145751 7/11-9/30 M,T,Th,F 8:30a-4p PCC HSA

**DMV Auto Dealer License Renewal**

This course covers information necessary for persons wanting to renew their auto dealer license. This online synchronous course requires a webcam and microphone on a computer or tablet to attend the class. Smartphones are not allowed. Instructor: Dennis Mauk. 6 hours. $75.

147568 3/24-3/25 Th,F 9a-12p online

**Cosmetology Clinical** *

This course covers the next level of qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Pre-requisite: 300 hours of accredited cosmetology training. Lab Hours. $185.55. Textbook with software access code, 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.

145757 1/4-3/30 M,T,Th,F 8:30a-4p PCC HSA
145758 1/4-3/30 W 8:30a-1:30p PCC HSA
145759 4/4-6/24 M,T,Th,F 8:30a-4p PCC HSA
145760 4/4-6/24 W 8:30a-1:30p PCC HSA
145761 7/11-9/30 M,T,Th,F 8:30a-4p PCC HSA
145762 7/11-9/30 W 8:30a-1:30p PCC HSA

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**LOCATION KEY ON PG. 33**

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

To register for PCC’s Cosmetology program, please complete the online registration process on the website. Please register online for 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.

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**COUPON - $$$ - Page 10**

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**COSMETOLOGY INSTRUCTOR TRAINING**

**COMING IN 2022**

**CALL WENDY DUNBAR**

Details: 252-493-7528
OCCUPATIONAL TRAINING

BioWork Certificate Program

Gain the basic skills and knowledge needed to begin a career as a Process Technician for a biotechnology, pharmaceutical, or chemical manufacturing company. A process technician operates, monitors, and controls the production process; receives, transports, and stores materials; collects and analyzes materials used in production; inspects and maintains the production equipment and control systems; keeps critical records on the process and product; and maintains company safety, health, and environmental standards. This course will also cover all aspects of the job search process, resume preparation, and interviewing practice. Prerequisites: High school diploma or equivalent, National Career Readiness Certificate completion. 153 hours. The total cost is $180 for the registration, $98.76 for the textbook, and $4.95 for the lab manual. The completion of the NCRC is a prerequisite and cost of the exam can also be covered by the GEER Scholarship ($39.00). Registration deadline is Friday January 14 (unless seats are filled sooner). For registration and NCRC information, call 252-493-7885 or email workforcedevelopment@email.pittcc.edu.

BioWork 1/18-4/14

JANUARY 18 – APRIL 14

Monday, Tuesday, and Thursday nights from 6–10 pm
This class includes both the HRD portion (Working Smart and Building a Dynamic Resume-1/18-2/3) and the (BioWork Process Technician Course (BTC 3200) 2/7-4/14).

What is a Process Technician?

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

For those who qualify, GEER Scholarship funding students can receive money for successfully completing the BioWork Program.

For registration and NCRC information, call 252.493.7885 or email workforcedevelopment@email.pittcc.edu. For more information about the BioWork Program visit ncbionetwork.org/biowork.
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. $180.55. Additionally students are responsible for purchasing the textbook, clinical shirt and paying for the state testing fee at the end of the course.

HYBRID COURSES

Hybrid Course #1
1/6-4/26
T, Th 6:30p-9:30p
GS 120
8 Hours per week online (asynchronous)
48 hours of clinical ride time

Hybrid Course #2
1/19-4/9
W 6p-10p
GS 120
1/19, 2/2, 2/16, 3/2, 3/16, 3/30
1/19-4/9
Sa 8a-5p
GS 120
1/29, 2/12, 2/26, 3/12, 3/26, 4/9
14 Hours per week online (asynchronous)
48 hours of clinical ride time

Hybrid Course #3
2/7-5/15
Sa 8a-2p
GS 120
2/19, 2/26, 4/9, 4/16, 4/30, 5/14 & 1 additional date TBA
Online hours per week range from 9-16 hours
48 hours of clinical ride time

For more information: pccems@email.pittcc.edu

The National Incident Management System (NIMS)

The National Incident Management System (NIMS) Incident Command System (ICS) courses provide training for personnel requiring advanced application of the ICS. NIMS: ICS 300 focuses on intermediate ICS for expanding incidents and NIMS: ICS 400 focuses on advanced ICS for command and general staff. Specific Emergency Support Functions (ESFs) covered are communications, emergency management planning, emergency services, human services, logistics, and recovery. Participants
OCCUPATIONAL TRAINING

Nurse Aide I Refresher
Pre-requisite: Must be previously listed as a NAI. This course offers a Refresher on Nurse Aide I materials and skills. The student is eligible if NAI has expired (no more than 5 years of expiration) or certified in another state and desires certification in NC. A photo ID copy is needed and verification of Social Security Card. Both photo ID and SS card must match for NACES Testing.

40 hours. $135; book is approximately $50. Credentia/Pearson Vue State Testing fee is $140.

Spring 2022
144491 2/3 – 3/3 W, Th 1p – 5p GS 115

Summer 2022
146049 6/1 – 6/30 W, Th 1p – 5p GS 115

Nurse Aide I - Hybrid
The Nurse Aide I course prepares graduates to provide personal care and perform basic nursing skills. It includes classroom, lab, and clinical learning experiences. Students who desire to enroll in this class must meet admission requirements. At the end of the course, the successful graduate will receive a certificate of course completion and assistance with application process for the $140.00 Credentia/Pearson Vue Testing. 132 hours. Class cost $213. Books approximately $48. This class is a hybrid course. Lecture portion of the class will be completed online. Students will be divided into lab groups. Groups will consist of less than nine (9) per group to promote social distancing. Lab times are assigned on one of the scheduled class days.

Spring 2022
144481 1/10 – 4/18 M, T 6p – 10p GS 303
144486 1/12 – 4/14 W, Th 8a – 12p GS 115
144487 1/12 – 4/14 W, Th 6p – 10p GS 115
144488 1/8 – 4/9 S 8a – 5p GS 115
144488 3/19 – 4/2 S, Su 6:45a – 3:15p TBA

Summer 2022
146044 4/30 – 8/6 S 8a – 5p GS 115
146045 5/2 – 8/9 M, T 6p – 10p GS 303
146046 5/4 – 8/4 W, Th 6p – 10p GS 115

Nurse Aide I - Traditional (Face to Face)
The Nurse Aide I course prepares graduates to provide personal care and perform basic nursing skills. It includes classroom, lab, and clinical learning experiences. Students who desire to enroll in this class must meet admission requirements. At the end of the course, the successful graduate will receive a certificate of course completion and assistance with application process for the $140.00 Credentia/Pearson Vue Testing. 144 hours. $213; Books approximately $48. This class is a traditional face-to-face course.

Summer 2022
146043 4/27 – 8/4 W, Th 8a – 12p GS 115
146047 7/20 – 7/24 W, Th 6:45a – 3:15p TBA

NIMS: ICS 300 and 400 offerings for Spring 2022 will be at the Greenville Center. Registration is managed on NC TERMS (Training and Exercise Registration Management System) at terms.ncem.gov.

NIMS ICS 300 - 21 hours
2/21 M 5p – 10p GS 114
2/23, 2/28, 3/2, 3/7 M, W 6p – 10p GS 114

NIMS ICS 400 - 15 hours
3/14, 3/30 M, W 6p – 10p GS 114

HEALTH CARE

Spring 2022 | www.pittcc.edu/community/continuing-education | 252.493.7388

Pre-tax=

11
OCCUPATIONAL TRAINING

Nurse Aide II - Hybrid

Pre-requisite: Nurse Aide I. The Nurse Aide II hybrid course prepares graduates to perform advanced nursing procedures. It includes 93 hours classroom/lab and 80 hours clinical learning experiences. Students desiring to enroll in this class must meet admission requirements, be CPR certified through an American Heart Association approved CPR course, and have a current listing as a NAII with the Division of Health Services Regulations in Raleigh. Upon successful completion, the NAII graduate 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, the successful graduate will submit a Board of Nursing Test Fee of $24. 173 Hours. Class cost $215.00. Books approximately $145, NAII Supply Kit $50. This is a hybrid course. Lecture portion of the class will be completed online. Students will be divided into lab groups. Groups will consist of less than nine (9) per group to promote social distancing. Lab times are assigned on one of the scheduled class days.

Spring 2022
144489 1/18–4/19 M,T 8a-12:30p GS 115
Clinical 3/21–4/18 M,T 6:45a-3:15p VIDA NT
144490 1/18–4/19 M,T 5:30p-10p GS 115
Clinical 3/21–4/18 M,T 2:45p-11:15p VIDA NT

Summer 2022
146047 5/9–8/10 M,T 8a-12:30p GS 115
Clinical 7/11–8/9 M,T 6:45a-3:15p VIDA NT
146048 5/9–8/10 M,T 5:30p-10p GS 115
Clinical 7/11–8/9 M,T 2:45p-11:15p VIDA NT

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

Nurse Aide II Competency Testing -Traditional

This course is designed to provide the student an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skills will be referred to the Board of Nursing for listing on the NA II registry. 8 hours. $80; NA II Supply Kit $90.

Spring 2022
144508 1/10–1/11 M,T 1p-5p GS 115
144509 3/14–3/15 M,T 1p-5p/8a-12p GS 115
144510 5/9–5/10 M,T 1p-5p/8a-12p GS 115

Phlebotomy (Experience)

This training prepares the student 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 specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experience in performing blood collections. The student must be a high school graduate or have equivalent GED, have or schedule Healthcare Provider CPR and meet immunization requirements. One full week of clinical from 8a-5p is required for each student. Clinical times and locations will be designated by instructor. This class is a hybrid course. Didactic portion will be held online on Mondays, Tuesday & Thursdays. Students will be divided into lab groups in groups less than 9 per group to promote social distancing. Lab times are assigned on one of the scheduled class days. Clinical times will vary, however all clinicals must be complete by 05/23/2022. 232 hours. $215; 144505 1/31 – 5/23 M,W,Th 6p – 10p GS 404 Clinical Varies M,T,W,Th,F 8a – 5p Various

Pharmacy Technician Training-Hybrid

The Pharmacy Technician Training provides the student with basic knowledge and skills required to work as a pharmacy technician under the supervision of a pharmacist in a pharmacy. This course includes 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 the student will be prepared to sit for the PTCB certification exam. Pharmacy technicians who are certified are being employed in traditional as well as innovative practice models across the nation. 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. Students sitting for the Pharmacy Technician Certification Exam (PTCE) must have completed high school or have an equivalent educational diploma and have no felony convictions. PTCE candidates must have never been convicted of a pharmacy or drug-related misdemeanor. 140 Hours. $190.00, book approximately $195.00, class is an online course on ConED Moodle.

144506 1/18–4/19 online online online
146051 5/9–8/10 online online online

Cardiovascular Monitor Technician - Hybrid

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. 128 Hours. $205; book is approximately $71. class is an online course on ConED Moodle.

Spring 2022
144507 2/1 - 4/7 online online online

Summer 2022
146052 5/3 - 7/5 online online online

Medication Aide

This course is designed to meet the training requirements for becoming qualified as a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Must be a Nursing Assistant I to work as a Medication Aide in a Skilled Nursing Facility. 24 Hours Cost: $80.00 Book approximately $35.00. Medication Aide Testing Fee: $59.00

144496 2/9 – 2/24 W,Th 1p – 5p GS 303
146050 5/11 – 5/26 W,Th 1p – 5p GS 303
### Credentia/Pearson Vue State Testing (N.A. I Certification Test Fee): $140.00
Payable at the end of the N.A. I course to Pearson Vue.

Students should bring copies of all required information and keep a copy for their own records.

**Required documentation provided to PCC:**
- Copy of High School diploma or High School Equivalency diploma
- NC DHFR 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.**

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

**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.

**Immunization record verifying vaccination or positive titer for Rubeola (Measles)**

Two (2) doses are required of Rubeola or MMR #1 & #2.

**Immunization record verifying vaccination or positive titer for Mumps**

Two (2) doses are required of Mumps or MMR #1 & #2.

**Immunization record verifying vaccination or positive titer for Rubella (German Measles)**

Two (2) doses are required of Measles or MMR #1 & #2.

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)

**Covid 19 Vaccination**

No Yes Yes

**Flu Shot**

No Yes Yes

**Tdap** (diphtheria, pertussis, and tetanus) within 10 years

No Yes Yes

**Start Hepatitis B Series**

No Yes 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

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**Asset Scores**

<table>
<thead>
<tr>
<th>Reading 34 – 37</th>
<th>Math 34 – 41</th>
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**Compass Scores**

<table>
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<th>Reading 32 – 51</th>
<th>Math 22 – 45</th>
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**Accuplacer**

<table>
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<tr>
<th>Reading 30+</th>
<th>Math 30+</th>
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**College Work in Lieu of Testing**

<table>
<thead>
<tr>
<th>Completion of College English</th>
<th>Completion of College Math</th>
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</table>

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*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 pi06 dt 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.

**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.

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.
- Copy of High School diploma or High School Equivalency diploma
- NC DHFR 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.**

Placement Testing scores for Reading and Math (within last 3 years)

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Two (2) doses are required of Mumps or MMR #1 & #2.

**Immunization record verifying vaccination or positive titer for Rubella (German Measles)**

Two (2) doses are required of Measles or MMR #1 & #2.

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)

**Covid 19 Vaccination**

No Yes Yes

**Flu Shot**

No Yes Yes

**Tdap** (diphtheria, pertussis, and tetanus) within 10 years

No Yes Yes

**Start Hepatitis B Series**

No Yes 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

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**College Work in Lieu of Testing**

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

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OCCUPATIONAL TRAINING

BLS Provider Course
(Basic Life Support)

HealthCare Provider is a basic life support course including relief or foreign body airway obstruction, 1 and 2 rescuers CPR in infant, child, and adult, and use of automated external defibrillators in adult and child. 

6 Hours. $80.00 Book $21.00 (AHA-Health Care Provider) & Face Mask ($13.30, plus tax) at PCC Bookstore.

Please note: Book and Face Mask are required. Class size is limited to nine (9) students per class.

144497 1/21 F 8:30a – 3:30p GS 404
144498 1/22 S 8:30a – 3:30p GS 404
144499 2/18 F 8:30a – 3:30p GS 404
145001 3/18 F 8:30a – 3:30p GS 404
145002 3/19 S 8:30a – 3:30p GS 404
145003 4/22 F 8:30a – 3:30p GS 404
145004 4/23 S 8:30a – 3:30p GS 404
147450 5/20 F 8:30a – 3:30p GS 404
147451 5/21 S 8:30a – 3:30p GS 404
147452 6/17 F 8:30a – 3:30p GS 404
147453 6/18 S 8:30a – 3:30p GS 404
147454 7/22 F 8:30a – 3:30p GS 404
147455 7/23 S 8:30a – 3:30p GS 404

Property & Casualty Adjusters Pre-Licensing

This course is designed to prepare you for the N.C. State Property & Liability Adjusters Examination. There is not a pre-licensing study requirement by DOI; however, students studying this adjuster specific course will increase your probability of passing the state exam. The study requirements will be met with a live instructor, five days a week based on the schedule. 

40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 1/10-1/14 M-F 8a-5:30p online
N/A 1/17-1/19 M,T,W 8a-5:30p/8a-1p online
N/A 2/14-2/16 M,T,W 8a-5:30p/8a-1p online
N/A 3/14-3/16 M,T,W 8a-5:30p/8a-1p online
N/A 4/11-4/13 M,T,W 8a-5:30p/8a-1p online
N/A 5/16-5/18 M,T,W 8a-5:30p/8a-1p online

Life & Health Pre-Licensing

This course is designed to prepare you for the N.C. State Life & Health Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Life and 20 hours for Health. The study requirements will be met with a live instructor, five days a week based on the schedule.

40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 1/17-1/21 M-F 8a-5:30p online
N/A 2/14-2/18 M-F 8a-5:30p online
N/A 3/14-3/18 M-F 8a-5:30p online
N/A 4/11-4/15 M-F 8a-5:30p online
N/A 5/16-5/20 M-F 8a-5:30p online

Personal Lines Pre-Licensing

This course is designed to prepare you for the N.C. State Personal Lines Insurance Agents Examination. The minimum recommended study time is 40 hours. The difference between the Property and Casualty and this course is the Commercial section. Personal Lines does not include the Commercial section on the state exam. The study requirements will be met with a live instructor, four days a week based on the schedule.

40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 1/10-1/14 M-F 8a-5:30p online
N/A 2/7-2/11 M-F 8a-5:30p online
N/A 3/7-3/11 M-F 8a-5:30p online
N/A 4/4-4/8 M-F 8a-5:30p online
N/A 5/9-5/13 M-F 8a-5:30p online
N/A 5/23-5/27 M-F 8a-5:30p online

Property & Casualty Pre-Licensing

This course is designed to prepare you for the N.C. State Property & Casualty Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Property and 20 hours for Casualty. The study requirements will be met with a live instructor, five days a week based on the schedule.

40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 1/10-1/14 M-F 8a-5:30p online
N/A 2/7-2/11 M-F 8a-5:30p online
N/A 3/7-3/11 M-F 8a-5:30p online
N/A 4/4-4/8 M-F 8a-5:30p online
N/A 5/9-5/13 M-F 8a-5:30p online
N/A 5/23-5/27 M-F 8a-5:30p online

Accident/Health Pre-Licensing

This course is designed to prepare you for the N.C. State Accident/Health Insurance Agents Examination. There is a 20-hour study requirement by DOI. The study requirements will be met with a live instructor, 2 ½ days a week based on the schedule.

20 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 1/19-1/21 W 1:30p-5:30p online
N/A 2/16-2/18 W 1:30p-5:30p online
N/A 3/16-3/18 W 1:30p-5:30p online
N/A 4/13-4/15 W 1:30p-5:30p online
N/A 5/18-5/20 W 1:30p-5:30p online

North Carolina Medicare Supplement/Long Term Care

This course is designed to prepare you for the N.C. State Accident/Health Insurance Agents Examination. There is a 10-hour study requirement by DOI. The study requirements will be met with a live instructor, 1½ days a week based on the schedule.

10 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 1/27-1/28 Th 8a-5:30p online
N/A 3/31/1 Th 8a-5:30p online

For questions about insurance prelicensing courses and step-by-step instructions on how to register for these courses, please contact Wendy Dunbar, Coordinator Workforce Licensure by email at wdunbar@email.pittcc.edu.
OCCUPATIONAL TRAINING

INSURANCE PRE-LICENSING ASYNCHRONOUS CLASSES

Asynchronous classes can begin at any time of the month and students will have 60 days to complete the course. Classes are self-paced and include video streaming activities. Instructors are available on-call to address student questions. Cost includes material fee. Material fee is nonrefundable once registered.

40 hour classes - $320
- Property & Casualty Pre-Licensing
- Life & Health Pre-Licensing
- Property & Casualty Adjusters Pre-Licensing
- Personal Lines Pre-Licensing
- Property & Casualty Pre-Licensing

20 hour classes - $200
- Property Pre-Licensing
- Casualty Pre-Licensing
- Life Pre-Licensing
- Accident/Health Pre-Licensing

10 hour classes - $145
- North Carolina Medicare Supplement/Long Term Care

For questions about insurance prelicensing courses and step-by-step instructions on how to register for these courses, please contact Wendy Dunbar, Coordinator Workforce Licensure by email at wdunbar@email.pittcc.edu.

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, investigatory, 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 2022
Day 1/3/5/19 M-F 8a-5p LET
Night 1/3/8/18 M-F 6p-11p LET

Day Class will graduate on 5/19/22 at 5:30 pm
Night Class will graduate on 8/18/22 at 5:30 pm

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

This course covers information necessary for persons wanting to apply for notary public commissions for the state of NC. Registration requires students to be able to read, write, and 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. A textbook is required and must be purchased at the PCC Bookstore prior to class. Instructor: Joyce Williams or Linda Mathis. 8 hours. $75; book is required and must be purchased at the PCC Bookstore prior to class.

Electronic Notary (E-Notary)

This course covers information necessary for persons wanting 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 students to hold a valid commission as a notary public in North Carolina and present a government issued photo ID. Students are required to pass an exam to complete the class requirements. A textbook is required and must be purchased at the PCC Bookstore prior to class. Instructor: Linda Mathis. 6 hours. $75; book is required and must be purchased at the PCC Bookstore prior to class.

Spring 2022 | www.pittcc.edu/community/continuing-education | 252.493.7388

TO VIEW SCHEDULE & REGISTER:

> click on Law Enforcement Training
Due to COVID-19, real estate classes are being held in an online learning environment with only the pre-licensing class having a one-day in-person component for final exam testing. All online components of real estate classes will be performed via WebEx platform. This synchronous training will occur at the stated dates and times for each class listed below. Students must have a computer or tablet with a working webcam and microphone and a reliable internet connection in order to participate in 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 to pass the real estate license examination administered by the NC Real Estate Commission. Topics 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 at the Greenville Center. Students must have working webcam and microphone on computer or tablet and reliable internet connection. **Textbook required at first class and is approximately $50 in PCC Bookstore. Instructor: Jim Weese or Rick Eason. 80 hours. $185**

147560 1/11-3/15 T,W 12p-4p Online (synchronous) 3/23/22 W 12p-4p GS 301 (final exam)

147561 1/11-3/15 T,Th 6p-10p Online (synchronous) 3/22/22 T 6p-10p GS 301 (final exam)

Real Estate Post Licensing

Post Licensing Course 301- 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 the relationship of the agent to the principal, duties to clients and customers, client confidentiality, a step-by-step review and discussion of the functions and responsibilities of the agents in the transaction process of buying and selling real estate. Students will work with agents and brokers to understand the functions of their role as a broker or agent in the real estate transaction. **Instructor: Jim Weese. 30 hours. $125.**

147597 1/18-2/9 T,W 6p-9:45p online

Post Licensing Course 302 - Contracts & 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. Students must have required textbook at first class. Course final exam will be proctored online. **Instructor: Rick Eason. 30 hours. $125.**

147598 2/22-3/16 M,W,F 6p-9:45p online

Post Licensing Course 303- 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 addressed in this course include general NC licensing requirements, the disciplinary process, broker compensation issues, specialized types of real estate, property management in NC, and miscellaneous NC laws and legal concepts. Students will have online proctored final exam. **Instructor: Rick Eason. 30 hours. $125.**

147595 4/26-5/18 T,W 6p-9:45p 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.**

147585 4/12 T 1p-5p online

147586 5/10 T 1p-5p online

147587 6/6 T 1p-5p online

Real Estate BICUP

This 4 hour mandatory course is required by all Brokers- in - Charge in order to maintain their eligibility each license year. **Instructor: Jim Weese. 30 hours. $185.**

147582 4/13 W 8a-12p Online

147583 5/11 W 8a-12p Online

147584 6/8 W 8a-12p Online

Real Estate Special Topic Elective, Topic: Radon in Real Estate - Understanding the Fundamentals in NC

PCC is pleased to partner with the NC Department of Health and Human Services Radon Program to offer this special topic to real estate brokers. The sources of radon, methods of testing and mitigating for radon, and how to guide your clients on the subject of elevated radon levels measured in a building will be discussed in this special elective class. **This 4 hour course satisfies the continuing education requirement by the NC Real Estate Commission. Instructor: Phillip Gibson, NC Radon Program Coordinator. 4 Hours $25.**

147591 2/23 W 8a-12p online

SKILLED TRADES

Introduction to Bricklaying (Masonry)

This course covers the fundamental techniques and practice in the concepts of building brick walls, steps, corners, chimneys, and other brick structures. Emphasis is placed on the correct use of the mason's trowel, level, plumb line and tape measure. Job safety and safe work habits will be covered also. **Instructor: Rob Waugh. 96 Hours $185.55. Book required ISBN 0-13-109162-X. Upon successful completion of this course, a student may sit for the NCCER Testing Certification**

147393 3/5/5/7 Sa 8a-4:30p CIP 133
Basic Electrical Wiring Level I
This 8-week class teaches the basic safety, application, and mechanics of electrical wiring. All students 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 of this class, the student should be able to safely and properly install basic electrical components and infrastructure. Instructor: William Filmore. 48 hours. $130.55.

147364 1/10-3/9 M,W 5:30p-8:30p WMW 118

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. The Electrical II class provides the needed mix of knowledge and experience to gain employment as an entry-level position in both residential and commercial electrical industries. The training, which is mainly hands on will include topics including Safety, Basic Electricity, National Electrical Code, Circuit Design, 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 circuit 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" and other wiring methods, Requirements and practical guide to installing electrical services. Instructor: William Filmore. 48 hours. $130.55.

147362 3/21-5/11 M,W 5:30p-8:30p WMW 118

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

147479 5/6-5/7 F,Sa 8a-5p AydenVT

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.

147406 2/19-4/2 Sa 8a-4:30p CIT 133

Cabinet Making Fundamentals
This course is to be an entry level Cabinet making class to help students gain a general knowledge of the processes and tools necessary for woodworking and construction. Things discussed in class will include safety, tool setup, tool operation, wood description and assembly processes. Students will become familiar with shop tools such as table saw, radial saw and band saw among others. Students will then use these tools to complete a small woodworking project in the shop. Instructor: Lee Warren. 24 hours. $75.55.

147394 1/25-3/3 Tu,Th 5p-7p CIT 128

Building Construction Blueprint Reading
This course covers the interpretation of Residential plans and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret Residential construction prints and documents. Instructor: Charles Payne. 48 Hours $130.55.

147430 2/7-5/4 M,W 6p-9p CIT 134

Blueprint Reading for Welding
The Blueprint course covers the welding symbols and the elements of the welding symbols. It will cover different welding processes. This course will also 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. It develops the student’s understanding of how to read welding blueprints and develops the range of thinking required to assemble simple components and assemblies from welding prints. Instructor: William Filmore. 32 hours. $130.55.

147384 3/18-5/13 F 5:30p-9:30p WMW 121

Pitt Community College will offer the American Welding Society Certification testing. This program tests welders on 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.

Shielded Metal Arc Welding (STK)
Learn more about the SMAW (Shielded Metal Arc Welding) process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion you will be able to perform SMAW fillet welds on carbon plate with prescribed electrodes. Offered in English and Spanish. Instructor: William Filmore. 64 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge)

147332 1/22-3/12 Sa 8a-4:30p WM 103

Shielded Metal Arc Welding (STK) and Blueprint Reading for Welding
Learn more about the SMAW (Shielded Metal Arc Welding) process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion you will be able to perform SMAW fillet welds on carbon plate with prescribed electrodes. This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, notes, welding symbols and Joints. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. Offered in English and Spanish. Instructor: William Filmore. 96 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge)

147357 1/21-3/12 F 5:30p-9:30p WMW 121 Sa 8a-4:30p

GMAW (MIG) Plate Welding
You will be introduced to the gas metal arc welding processes. Topics include equipment setup, fillet, and groove welds with emphases on application of GMAW electrodes on carbon steel plate. Upon completion, you should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, overhead and flat groove. This course serves as a prerequisite for taking the AWS D1.1 Certification. (This test carries an additional charge). Offered in English and Spanish. Instructor: Persephanie Brown. 60 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge)

147380 3/19-5/14 Sa 8a-4:30p MW101
GMAW (MIG) Plate Welding with Welding Blueprint Reading
This course introduces gas metal arc welding processes. Topics include equipment setup, fillet, and groove welds with emphasis on application of GMAW on carbon steel plate. Upon completion, students will be able to perform fillet welds on carbon steel in the flat, horizontal, vertical, overhead positions. Instructor: William Filmore and Persephanie Brown. 96 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge)

| Date   | M,W   | Sa     | 4/11-5/9 | CIT  | Location Key on Pg. 33
|--------|-------|--------|----------|------|-----------------------
| 3/14-4/6 | 6p-9p | 128    | 4/11-5/9 | CIT 128 | LOCATION KEY ON PG. 33

CFC Refrigerant Certification
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. EXAM carries an additional fee. Instructor: John Mulder. 20 hours. $75.

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
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| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

HVAC Preventative Maintenance
This 48 hour class will provide education on refrigeration concepts. The class will also provide hands-on training in basic diagnostics and preventative maintenance for residential HVAC systems. Students will need to wear closed toe boots and long pants. Also required are safety glasses and mechanic gloves. Instructor: John Mulder. 48 hours. $130.55.

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
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| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

HVAC Duct Systems I
This course introduces the techniques used to lay out and fabricate ductwork commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate ductwork. Upon completion, students should be able to lay out and fabricate simple ductwork. Instructor: Sam Ristow. 48 hours. $130.55

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
|--------|-------|--------|----------|------|-----------------------
| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

Plumbing Fundamentals
Students will 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. We will learn the basic installation and repair of plumbing fixtures. Instructor: Buddy Lewis. 48 hours. $130.55.

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
|--------|-------|--------|----------|------|-----------------------
| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

Machining Fundamentals
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. In this course, you will manufacture tools necessary for the gunsmithing trade and will perform basic operations of measuring, layout, drilling, sawing, barrel threading, turning and milling as well as learning to follow safe practices in these manufacturing processes. Students will learn of machine safety, measuring tools, blueprint reading, lathes, saws, milling machines, bench grinders, and layout instruments. Students will make: a brass hammer-used to remove stuck mechanisms and various other purposes, punches-used to remove pins, armorer’s wrench-used as a wrench for a few of the most common bolt sizes, and a bench block. Instructor: Paul Hill. 96 hours. $185.55. Upon completion of this class, students may opt to take the National Institute of Metal Working Test for an additional $125.

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
|--------|-------|--------|----------|------|-----------------------
| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

Modern Semi-Automatic Handgun Repair, Tips & Tuning
Students will cover 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. The class will consist of disassembly, reassembly, cleaning, tuning of actions (aka “trigger jobs”), accuracy considerations, switching of sights and other modifications. Safety measures, ammunition considerations, as well as problem diagnosis will be covered. Students will be required to bring their own unloaded firearm. Instructor: Jim Marsal. 24 hours. $145.55

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
|--------|-------|--------|----------|------|-----------------------
| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

Double Action Revolver Tips, Tuning and Repair
Students will cover the most popular models of double action revolvers such as Smith & Wesson, Colt, Ruger revolvers and their clones. The class will consist of disassembly, reassembly, cleaning, tuning of actions (aka “trigger jobs”), accuracy considerations and modifications. Safety measures, ammunition considerations, as well as problem diagnosis will be covered. Students are required to bring their own unloaded firearm. Instructor: Jim Marsal. 24 hours. $145.55

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
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| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

Rifle Maintenance & Tuning
Students will learn how to properly field strip, clean, lube and maintain their own rifle/s. Students will learn about accuracy issues, how to properly clean barrels to remove lead and/or copper fouling check barrel crown and head space, identify any bedding or mechanical issues, learn how to properly mount a telescope and/or red dot sight. All types of rifles taught: bolt action, semi-automatic, lever, pump and single shot. Get your favorite hunting rifle tuned up! Instructor: Jim Marsal. 24 hours. $145.55

| Date   | M,W   | Sa      | 4/11-5/9 | CIT  | Location Key on Pg. 33
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| 1/22-2/6 | 8a-4:30p | KWW103 |          |      | LOCATION KEY ON PG. 33

LOCATION KEY ON PG. 33
OCCUPATIONAL TRAINING

Training YOUR Workforce in SKILLED TRADES

PITT COMMUNITY COLLEGE
SHORT TERM TRAINING CLASSES:

- Welding
- HVAC Maintenance
- CFC Refrigerant Certification
- Electrical Wiring I & II
- Framing/Carpentry
- AutoCAD
- Blueprint Reading
- Heavy Equipment
- Plumbing

WE PARTNER WITH BUSINESSES TO TRAIN POTENTIAL AND EXISTING EMPLOYEES.

Gail Nichols • 252.493.7625 • gnichols@email.pittcc.edu

LOOKING FOR
Continuing Education Instructor
FOR THE FOLLOWING CLASSES:

- Herb Garden 101
- Horticulture Basics
- How to Do Vegetable Garden/Do Your Own Garden

Contact Lisa Webb for more information
252-493-7317 or lwebb@email.pittcc.edu.

ed2go ONLINE COURSES

- 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.

www.ed2go.com/pittcc
For registration details, visit pg. 28
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:

**www.ncsbc.net**
> Click Training
> Choose PCC SBC as Center
> Click Search

For more information:
Jim Ensor, SBC Director | 252.493.7541 | jensor@email.pittcc.edu
Shareen Berkowitz, SBC Counselor | 252.493.7298 | sberkowitz@email.pittcc.edu
Debbie Hathaway, SBC Counselor | 252.493.7890 | dhathaway@email.pittcc.edu

**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. **3 hours. FREE.**

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**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. **3 hours. FREE.**

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**MONEY FOR YOUR BUSINESS**

**Financing Your Business**

This seminar will explore finding and securing funding for small businesses including: loans, venture and angel capital, grants, and crowdfunding. Students will learn which sources of funding are the best fit for their business and the next steps to secure funding. Presenter: David Mayo. **3 hours. FREE.**

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**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. **3 hours. FREE.**

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**MARKETING**

**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. **3 hours. FREE.**

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**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 online tools to work smarter not harder. Presenter: Jim Ensor. **3 hours. FREE.**

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**Keys to Create a Winning Website for Your Business**

We will cover the basic questions you need to ask yourself when building a website. What platform do I use? Where will the site be hosted? Who controls my content and access to it? Including setup, launch, and maintenance. You will also be introduced to popular tools for helping you build a great-looking website. Presenter: Jeanne Eury. Presenter: Jim Ensor. **3 hours. FREE.**

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**Facebook Marketing for Your Small Business**

Learn the latest strategies for using Facebook to market your business: what’s new and why it’s important; the difference between a Facebook profile, a page, business manager and ads manager. Learn the difference between Facebook ads and boosted posts, and about groups and bots. Pre-req: Facebook personal profile AND Facebook business page. Presenter: Melanie Diehl. **3 hours. FREE.**

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Get Your Business Online with Google

Only 37% of businesses have claimed a local business listing on a search engine—that’s a lot of missing information. And with 4 out of 5 people using search engines to find local info like business hours and directions, it also means a lot of missed opportunities for local businesses. Businesses want to be found by their customers. Customers want to find updated information about local businesses. Let’s Put Our Cities on the Map was designed to help strengthen our communities by connecting local businesses and customers so they can easily support each other. In this workshop, we will help you verify your business, make sure your information is complete and accurate, and review other free tools Google has available for increased visibility.

Presenter: Melanie Diehl. 3 hours. FREE.
2022-17 3/22 T 6p-9p GS 401

Maximize Your Website!

Search Engine Optimization (SEO) is the strategy to improve your business view in search engines (Google, Yahoo, Ask.com). While there are many detailed and intricate things that can be done to improve website views, the many pieces of the Google algorithm all center around valuable content and consistent activity. We will discuss simple strategies to increase your organic ranking and make sure you’re making the best use of your website real estate. Presenter: Jeanne Eury.
2022-20 3/31 Th 6p-9p GS 401

Learn to Love LinkedIn

LinkedIn is so much more than a job site! LinkedIn is famous for connecting professionals all over the world. Many people associate it with finding new positions and advancing one’s career, but LinkedIn can also be a valuable space for expanding the network for many types of businesses. In this seminar, you will learn how to effectively use LinkedIn to market yourself and your business. Presenter: Melanie Diehl. 3 hours. FREE.
2022-21 4/26 T 6p-9p GS 401

E-mail Marketing – Online Seminar

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. 3 hours. FREE.
2022-18 3/24 Th 6p-9p GS 401

Social Media Timesavers

Do you know that 43% of small businesses dedicate six or more hours per week to social media? While it’s important to engage for social visibility and key connections online, we all want to do more in less time. This session will help you save time at getting back to what you love to do – running your business or organization. Join us and learn the latest time savers and best practices.
Presenter: Melanie Diehl. 3 hours. FREE.
2022-19 3/29 T 6p-9p GS 401

LOCATION KEY ON PG. 33

ACCOUNTING & TAXES

Introduction to QuickBooks Cloud Accounting

Interested in using Quickbooks software to help manage your business finances? Before you buy come to this free seminar to learn if Quickbooks is the right software for you! This seminar 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.
2022-22 2/14 T 6p-9p GS 403
2022-23 4/19 T 6p-9p GS 403

Tax Essentials for Small Businesses – Online Seminar

This seminar will provide an overview of important topics that new business owners should consider including choosing the correct business entity, employee vs. independent contractor, and basic record keeping requirements. Presenter: Karen Spruill.
2022-24 2/8 T 6p-9p GS 401

Sales Tax – Tips for Compliance – Online Seminar

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.
2022-25 4/28 Th 6p-9p GS 401
Family Stories Workshop
Every family has stories to tell, but many are lost before they’re recorded. In this workshop, students will receive guidance in how to write and structure these stories and their own. Through a balance of lecture, stimulating memory exercises, discussion, and class feedback they will be able to create a permanent record of these stories for posterity. Instructor: Patsy O’Leary. 36 hours. $79.
147505 1/24-4/11 M 1p-4p COA

Computer/Technology

Introduction to Videography
NEW!
Learn the latest industry trends and popular software in the world of videography. This course will touch on the foundations of operating your video camera as well as editing to convey your story or message. In this course you will also learn the basics on developing your ability to capture great video images and audio. No experience required. Instructor: Timothy Bullock. 28 hours. $79.
147258 2/7-3/23 M,W 6p-8p WMW 122

Watercolor Basics
This is an introductory class in the art of watercolor painting. You will be introduced to the basics of working with watercolors and applying various techniques to create your own painting. The class is an excellent opportunity to explore your artistic interests. Instructor: Judy Dye. 27.5 hours. $79.
147066 1/11-3/29 T 6:30p-9p COA

Super Savvy
NEW!
This class is perfect for anyone getting behind the computer for the first time. Even if you have used a computer but are not sure what to do, this class is for you! This simple computer skills class focuses on your level of knowledge and builds your skills. At the end of this course, we hope that you will feel more tech savvy. Instructor: Starlena Fornis. 28 hours. $79.
146329 2/1-2/18 T 11a-1p Ayden Comm
   Th 2p-4p
   F 4p-6p

FINANCIAL PLANNING

Creating a Budget Confidently
NEW!
Are you curious about budgeting? You want to manage money better, but you feel clueless where to start? Budgeting is the starting point! Join us for a fun and easy to understand workshop and leave able to confidently create a budget that will get you back on track with money. Instructor: Heather Davis. 2 hours. $29.
147151 1/27 Th 6p-8p CER 144
147152 3/24 Th 6p-8p FVL

Meal Planning to Save Time and Money
NEW!
Are you tired of spending too much on food, multiple trips to the grocery store, and still no answer to “what’s for dinner”? When you learn this simple method for meal planning on a budget, you’ll save time and money and wish you’d known about it all along. Instructor: Heather Davis. 2 hours. $29.
147407 2/24 Th 6p-8p WMW 122
147409 4/28 Th 6p-8p FVL
Investing Fundamentals
Looking to invest and aren’t sure where to start? This course would define and answer: what is a stock, a bond, a mutual fund, a dividend, how to read ticker symbols, and what is a rate of return. Instructor: Shawn Wilson-Edward Jones. 2 hours. $10.
147500 1/24 M 6p-8p FVL
147501 1/27 M 6p-8p CER 246
147502 3/21 M 6p-8p FVL
147503 4/4 M 6p-8p CER 246

Core Communication
Attend the premier applied interpersonal communication skills course-Core Communications. In Core, you will learn six talking skills and five listening skills for resolving conflicts, making decisions, solving problems, and negotiating more effectively. These practical communication skills strengthen your relationships and increase your personal and professional opportunities. Through this program you can expect to: develop confidence that you can communicate effectively in any situation; create faster, better resolutions to conflicts; increase your personal power and influence; choose specific approaches for handling difficult conversations; and reduce interpersonal tension and stress.
12 hours. $59 (Workbook fee of $42 is a separate cost due to instructor the first night of class).
147504 3/7/4/11 M 6:30p-8:30p CER 144

Yoga Trapeze
The Yoga Trapeze is a suspension yoga system used to relieve back pain, reduce stress, and improve your grip and core strength. Interested in improving your flexibility and developing your core and upper body strength? This class is for you! Riverside Recreation. 6 hours. $60.55.
147390 1/24-2/28 M 7p-8p Riverside Recreation

Beginner’s Kayaking
This class will introduce you to the fundamentals of kayaking in a comfortable setting and at a relaxed pace. You will learn about proper strokes and paddling techniques and get the chance to practice those new skills at the beautiful Wildwood Park. Riverside Recreation’s ACA Certified Instructors will also teach the basics of water safety, trip planning, and how to have an enjoyable time on the water. This is a great way to build a new skill set or improve upon what you already know about kayaking. Riverside Recreation provides kayaks, paddles, and all necessary safety equipment. Riverside Recreation. 5 hours. $99.55
147389 5/14-6/18 Sa 2p-3p Wildwood Park

Beginner’s Tandem Kayaking
This class will introduce you to the fundamentals of maneuvering a tandem kayak. You will learn about proper strokes and paddling techniques and get the chance to practice those new skills at the beautiful Wildwood Park. Riverside Recreation’s ACA Certified Instructors will also teach the basics of water safety, trip planning, and how to have an enjoyable time on the water. This is a great way to build a new skill set or improve upon what you already know about kayaking. Riverside Recreation provides kayaks, paddles, and all necessary safety equipment. Riverside Recreation. 5 hours. $99.55
147388 4/21-5/19 Th 5p-6p Wildwood Park

Zumba
Looking for a fun way to burn those calories? Join the party! Zumba is a fusion of dance and fitness with a playlist jam-packed with exhilarating international music. It is beginner friendly and can be modified no matter what your fitness level is. Instructor: Sarah Manley. 5 hours. $39.55.
146319 1/25-2/22 T 5:45p-6:45p CER 204
146321 3/1-3/29 T 5:45p-6:45p CER 204

Spring 2022 | www.pittcc.edu/community/continuing-education | 252.493.7388  23
PERSONAL ENRICHMENT

MUSIC

PCC Symphony Orchestra
This course provides an opportunity for those who play an orchestral instrument to gain experience by playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods or orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leadership to performance. PREREQUISITE: Complete of high school orchestra or band program, or comparable private lesson experience. All other cases to be determined by audition. Instructor: Michael Stephenson. 36 Hours. FREE
147531 1/11/5/10 T 6:30p-8:30p TBA

SAFETY

AAA Roadwise
Pitt County Safe Communities Coalition in conjunction with Pitt Community College offer the AAA approved Roadwise course. This course covers a variety of topics for drivers ages 50+. This course is offered in a 4-hour setting on a Saturday. 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.
147261 01/29 Sa 8a-12p GS 401
147262 03/26 Sa 8a-12p GS 401

Basic Pistol
The Basic Pistol Shooting Course introduces students to the knowledge, skills, and attitude necessary for owning and using a pistol safely. Through this course, students 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. If you are “renting” from the instructor, you will need to bring $40 cash to the class to pay the instructor for ammunition. Also bring safety glasses and hearing protection. Classroom portion will take place at the Greenville Center. For further questions, contact Lisa Webb at 493-7317. Instructor: Robert James. 9 hours. $90.55.
147256 1/15 Sa 8a-6p GS 301
147257 2/12 Sa 8a-6p GS 301

NC Concealed Carry
The purpose of this course is to explain to the student aspects of the North Carolina Concealed Carry Handgun Law as it applies to the rights of the citizen to carry a concealed handgun and to teach and apply the fundamentals of safety and basic marksmanship fundamentals. This course will be taught by a NRA Certified Instructor. This course is not designed for the first-time shooter, so the Basic Pistol class is required before this course. Please bring your Driver’s license/picture ID card to class and wear comfortable clothing. If you plan to “rent” a pistol from the instructor, you will need to bring $40 in cash for the instructor to pay for ammunition. Classroom portion will be at the Greenville Center. Last half of class will be at the range and directions will be emailed. *22 caliber or single action revolvers are not allowed in this class. All firearms must be clean and functioning. For any additional information, please call 252-493-7317. Instructor: Robert James. 9 hours. $90.55.
147259 3/26 Sa 8a-6p GS 301
147260 4/23 Sa 8a-6p GS 301

Motorcycle Safety Foundation: Basic Rider’s Course
This 22-hour course is part of the NC Motorcycle Safety Program. In this class, riders will learn the basics of operating a motorcycle. The course is held on Friday evening, all day Saturday and all day Sunday. 100% attendance of all scheduled class hours is mandatory. NO EXCEPTIONS! Participants must wear long pants, long-sleeved shirts, boots over the ankle, full fingered gloves and eye protection (sunglasses or prescription eyewear is permissible). Helmets are available, but individuals are encouraged to bring their own if they have them. Motorcycles are furnished by PCC. Participants 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, participants will be able to forego the driving portion of the NC DMV test for gaining their motorcycle endorsement. Pre-registration, at least 3 days prior to the beginning of the class is required. 22 hours. $145.
145540 2/4/2/6 F 6p-10p GHL126
145541 2/11/2/13 F 6p-10p GHL126
145542 2/18/2/20 F 6p-10p GHL126
145543 2/25/2/27 F 6p-10p GHL126
145544 3/4/3/6 F 6p-10p GHL126
145545 3/11/3/13 F 6p-10p GHL126
145546 3/25/3/27 F 6p-10p GHL126
145547 4/1/4/3 F 6p-10p GHL126
145549 4/8/4/10 F 6p-10p GHL126
145550 4/22/4/24 F 6p-10p GHL126
145551 4/29/5/1 F 6p-10p GHL126

UAS Orientation and 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 requirement for legally flying drones commercially. Discover what all 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. 24 hours. $99.
147329 2/1/2/24 Th 6p-9p CER 144
LEADERSHIP ACADEMY

1. Leadership | $70
   Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

2. Fundamentals of Supervision & Management I | $70
   Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

3. Virtual Management Skills for Remote or Home Office | $199
   Two 3-hour live instructor sessions focus on everything you need to know to lead and manage your virtual employees.

4. Fundamentals of Supervision & Management II | $70
   Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

5. Achieving Success with Difficult People | $70
   Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

6. Diversity for Employees & Managers | $79
   Learn to work with others in a professional setting by focusing on principles such as respect, acceptance, and inclusivity.

7. Skills for Making Great Decisions | $70
   Learn how to make excellent everyday decisions from an experienced counselor and life coach.

8. Building Teams That Work | $70
   What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

ONLINE Classes

- 24-Hour Access
- Self-Paced
- Discussion Areas
- Expert Instructors

Learn from the comfort of home!

Gain valuable skills to advance in your career! Complete all courses to receive your certificate.

www.pittcc.edu/leadership-academy

Roslyn Bethea | rbethea@email.pittcc.edu | 252.493.7208
HSE (GED®), ABE, & AHS Intake/Pre-Registration & Advising for Spring 2022
Complete an interest form online by visiting www.pittcc.edu/transitional-studies. *Pre-registration is REQUIRED.

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

English Language Acquisition (ELA) Intake/Pre-Registration for Spring 2022
To schedule an appointment, please contact Sharon Edwards at sedwards@email.pittcc.edu or 252.493.7213 (English) or 252.493.7344 (Español).
Classes are FREE. Intake/Pre-Registrations offered by APPOINTMENT ONLY and are 2 hours long.
Appointments are offered during the first week of each month through April 2022.

For information about CAREER ACADEMY, contact Laurie Weston at lweston@email.pittcc.edu or 252.493.7439. Intake each JULY only.

FARMVILLE CENTER
3781 South Main Street | Farmville, NC 27828

TRANSITIONAL STUDIES DEPARTMENT
Adult Basic Education | High School Completion (GED®, HiSET®, Adult High School)

Adult Literacy (enhance basic skills)
High School Equivalency • College and Career Readiness

Classes are taught online or in learning packets distributed through the lab. Assistance is available at the Farmville Center (by appointment) on Tuesdays, Wednesdays and Thursdays from 8:30am-12:30pm to help you with your progress.

For more information, contact Teresa Staton at 252.493.7377
or visit www.edu/transitional-studies to fill out an pittcc interest form.

For more information, call the PCC Farmville Center at 252.753.0010 (closed 1-2pm) or visit www.pittcc.edu.
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 and Training (FNS E&T) program provides tuition assistance for students receiving Food Stamps benefits. The program can also help you pay for training, textbooks, supplies, and provide you with support services to help you face barriers head-on.

For more information, call (252) 902-1392 or Curshenia Wilson at (252) 493-7904. 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 COURSES

WELCOME! Our courses are informative, fun, convenient, and highly interactive. These courses, developed by industry experts, offer engaging student discussion with access to instructor feedback throughout the class.

New sessions of our instructor-led courses begin each month and last six weeks. Course lessons are released twice a week and can be accessed from any computer with an internet connection 24 hours a day, seven days a week. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete. 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. Please click on a course category you’re interested in or type your interest in the search box. Click on a course title. Scroll down past the course descriptions and click on the “Add To Cart” button. Type in the requested information and you will receive an email with further instructions.

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:

1/12, 2/9, 3/16, 4/13, 5/18

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 Your Digital SLR Camera
Take your photography to the next level by learning how to master lenses, apertures, shutter speed, exposure settings, and more on your digital SLR camera.

Secrets of Better Photography
Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Introduction to Photoshop CC
This hands-on, project-oriented course is filled with easy-to-follow, detailed step-by-step instructions that teach you how to edit and manipulate images and create elemental compositions using Photoshop in the Creative Cloud. Discover how to improve photographs by editing out flaws, correcting poor exposure, or creating a composite image using the newest techniques.

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 Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

BUSINESS

Administrative Assistant Fundamentals
This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

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.

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

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

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

Marketing Your Business on the Internet
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Using Social Media in Business
Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business.
For a full list of classes offered, visit www.ed2go.com/pittcc

### COMPUTER

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the web.

**Computer Skills for the Workplace**
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

**Keyboarding**
Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

**Intermediate Microsoft Excel 2019/Office 365**
If you use Microsoft Excel, this intermediate course will bring your Excel skills to the next level. You will learn how to use a number of powerful features in the 2019 version of Microsoft's longstanding Excel software.

**Intermediate SQL**
Advance your knowledge of SQL in this flexible online course. You will learn how to write, design, and test complex SQL queries.

**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 Microsoft PowerPoint 2019/Office 365**
As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

**Introduction to Microsoft Word 2019/Office 365**
Learn how the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional-looking letters, reports, and documents.

**Introduction to Python 3 Programming**
Enhance your professional profile by adding Python to your programming skills.

### FINANCIAL

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

**Introduction to QuickBooks Online**
Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

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

**Stocks, Bonds, and Investing: Oh, My!**
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

### LANGUAGE

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

**Speed Spanish II**
Follow-up to the popular Speed Spanish course with several new ways to help you build fluency.

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

**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.

**Grammar for ESL**
If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed.

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

**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.
ONLINE COURSES

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.

Content Literacy: Grades 6-12
Learn practical strategies for incorporating reading, writing, and the other literacy skills outlined in the Common Core State Standards into your content area for adolescent students.

Creating the Inclusive Classroom: Strategies for Success
Get the training you need to reach the diverse mix of students you face every day - learning proven strategies that turn diversity into opportunity.

Empowering Students with Disabilities
Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

TEST PREP

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

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).

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

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

WRITING

A to Z Grant Writing
This course provides students with the hands-on experience and knowledge they need to successfully begin writing grant proposals, including real-world scenarios, and the opportunity to improve their work by reviewing previous grant proposals completed by peers.

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.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

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.

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

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

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Check out all our courses!
Visit our Online Instruction Center: www.ed2go.com/pittcc
Learn from the comfort of home!

- 24-Hour Access
- 6 Week Format
- Affordable
- Instructor-Led

Over 300 Online Courses Available!
ed2go.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

Prices Start at $70

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.*

INCLIMENT 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.
<table>
<thead>
<tr>
<th>Location</th>
<th>Address/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside Rec - Riverside Recreation</td>
<td>817 Dickinson Ave, Greenville</td>
</tr>
<tr>
<td>Ayden Comm - Ayden Community Theatre</td>
<td>4354 Lee Street, Ayden</td>
</tr>
<tr>
<td>CCC - Community Crossroads Center</td>
<td>207 Manhattan Ave., Greenville</td>
</tr>
<tr>
<td>CFG - Craig F. Goess Student Center</td>
<td>PCC Campus</td>
</tr>
<tr>
<td>CIT - Craig M. Goess Construction &amp; Industrial Technology Building</td>
<td>PCC Campus</td>
</tr>
<tr>
<td>COA - Pitt County Council on Aging</td>
<td>4551 County Home Rd., Greenville</td>
</tr>
<tr>
<td>FV - Farmville Center</td>
<td>3781 S. Main St., Farmville</td>
</tr>
<tr>
<td>GCA - Greenville Center Annex</td>
<td>550 Dexter St., Greenville (Behind the Greenville Center)</td>
</tr>
<tr>
<td>GCC - Grifton Civic Center</td>
<td>437A Creekshore Dr., Grifton</td>
</tr>
<tr>
<td>GHL - G. Henry Leslie Building</td>
<td>PCC Campus</td>
</tr>
<tr>
<td>GlasStation - ECU GlasStation</td>
<td>3732 W. Wilson St., Farmville</td>
</tr>
<tr>
<td>GS - Greenville Center</td>
<td>3107 S. Memorial Dr., Greenville</td>
</tr>
<tr>
<td>HSA - PCC Hairstyling Academy</td>
<td>426 E. Arlington Blvd., Greenville</td>
</tr>
<tr>
<td>NCWORKS - Pitt County NCWORKS Career Center</td>
<td>3101 Bismarck Street, Greenville</td>
</tr>
<tr>
<td>PCDC - Pitt County Detention Center</td>
<td>124 New Hope Rd., Greenville</td>
</tr>
<tr>
<td>Riverside Rec - Riverside Recreation</td>
<td>817 Dickinson Ave, Greenville</td>
</tr>
<tr>
<td>KVV - Kay V. Whichard Building</td>
<td>PCC Campus</td>
</tr>
<tr>
<td>LET - PCC Law Enforcement Training Building</td>
<td>2096 Central Park Dr., Winterville</td>
</tr>
<tr>
<td>MW - Maintenance Welding Building</td>
<td>PCC Campus</td>
</tr>
<tr>
<td>VEW - Vernon E. White Building</td>
<td>PCC Campus</td>
</tr>
<tr>
<td>WMW - Walter &amp; Marie Williams Building</td>
<td>PCC Campus</td>
</tr>
</tbody>
</table>

**Staff Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natasha Henderson</td>
<td>Assistant Internal Auditor</td>
<td>493-7853</td>
</tr>
<tr>
<td>Linda Murphy</td>
<td>Assistant Registrar</td>
<td>493-7657</td>
</tr>
<tr>
<td>Kakisha Roberson</td>
<td>Admissions &amp; Registration</td>
<td>493-7388</td>
</tr>
<tr>
<td>Lisa Webb</td>
<td>Coordinator, Community Development</td>
<td>493-7317</td>
</tr>
<tr>
<td>Ernis Lee</td>
<td>Assistant Vice President of Outreach &amp; Community Engagement</td>
<td>341-5696</td>
</tr>
<tr>
<td>Mary Higgs</td>
<td>Administrative Assistant, Outreach</td>
<td>493-7576</td>
</tr>
<tr>
<td>Renee Bunns</td>
<td>Outreach Technical Assistant</td>
<td>639-1507</td>
</tr>
<tr>
<td>Ana Edwards</td>
<td>PCC Hispanic Outreach Specialist</td>
<td>531-1928</td>
</tr>
<tr>
<td>Norma Warren</td>
<td>Outreach Specialist</td>
<td>341-7348</td>
</tr>
<tr>
<td>Mckenzie Newkirk</td>
<td>Director, Fire &amp; Emergency Services Training</td>
<td>493-7742</td>
</tr>
<tr>
<td>Lorri Brewer</td>
<td>Administrative Assistant, Fire &amp; Emergency Services Training</td>
<td>493-7648</td>
</tr>
<tr>
<td>Patty Carraway</td>
<td>Administrative Support, Fire &amp; Emergency Services Training</td>
<td>493-7875</td>
</tr>
<tr>
<td>Ray Smith</td>
<td>Moodle/CPR Coordinator, Emergency Services Training</td>
<td>493-7583</td>
</tr>
<tr>
<td>Maegan Rhodes</td>
<td>Program Coordinator, EMS Training</td>
<td>493-7596</td>
</tr>
<tr>
<td>Andrew Rhodes</td>
<td>Training Coordinator, Emergency Management</td>
<td>493-7550</td>
</tr>
<tr>
<td>Sidette Boyce Brown</td>
<td>Director, Healthcare Programs</td>
<td>493-7233</td>
</tr>
<tr>
<td>Deneen Lawrence</td>
<td>Administrative Assistant</td>
<td>493-7225</td>
</tr>
<tr>
<td>Teresa Bulluck</td>
<td>Nursing Assistant Instructor</td>
<td>493-7402</td>
</tr>
<tr>
<td>Thomas Forrest</td>
<td>Director, Law Enforcement Training</td>
<td>493-7572</td>
</tr>
<tr>
<td>Wendy Wooten</td>
<td>Administrative Assistant, BLET</td>
<td>493-7572</td>
</tr>
<tr>
<td>Alexandra McCoy</td>
<td>Administrative Assistant, Moodle</td>
<td>493-7238</td>
</tr>
<tr>
<td>David Johnson</td>
<td>Instructor, BLET</td>
<td>825-9919</td>
</tr>
<tr>
<td>Doug Bennett</td>
<td>Day BLET Coordinator/Instructor</td>
<td>493-7571</td>
</tr>
<tr>
<td>Pat O'Callaghan</td>
<td>Night BLET Coordinator/Instructor</td>
<td>493-7420</td>
</tr>
<tr>
<td>Kellie Harrell</td>
<td>Law Enforcement/Detention Coordinator/Instructor</td>
<td>493-7214</td>
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<tr>
<td>Karen Gardner</td>
<td>Technical Assistant, BLET</td>
<td>493-77386</td>
</tr>
<tr>
<td>Kristin Braswell</td>
<td>Assistant Vice President of Off-Campus Programs</td>
<td>493-7260</td>
</tr>
<tr>
<td>Briana Moody</td>
<td>Administrative Assistant, Off-Campus Programs</td>
<td>493-7260</td>
</tr>
<tr>
<td>Brenda Jones-Jones</td>
<td>Technical Assistant, Bernstein Center</td>
<td>757-3980</td>
</tr>
<tr>
<td>Cynthia Green</td>
<td>Administrative Assistant</td>
<td>341-7348</td>
</tr>
<tr>
<td>Roslyn Bethea</td>
<td>Director, Online Instruction Design</td>
<td>493-7208</td>
</tr>
<tr>
<td>Gail Nichols</td>
<td>Director, CIT Technical Programs</td>
<td>493-7625</td>
</tr>
<tr>
<td>Jim Ensor</td>
<td>Director, Small Business Center</td>
<td>493-7541</td>
</tr>
<tr>
<td>Shareen Berkowitz</td>
<td>Counselor, Small Business Center</td>
<td>493-7298</td>
</tr>
<tr>
<td>Debbie Hathaway</td>
<td>Counselor, Small Business Center</td>
<td>493-7890</td>
</tr>
<tr>
<td>Jerry Jones</td>
<td>Director, Career Services &amp; Workforce Development</td>
<td>493-7216</td>
</tr>
<tr>
<td>Elizabeth Midyette</td>
<td>Administrative Assistant</td>
<td>493-7266</td>
</tr>
<tr>
<td>Ann Tess</td>
<td>NCRC Administrative Support/Instructor</td>
<td>493-7592</td>
</tr>
<tr>
<td>Karen Davis</td>
<td>Coordinator, Human Resources Development (HRD)</td>
<td>493-7551</td>
</tr>
<tr>
<td>Keneisha Wiggins</td>
<td>HRD Administrative Support</td>
<td>493-7845</td>
</tr>
<tr>
<td>Sheila Ormond</td>
<td>Industrial Training Coordinator</td>
<td>493-7584</td>
</tr>
<tr>
<td>Latrice Perry</td>
<td>Apprenticeship Coordinator</td>
<td>493-7678</td>
</tr>
<tr>
<td>Curshenia Wilson</td>
<td>FNS E&amp;T Navigator</td>
<td>493-7904</td>
</tr>
<tr>
<td>Mary Richardson</td>
<td>Receptionist/Instructor</td>
<td>493-7885</td>
</tr>
<tr>
<td>Josette Carrington</td>
<td>Receptionist</td>
<td>493-7885</td>
</tr>
</tbody>
</table>

**Contact Information**

- **Spring 2022** | [www.pittcc.edu/community/continuing-education](http://www.pittcc.edu/community/continuing-education) | 252.493.7388 |
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:                Class Type:                FOR STAFF USE ONLY

SELF-SUPPORTING REFUND POLICY
There are NO REFUNDS OR TRANSFERS for Self-Supporting courses unless they are canceled by Pitt Community College.

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.

Programs at PCC that prepare students for professional licensure(s)/certification(s) are designed to prepare a student to apply for applicable licensure/certification in North Carolina. In order to ensure whether the program meets requirements for professional licensure(s)/certification(s) outside North Carolina, PCC recommends the student contact the program Director/Dean/Coordinator prior to enrolling in the program.

Student Signature                Instructor Signature (if applicable)

---

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:                Class Type:                FOR STAFF USE ONLY

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Student Signature                Instructor Signature (if applicable)
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.)

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

Name ___________________________ Colleague ID ___________________________

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 [ ] Asian [ ] Black or African American [ ] White
[ ] Not Hispanic/Latino [ ] American Indian or Alaska Native [ ] Native Hawaiian or Other Pacific Islander

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

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

Student Type:

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

Employment Status: Please check one.

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

Employer ____________________________ Address ____________________________

Highest educational level completed: Please check one.

[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] High School Equivalency [ ] One Year Vocational Diploma [ ] Bachelor's Degree
[ ] 7 [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12 [ ] Adult High School Diploma [ ] Associate 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 [ ] Employer [ ] Other ____________________________
[ ] NC Criminal Justice’s Training & Standards Commission and/or NC Sheriff’s Commission

By my signature, I certify that the above information is correct. ____________________________ ____________________________

Signature Date

* Programs at PCC that prepare students for professional licensure(s)/certification(s) are designed to prepare a student to apply for applicable licensure/certification in North Carolina. In order to ensure whether the program meets requirements for professional licensure(s)/certification(s) outside North Carolina, PCC recommends the student contact the program Director/Dean/Coordinator prior to enrolling in the program.
BUILDING OUR WORKFORCE FOR TODAY AND TOMORROW