Cosmetology: it’s all about making clients smile. Check out our fall class offerings to renew, update or start something new in 2022!

Gregory Clark and Sara Connor pictured at PCC’s Hairstyling Academy.

FALL 2022 | COURSE SCHEDULE
AUGUST – DECEMBER
A True Passion for Styling Hair

As graduation day approaches for Pitt Community College cosmetology student Gregory Clark, he can’t help but think of the obstacles he’s overcome and the kindness of everyone who has helped him get to this point.

“It’s been an adventure for sure,” he says, “but not one I’d change.”

Clark’s passion for styling hair can be traced all the way back to when he was sophomore at Hackensack High School in New Jersey. That’s when a close friend let him experiment with styling his hair. His aunt owned a salon, just across the street from Clark’s apartment. He was still cutting that friend’s hair when it was time to graduate from high school two years later.

As most of his friends were preparing for college, Clark was still weighing his options. He knew he didn’t have the grades to join his peers and all he truly wanted to do was style hair and perhaps own a salon someday. It was at that time his friend’s aunt pulled him aside during a graduation party to let him know he had real talent to become a stylist. She helped him form a plan, and by September, Clark was enrolled in barber school.

He would go on to work as a barber for several years until 2012, when he decided he was ready for a change in scenery and moved to Beaufort, S.C. In need of an income to make ends meet and no time to build a client list, he took on several odd jobs – but he held on to his dream of one day styling hair.

A few years later, a longtime friend, Veronica Carr, reached out to Clark to tell him she had completed the cosmetology program at PCC’s Hair Styling Academy and really thought he should consider it as well. Carr, who now owns Greenville’s Loc Queen Pl., LLC, raved about the program and noted her Pitt instructors were understanding and truly took an interest in their students’ success.

Clark was convinced and took a leap of faith in November 2020 and, as the world battled the COVID pandemic, packed his bags and headed to Greenville. Even though he couldn’t afford to enroll in cosmetology right away and needed two jobs to pay the bills, he was determined he was on the right path.

When Walmart offered Clark a full-time night position, he jumped at the opportunity, knowing nighttime employment would allow him to enroll in cosmetology classes during the day. “It felt like I was finally getting a chance, and it was now or never,” he says.

Though Clark had determination and a solid work ethic, he didn’t have transportation - and that quickly became an issue. He would walk to work at 10 p.m., but when he got off at 7 a.m., he had difficulty getting to his class at 8:30 a.m. on time.

When PCC Hairstyling Academy Manager Anita Stroud and PCC Workforce Licensure Coordinator Wendy Dunbar discovered Clark was relying entirely on cabs to get around town, they reached out to help him find affordable bus routes. They also worked with him on his schedule.

“It’s shocking to me how much my instructors care,” Clark says, adding that even though he has definitely experienced rough patches, he knows the tough times won’t last forever and is looking forward to graduation in August.

With the finish line in sight, Clark has sage advice for those who follow in his footsteps: “Tell them no one should ever doubt themselves and what they can do. If they have the chance to move forward by going back to school, by all means take it.”

“Keep the faith, pray to God and continue your education,” he continued. “If I can do it, so can you!”
Hello Prospective Student,

Thank you for your interest in starting your educational career in one of our Continuing Education and Workforce Development Programs here at Pitt Community College (PCC). Our mission at PCC is to “Educate and Empower People for Success,” and our faculty and staff aim to accomplish this goal by exemplifying institutional core values of Community, Success, Equity and Integrity with students. I certainly hope that both our mission and core values make an indelible mark on your student experience.

Learners from all ages and backgrounds in Pitt County continue to benefit from our short-term training and credentialing programs. In other words, Pitt Community College is similar to a “launching pad” that helps to propel our students towards earning a competitive wage by upgrading job skills, pursuing a new career, starting a small business, or exploring personal enrichment activities. We remain committed to providing students with cutting-edge skills, credentials and academic advantages necessary for success in the global and competitive workforce.

We provide 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. For additional course information, I also invite you to take advantage of our virtual campus tours at: (https://bit.ly/3eS73Xw), or you may visit our website at PITTCC.EDU and review course schedules.

Thank you once again for your interest in our continuing education courses.

Go Bulldogs!

Dr. Lawrence L. Rouse
President, Pitt Community College

Pitt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Pitt Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).
**Goal Setting**

Written goals provide motivation, focus, strategies, responsibility, and direction to individuals to make the commitment to fulfill their desired result. Let 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.

152040 9/12 M 8:30a-12:30p GCA112  
152073 9/20 & 9/22 T,th 8:30a-12:30p FV 104  
152041 10/10 M 8:30a-12:30p GCA112

**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 solution 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 and weaknesses, and set goals. 4 hours. $70. Fee waiver available for those who qualify.

152042 9/20 T 8:30a-12:30p GCA112  
152043 10/25 T 8:30a-12:30p GCA112

**Career Exploration for Healthcare Professionals [NEW!**

The healthcare industry is one of the largest employers in the economy – and one of the most rapidly growing. There are endless career opportunities at all levels in the healthcare industry. Let us help you explore their desired result. Let us help you reach your solution 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 and weaknesses, and set goals. 4 hours. $70. Fee waiver available for those who qualify.

152040 9/12 M 8:30a-12:30p GCA112  
152073 9/20 & 9/22 T,th 8:30a-12:30p FV 104  
152041 10/10 M 8:30a-12:30p GCA112

**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.

152024 9/12-10/10 M,W 8:30a-11:30a G5403  
152046 9/22-11/17 Th 8:30a-11:30a BS 205

**Employer Expectations**

The goal of this course is to provide employability skills training to increase your ability to get a job, or get a better job. During this course you will demonstrate the ability to work as a team member and to hear what hiring managers have to say. 4 hours. $70. Fee waiver available for those who qualify.

TBD 9/27 T 8:30a-12:30p GCA112  
TBD 11/15 T 8:30a-12:30p GCA112

**FDIC Money Smart**

Money Smart is a comprehensive financial education curriculum designed to help low- and moderate-income individuals outside the financial mainstream enhance their financial skills and create positive banking relationships. 4 hours. $70. Fee waiver available for those who qualify.

TBD 12/6 T 8:30a-12:30p GCA112

**Workplace Technology Awareness**

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 not have considered.

45 hours. $125. Fee waiver available for those who qualify.

152025 10/17-12/5 M,W 8:30a-11:30a G5403

**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.

151808 8/22-9/22 M,W,Th 7p-10p online  
9/23 F 8a-12p GCA107

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**HUMAN RESOURCES DEVELOPMENT (HRD)**

**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

151810 10/10-11/14 M,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 9:00a-12:00p PCDC

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**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

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**FOR MORE INFORMATION**

Karen Davis,  
HRD Coordinator  
kdavis@email.pittcc.edu | 252.493.7551
I've always had a passion for helping others. I graduated college with a bachelor's degree in social work years ago. I had previously been working in retail management but was having difficulty transitioning into the human services field due to my lack of experience.

I was referred to the Human Resource Development program (at PCC) by a family member towards the end of 2020. I enrolled in the Human Services Exploration: DSS and Income Maintenance Worker class, as well as a resume and interviewing class.

Because of this opportunity along with the skills I acquired in my previous work experiences, I was offered a position in two NC counties. I am proud to say I am a full-time Income Maintenance Worker (IMC) 1 at Beaufort County Social Services and will be a fully qualified IMC 2 in November.

I encourage all to continuously develop their knowledge in their desired field and to never think it's too late to make a career change or follow their dreams.

RayLunda Nobles
Income Maintenance Worker I

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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 Weekly

- For testing availability and to reserve your seat, call 252.493.7592
- Show Photo ID
- Maintain social distancing; masks are optional
- All materials are provided such as calculators, formula sheets etc.

TO VIEW THE LATEST JOB LISTINGS:
PCC GREENVILLE CENTER ANNEX
550 Dexter St. Greenville, NC 27834

PCCNCRC.BLOGSPOT.COM

For more information call 252-493-7592 or visit www.pittcc.edu and search, ‘NCRC’.
Commercial Driver’s License (CDL) 5 Week Class

This class prepares students to first obtain their Class A CDL permit by completing and passing the online Bumper-to-Bumper class. Once the permit is obtained, the student goes on to complete the 120 hours of day and night driving. Students must be 18 years old, have a current Social Security Card, possess a valid driver’s license and pass the physical, background check and drug testing. Cost is $3700. Classes start every 5 weeks. To register call 493-7625 or 493-7246 to set up an appointment. Tuition assistance may be available if you qualify.

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.

Auto Repair II

This course will build upon the knowledge and skills taught in the Basic Auto Repair class. A more in-depth explanation and training of the inspections, tire and wheel service, brake components, suspension components and servicing, fasteners and tightening procedures will be taught. Students will have an understanding of the servicing mechanical systems of vehicles and the tools used. Instructor: Pete Gregory. 48 hours. $130.55.

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.

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.

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, brake 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.

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.

Intro to Cosmetology *

This course is the first class of the Cosmetology program, covering the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. This hybrid class will have online assignments for two days of the week. Successful completion of a placement test is required prior to enrollment. Cost: $185.55. Textbook with software access code, kit, and uniform are an additional cost and are required. 408 hours. Cost: $185.55 with software access code, kit, and uniform are an additional cost and are required.

Clinical Cosmetology *

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: Successful completion of Intro to Cosmetology class or approximately 350 hours of accredited cosmetology training if transferring into the program. Textbook with software access code, kit, and uniform are an additional cost and are required. $185.55. Textbook with software access code, kit, and uniform are an additional cost and are required.
OCCUPATIONAL TRAINING

PITT COMMUNITY COLLEGE
HAIR STYLING ACADEMY

$5 OFF
any color service

Arlington Village
426 Arlington Blvd.
Greenville, NC 27858
252.493.7912

SERVICES

HAIRCUT................................. $8
(includes complimentary shampoo)

SPECIALTY STYLES........... $22 & up

BLOW-DRY STYLE.................. $10-15
  Long Hair......................... $15-20

COLOR ................................... $35
(one color with basic style)

FOIL HIGHLIGHTING
  Partial.............................. $30 & up

FACIAL ................................ $10

MANICURE......................... $7

Skilled Trades Options

NIGHT & WEEKEND CLASSES

- BASIC AUTO REPAIR
- BLUEPRINT READING FOR WELDING
- BUILDING CONSTRUCTION BLUEPRINT READING
- CABINET MAKING FUNDAMENTALS
- COMMERCIAL DRIVER’S LICENSE (CDL)
- CFC REFRIGERANT CERTIFICATION
- ELECTRICAL WIRING I & II
- FRAMING & CARPENTRY
- HVAC PREVENTATIVE MAINTENANCE
- MACHINING FUNDAMENTALS
- PLUMBING
- WELDING - MIG, STK, TIG

Class details on page 17 & 18

SPANISH INTERPRETATION available as needed.

TUITION AID available for those who qualify.

Gail Nichols  252.493.7625  gnichols@email.pittcc.edu
Alexandra McCoy  252.493.7246  amccoy@email.pittcc.edu
Ana Edwards  252.531.1928  ajedwards640@my.pittcc.edu (Se Habla Español)
BioWork Certificate Program

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

- Registration deadline is THURSDAY, SEPT 1 unless capacity is reached sooner.
- Registration fee: $180
- Required student manual: $99
- NCRC is a prerequisite and has a fee of $39.

SEPT. 6 – NOV. 30
- Monday, Tuesday and Wednesday nights from 6-10 pm
- This class includes both the HRD portion (Working Smart and Building a Dynamic Resume-9/6-9/21) and the (BioWork Process Technician Course (BTC 3200) 9/26-11/30).

SCHOLARSHIP FUNDING may be available!
For more information, contact Elizabeth Midyette 252.493.7266 or emidyette@email.pittcc.edu.

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.
PCC will host a networking event for students to meet with area real estate brokerage and property management firms. Students will meet representatives from firms to learn more about their policies and affiliation processes. Pitt Community College’s education offerings within the real estate program will also be presented.

If you already have a real estate license, want to obtain your license, or just want to learn more about real estate as a new career, this networking event is for you!

LOOKING FOR REAL ESTATE CLASSES? See page 16.

For more info, contact Wendy Dunbar at 252-493-7528 or wdunbar@email.pittcc.edu

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OCCUPATIONAL TRAINING

REAL ESTATE NETWORKING EVENT

SEPTEMBER 28 | CRAIG F. GOESS BUILDING, MULTIPURPOSE ROOM | 6-8 PM

Commercial Driver’s License (CDL)

Short Term Training
Excellent Job Placement Rates!

Cost: $3,700.00

www.pittcc.edu, search ‘CDL’

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

or Alexandra McCoy at 252.493.7246 or amccoy@email.pittcc.edu.

Para más información, contacte a Ana Edwards at 252.531.1928 - ajedwards640@my.pittcc.edu (Se habla Español)
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. Prices are subject to change and miscellaneous items may be included or added. Course Fee: $196.55. BOOK: Approximately $130. EMT student uniform shirt: $35 + Tax. State testing fee: $68, paid by student at end of class.

FACE to FACE/HYBRID OFFERING
August 11 – November 22
Tuesday/Thursday nights, 6-10 pm
Greenville Center, Room 120
Register by 8/5

ONLINE OFFERING
October 3 – January 23
Meets 10/15, 10/22, 12/3, 12/10, 1/7, 1/21 and 23 for hands on skills, 8am-1pm
Register by 9/26

FIRE CLASSES
ONLINE OFFERING
Fire Inspector Certifications
Law and Administration
August 25, 6-10pm
August 26 and 27, 8am-5pm

Fire Prevention - Level I
August 31, September 1, 7, 8, 9 (40 hours)

Fire Prevention - Level II
October 4, 5, 6, 7 (32 hours)

Fire Prevention - Level III
November 2, 3, 4 (24 hours)

For more information:
pccems@email.pittcc.edu

BECOME A FIREFIGHTER

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

- Fire Operations 1-9
- Rescue Operations 1
- Fire and Life Safety Initiatives
- Hazardous Materials Operations
- Safety and Survival
- Traffic Incident Management
- Emergency Medical Care

Mekenzie Newkirk | 252.493.7742 | lnewkirk@email.pittcc.edu
Clinical Spring 2023

This class is a traditional face-to-face course. 144 hours. $213. Books approximately $48. $140.00 Credentia/Pearson Vue Testing. Assistance with application process for the certificate of course completion and 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 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.

**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. 144 hours. $213; Books approximately $48. $140.00 Credentia/Pearson Vue State Testing fee is $140. Fall 2022 149268 8/31-9/29 W,Th 1p-5p GS 115 Spring 2023 151881 2/1-3/2 W,Th 1p-5p GS 115

**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 NCES Testing. 40 hours. $135; book is approximately $50. Credentia/Pearson Vue State Testing fee is $140. Fall 2022 149268 8/31-9/29 W,Th 1p-5p GS 115

**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 NAI with the Division of Health Services Regulations in Raleigh. Upon successful completion, the NAI certificate will be listed with the NC Board of Nursing. 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.


**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.

Fall 2022 149261 8/24-12/8 W,Th 8a-12p GS 115 Clinical 11/9-12/1 W,Th 6:45a-3:15p TBA

Spring 2023 149263 1/4-4/13 W,Th 8a-12p GS 115 Clinical 3/22-4/6 W,Th 6:45a-3:15p TBA

**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 demonstrate all required skills will be referred to the Board of Nursing for re-listing on the NA II registry. 8 hours. $80; NA II Supply Kit $90. Note: Students are only allowed two attempts at the NA II Competency Testing course. If you are unsuccessful at the two attempts, you will be required by PCC to take the full NA II program for recertification. Each attempt must be paid separately.


**Cardiovascular Monitor Technician - Online**

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 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.

Fall 2022 149270 8/2-10/14 online online online 151885 2/1-4/6 online online online
OCCUPATIONAL TRAINING

Pharmacy Technician Training-Online

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.

Fall 2022
149272 9/12 – 11/30 online online
Spring 2023
151883 1/23 – 4/11 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

Fall 2022
149269 9/14 – 9/29 W,Th 1p – 5p GS 303
Spring 2023
151880 2/8 – 2/23 W,Th 1p – 5p GS 303

Phlebotomy (Experience)-Hybrid

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 there will be didactic learning online and lab face to face. Students will be divided into lab groups in groups less than 9 per group to promote social distancing. Lab times are Monday and Wednesday for students enrolled in section 149450 and Tuesday and Thursday for students enrolled in section 152080. Clinical times will vary, however all clinicals must be complete by 11/21/2022. 232 hours. $215; Book approximately $80.00.

Fall 2022
149450 7/18 – 11/21 M,T,W 6p – 10p GS 404
Clinical Varies M,T,W,Th,F 8a – 5p Various
152080 7/18 – 11/21 M,T,Th 6p – 10p GS 404
Clinical Varies M,T,W,Th,F 8a – 5p Various
Spring 2023
151884 1/23 – 5/18 M,T,Th 6p – 10p GS 404
Clinical Varies M,T,W,Th,F 8a – 5p Various

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

Fall 2022
149273 8/19 F 8:30a – 3:30p GS 404
149274 8/20 S 8:30a – 3:30p GS 404
149275 9/23 F 8:30a – 3:30p GS 404
149276 9/24 S 8:30a – 3:30p GS 404
149278 10/21 F 8:30a – 3:30p GS 404

NOTE: The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.
Note 2: Nurse Aide I requires a criminal background check to test as well as present their student ID number.

Note 1:
Board of Nursing N.A. II Fee: $24.00 payable at the end of the N.A. II course to NCBON. Students must pay fee within 30 days of course completion or student will not be admitted 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.

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 non-residents is $59.75.

When registering with Castle Branch, students can schedule and pay for the drug screening test. Once the drug screen is paid for via the website, print collection form and take to your local LabCorp for specimen collection. The clinical dates and times will vary and will be assigned by the instructor. Rotation Manager fee is $29.99 for Vidant Medical Center clinicals. If you fail to complete the criminal background (have certain crimes and/or pending cases) or if you fail to complete the drug screening, you may be denied admission to required clinical sites and you will not receive a refund. If you have any questions regarding the criminal background and drug screen requirement, please call (252) 493-7225.

Note 4: Phlebotomy – The Phlebotomy course requires a criminal background check and drug screening. Criminal background checks and screening will be completed via www.castlebranch.com. The criminal background check cost for N.C. residents is $34.75 and non-residents is $59.75. N.C. residents should use code pi060 and out of state students should use code pi060os 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 pi060 and out of state students should use code pi060os when registering with Castle Branch. Students can complete the criminal background check on the first day of class.

Note 2: 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 pi060 and out of state students should use code pi060os when registering with Castle Branch. Students can complete the criminal background check on the first day of class.

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

Credentia/Pearson Vue State Testing (N.A. I Certification Test Fee): $140.00 payable at the end of the N.A. I course to Pearson Vue.

Board of Nursing N.A. II Fee: $24.00 payable at the end of the N.A. II course to NCBON. Students must pay fee within 30 days of course completion or student will not be listed as an N.A. II.
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. $400 (Includes material fee. Material fee is nonrefundable once registered).

Life Pre-Licensing
This course is designed to prepare you for the N.C. State Life 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).

Life & Health Pre-Licensing
This course is designed to prepare you for the N.C. State Life & 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.

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. 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).

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).

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).

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, 1 ½ days a week based on the schedule. 10 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

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.
Basic Law Enforcement Training

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

Fall 2022
Day 8/5-12/15 M-F 8a-5p LET
Night 8/5-4/13 M-F 6p-11p LET

Day Class will graduate on 12/15/22 at 5:30 pm
Night Class will graduate on 4/13/22 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.
Real Estate classes are held either with face-to-face instruction or synchronously online. Real estate prelicensing classes with online instruction are hybrid classes and will have the final exam testing in person. This synchronous training will occur at the stated dates and times for each class listed below. Because of attendance requirements, 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 prepare 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. Instructor: Jim Weese or Rick Eason. 80 hours. $185.
Textbook required at first class and is approximately $50 in PCC Bookstore.

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. 4 hours. $45.

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.

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

Mastering QuickBooks - Cloud Version
This hands-on course is designed for students who wish to learn more about the Cloud Version of QuickBooks. Topics include QuickBooks navigation, setting up a company, establishing a chart of accounts, setting up customers and vendors, entering financial transactions, reconciling accounts and running financial reports. Basic computer skills required. Instructor: Anne Dorsey. 12 hours. Cost: $75.
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, plum bob, 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 151908 8/20-11/19 Sa 8a-4:30p CIT 134

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. 151913 10/4-11/17 T,th 5:30p-9:30p 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. Students completing both courses are 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. 151930 8/23-9/29 T,th 5:30p-9:30p 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. 152013 12/2-12/3 F,Sa 8a-5p AydenVT

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. 151952 9/19-11/14 M,W 6p-9p CIT 134

Cabinet Making Fundamentals III
This course builds upon the entry level Cabinet making classes to help students gain more 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 24” cabinet with a door and drawer in the shop. Instructor: Lee Warren 24 hours. $75.55. Materials $40. 151932 9/13-10/6 T,th 5:30p-8:30p CIT 128

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. 151909 8/20 Sa 4:30p-5:30p KW 105A 10/8 Sa 8a-12p KW 105A

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. 151819 9/17-10/29 Sa 8a-4:30p CIT 133

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. 151910 8/20-10/1 Sa 8a-4:30p KW 105A

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. 151865 10/8-11/19 Sa 8a-4:30p KW 103

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. 149930 10/1-11/5 Sa 8a-4:30p KW 101

GTAW (TIG) Plate Welding
This course introduces the gas tungsten arc (TIG) welding process. Emphasis is placed on advancing skills with the GTAW process making fillet welds on carbon steel plate and groove in various positions. Upon completion student should be able to perform fillet/ groove welds on various joint geometry. Instructor: Jamar Bryant. 68 hours. $185.55. 151867 9/17-11/12 Sa 8a-4:30p MW 102
Shielded Metal Arc Welding (STK)
Learn more about the SMAW (Shielded Metal Arc Welding) process. Emphasis is placed on welding in various positions with SMAW electrodes. Upon completion you will be able to perform SMAW welds on carbon plate with prescribed electrodes. Offered in English and Spanish. Instructor: William Fillmore. 64 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).
151911 9/17-11/12 Sa 8a-4:30p MW 103

Shielded Metal Arc Plate Welding (STK) and Blueprint Reading for Welding
Learn more about the SMAW (Shielded Metal Arc Welding) process. Emphasis is placed on welding 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 also introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, notes, welding symbols, and joints. Upon completion, you 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).
151958 9/16-11/12 F 5:30p-9:30p WMW 121 Sa 8a-4:30p MW 103

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 Fillmore. 32 hours. $130.55.
151953 9/16-11/11 F 5:30-9:30p WMW 121

GMAW (MIG) Plate Welding
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 should be able to perform fillet welds on carbon steel plate in the flat, horizontal, vertical, overhead positions. Instructor: Persephanie Brown. 64 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).
151912 9/17-11/05 Sa 8a-4:30p MW 103

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 gnicols@email.pittcc.edu.

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, armorers’ 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.
151907 8/16-11/10 T,Th 5:30p-9:30p ABW 129

AR15/AR10/SR25 Rifle & Carbine: Build, Accurizing and Tuning
Students will cover the most popular models of the AR15 and their clones. The class will consist of disassembly, reassembly, cleaning, tuning of actions for better function, accuracy considerations, general modifications and necessary repairs. Students will be able to build a complete rifle in class with parts they bring, and/or rebuild and tune their own rifles that they already have. Safety measures, magazine selection/maintenance, ammunition considerations, sling selection, sight selection as well as problem diagnosis will be covered. Instructor: Jim Marsal. Students should consult with instructor prior to class in order to obtain parts needed for their projects. Marsal2424@hotmail.com. 24 hours. $145.55
151823 11/7-12/5 M,W 6p-9p CIT 128

Metallic Cartridge Reloading I
This class will cover how to reload pistol and rifle ammunition. Students will learn the process of ammunition reloading using the tooling in the shop. Instructor: Jim Marsal. 24 hours. $185.55
151825 8/29-9/26 M,W 6p-9p CIT 128

Metallic Cartridge Reload II
This class will cover advanced reloading techniques used in long range and bench rest shooting for maximum accuracy, case forming for wildcat or obsolete cartridges, bullet casting, proper sizing and lubrication of cast lead bullets and reloading die modifications needed for best performance. Instructor: Jim Marsal. 24 hours. $185.55
151826 10/10-11/2 M,W 6p-9p CIT 128
HEALTH CARE CLASSES

- Nurse Aide I Hybrid & Traditional
- Nurse Aide I Refresher
- Nurse Aide II - Hybrid
- Nurse Aide II Competency Testing
- Cardiovascular Monitor Technician - Hybrid
- Pharmacy Technician Training - Hybrid
- Medication Aide
- Phlebotomy (Experience) - Hybrid
- BLS (Basic Life Support) Provider Course

Class details on page 11 & 12

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.

Check out Machining Fundamentals and three other classes available this fall!

More info: Gail Nichols at gnichols@email.pittcc.edu.

AUTOMOTIVE CLASSES

- Auto Safety Inspection
- Basic Auto Repair
- Basic Auto Repair II
- OBD Emissions
- Control Inspections

Whether you need Inspection certifications or just want to maintain your own vehicle, we have the courses for you!

Details on page 6.
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.ncbsbc.net
> Click Training
> Choose PCC SBC as Center
> Click Search

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

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.

MONEY FOR YOUR BUSINESS

Funding Your Business - Online
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.

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 hrs. FREE.

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.

Keys to Create a Winning Website for Your Business - Online
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. 3 hours. FREE.
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: Jeanee Eury. 3 hours. FREE.

2022-44  8/16  T  6p-9p  GS-301

Email Marketing: A Crash Course

E-mail marketing: a crash course is a session where you will learn tips, techniques, and strategies to guide you through the tools and features for basic email marketing in Constant Contact. It's great for beginners who want to learn how to start creating email marketing campaigns for their business or for email marketers who aren't getting the results they expect. 3 hours. FREE.

2022-47  8/30  T  6p-9p  GS-401

Drive New Business with Social Media

Maybe you're newly considering social media for your business or non-profit, or maybe you've been struggling to make your current profiles more engaging. In either case, this session will answer your common questions about different platforms, how to build your following, and what to say to drive results. 3 hours. FREE.

2022-48  10/25  T  6p-9p  GS-401

Learn to Love LinkedIn

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 workshop, you will learn how to effectively use LinkedIn to market yourself and your business. 3 hours. FREE.

2022-49  10/27  Th  6p-9p  GS-401
**PERSONAL ENRICHMENT**

**ARTS/CREATIVE**

**Beginner/Intermediate Casting**

In this course, we will cover the steps to a successful introduction to casting with cuttlefish. Using cuttlefish is an age old practice and provides an introduction to melting metal and casting. You will learn how to cast and create a unique piece of jewelry with your cuttlefish casting. Tools are provided, however, we do ask you bring $10 check or cash for supplies on the first night. Instructor: Lisette Fee. 10 hours. Cost: $115.

**Making a Mold: An Advanced Course**

In this course, you will learn how to create your own custom one part mold. Using an organic or found object as a model to create a rubber mold on one side, you will learn how to inject your mold with wax and cast the object itself. You can then create jewelry or an object after casting said object. This is an advanced course and previous experience with casting is required. Tools are provided, however, we do ask you bring $10 check or cash for supplies on the first night. Instructor: Lisette Fee. 10 hours. Cost: $225.

**Creative Painting and Drawing Studio**

A skill building art-making course for adults ages 55+. In this program, participants learn and build on skills needed to draw and paint in a supportive, shared art making studio environment with one-on-one instruction. All levels of experience are welcome. Instructor: Darlene Williams. 10 hours. Cost: $79.

**B4U Sew**

Students will learn about fabric, sewing terminology, how to read a pattern, how to measure for proper fitting, basic hand sewing stitches, and finally there will be a total discussion and demonstration on a sewing machine. Instructor: Elizabeth Weidner. 8 hours. Cost: $49.

**Sewing: Making a Bag**

Students will take what they learned in the B4USew class and possibly the Master Your Sewing Machine and create a bag. This class will be enjoyable and ...well...FUN! Supply list: Simple tote/bag pattern, fabric, interfacing for handles thread, basic sewing kit, sheers and sewing machine. Instructor: Elizabeth Weidner. 6 hours. Cost: $49.

**Silk Scarf Hand Dye Technique**

This is a fabulous and fun workshop using eco-friendly dye papers on a silk scarf. Techniques in creative twisting, folding, batting, and color applications are explored. A unique hand dyed silk scarf will be created by each participant to take home and show off! Instructor: Darlene Williams. 3 hours. Cost: $49.

**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. Cost: $79.

**Watercolor Painting**

These classes are designed for students at all levels in their watercolor interest and levels of knowledge of the medium. Basic skills will be introduced to new students. The more intermediate students will focus on independent study to help develop their own painting style and encourage them to participate in local art events/art organizations. Individual guidance will be given to all students. Instructor: Judy Dye. 27.5 hours. Cost: $69.

**Silk Scarf Hand Dye Technique**

This is a fabulous and fun workshop using eco-friendly dye papers on a silk scarf. Techniques in creative twisting, folding, batting, and color applications are explored. A unique hand dyed silk scarf will be created by each participant to take home and show off! Instructor: Darlene Williams. 3 hours. Cost: $49.

**Sewing: Making a Bag**

Students will take what they learned in the B4USew class and possibly the Master Your Sewing Machine and create a bag. This class will be enjoyable and ...well...FUN! Supply list: Simple tote/bag pattern, fabric, interfacing for handles thread, basic sewing kit, sheers and sewing machine. Instructor: Elizabeth Weidner. 6 hours. Cost: $49.

**Silk Scarf Hand Dye Technique**

This is a fabulous and fun workshop using eco-friendly dye papers on a silk scarf. Techniques in creative twisting, folding, batting, and color applications are explored. A unique hand dyed silk scarf will be created by each participant to take home and show off! Instructor: Darlene Williams. 3 hours. Cost: $49.

**Intermediate Line Dance**

Come on out and learn line dances to all types of music from Southern Soul, R&B, and to Country music! This course will begin with the basic steps of line dancing. Bring/wear your tennis shoes and comfortable clothing. Instructor: Laura Daniels. 8 hours. Cost: $39.55.

**Beginner Shag Dance**

Learn the Shag Dance basic steps. The Shag is the State Dance of North and South Carolina and was created in the 1940’s which continues on today, done by young and old alike. Born out of the old Beach Bop and Jitterbug the Shag has become a favorite dance at weddings and beach/dance clubs all over our state. Beginners will learn the Basic Step, Female and Male turns, the Start and Belly Roll. The instructors for the class are competitive shaggers at the Professional Level. Come join us and learn this fun and social dance. Leather sole shoes are preferred or hard bottom, but no rubber soles, please. Instructors: Joe & Lyn Honeycutt. 4 hours. Cost: $59.55.

**Intermediate Shag Dance**

This class is for anyone who knows the Basic Shag steps. These include the Basic Step, Female and Male turns and Start. Our first class will begin with the Shag Pivot. During this four week session you will learn mirror patterns and lead follows that can be done with a partner or out social dancing; all to the beach music of the south. For this class a partner is highly recommended. It’s all about the footwork and mirroring you partners steps and movements. The instructors for the class are competitive.
shaggers at the Professional Level. Leather sole shoe are preferred or hard bottom, but no rubber soles, please. Instructors: Joe & Lyn Honeycutt. 4 hours. $59.55

**Outsmart the Scammers**
This presentation will help give attendees the information they need to outsmart the scammers. Instructor: Shawn Wilson-Edward Jones. 2 hours. $10.

151858 12/5 M 6p-8p CER 201

151990 9/12/10/3 M 8p-9p TBA
151991 10/10/10/31 M 8p-9p TBA
151992 11/7/11/28 M 8p-9p TBA

151854 9/19 M 6p-8p CER 201

**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. 34 Hours. **FREE**

151752 8/23-12/13 T 6:30p-8:30p KWV 201

**Creative Writer’s Toolbox**
Have you ever wanted to start writing but are not sure where to begin? Well, first you have to write...Now! This interactive creative writing workshop will teach you the basic tools of creative writing to get your energized and motivated to put words on the page. Instructor: C. Ruotolo. 36 hours. **$99**.

151578 9/1-11/17 Th 6p-8p TBA

**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**.

151709 9/24 Sa 8a-12p GS 301
151710 11/19 Sa 8a-12p GS 301

**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. **$99.55**.

151903 8/27 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**.

151904 10/15 Sa 8a-6p GS 301
151905 11/12 Sa 8a-6p GS 301

**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, capital gains and what is a rate of return. Instructor: Shawn Wilson-Edward Jones. 2 hours. $10.

151856 10/17 M 6p-8p CER 201

**Tour of Mutual Funds**
Take a detailed look at the features, benefits and risks associated with mutual funds as well as a map to the mutual fund selection. Instructor: Shawn Wilson-Edward Jones. 2 hours. $10.

151855 9/19 M 6p-8p CER 201

**Stocks: Nuts and Bolts**
This presentation shares basic information to help investors evaluate how many stocks may fit into an overall strategy. Instructor: Shawn Wilson-Edward Jones. 2 hours. $10.

151857 11/7 M 6p-8p CER 201

**SAFETY**

**Carry a concealed handgun and to teach**

**The Basic Pistol Shooting Course introduces**

**Carry a concealed handgun and**

**The purpose of this course is to explain**

**to the rights of the citizen to carry a**

**Classroom portion will be at the Greenville**

**The Basic Pistol class is required before**

**NRA Certified Instructor. This course is not**

**enrollment. Classroom portion will be at**

**the range and directions will be emailed.**

**to the student aspects of the North**

**to carry a concealed handgun and to teach**

**CAA Roadwise**
This course provides an opportunity for students 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**.

151709 9/24 Sa 8a-12p GS 301
151710 11/19 Sa 8a-12p GS 301

**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. **$99.55**.

151903 8/27 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**.

151904 10/15 Sa 8a-6p GS 301
151905 11/12 Sa 8a-6p GS 301

**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. 34 Hours. **FREE**

151762 8/23-12/13 T 6:30p-8:30p KWV 201

**Creative Writer’s Toolbox**
Have you ever wanted to start writing but are not sure where to begin? Well, first you have to write...Now! This interactive creative writing workshop will teach you the basic tools of creative writing to get your energized and motivated to put words on the page. Instructor: C. Ruotolo. 36 hours. **$99**

151578 9/1-11/17 Th 6p-8p TBA

**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**.

151709 9/24 Sa 8a-12p GS 301
151710 11/19 Sa 8a-12p GS 301

**MUSIC**

**INVESTING FUNDAMENTALS**

**FINANCIAL PLANNING**

**WRITING**

**SAFETY**

**PERSONAL ENRICHMENT**

**pittcc.edu>community>continuing-education>personal-enrichment**
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. $145.55.

PCSCC/PCC Driver Improvement Training

Pitt County Safe Communities Coalition in conjunction with Pitt Community College offer the AAA approved Driver Improvement course. This course covers a variety of topics for all drivers. This course is offered over a two (2) night period on Mon. & Wed. nights or in an all-day setting on Saturdays. The 2-day session is from 6-10pm each night. The Saturday class is from 8:00am to 5:00pm. Pre-registration and pre-payment is required, 3 days prior to the beginning of class. *NOTE: Completion of this course in no way guarantees any privileges or rights under applicable NC laws. 8 hours. $70.

SILK SCARF HAND DYE TECHNIQUE

Details on page 22
More Info: Lisa Webb, lwebb@email.pittcc.edu

NEW CLASSES THIS FALL!

- Beginner/Intermediate Casting
- Making a Mold: An Advanced Course

Details on page 22
More Info: Lisa Webb, lwebb@email.pittcc.edu
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.
OFF CAMPUS PROGRAMS

TRANSITIONAL STUDIES DEPARTMENT
OFFERED AT BOTH LOCATIONS
Adult Basic Education | High School Equivalency
More info: Tereasa Staton at 252.493.7377 or tstaton@email.pittcc.edu

HUMAN RESOURCES DEVELOPMENT (HRD) PROGRAM
More info: Karen Davis at 252.493.7551 or kDavis@email.pittcc.edu

DECISIONS/DECISIONS
Financial Literacy Program at Ayden Community Theatre - NO COST
4354 Lee St. Ayden, NC 28513
More info: Jalil Davis at 252-493-7260 or jdavis@email.pittcc.edu.

Bernstein Center | 252.757.3980
Monday - Friday, 9:00am-2:00pm

PCC Farmville Center | 252.753.0010
Monday - Friday, 8am-5pm (closed 1-2pm)

HUMAN RESOURCES DEVELOPMENT

- Goal Setting
- Overcoming Job Seeking Barriers and Blunders
- Career Exploration for Healthcare Professionals
- Create a Dynamic Resume
- Computer Technology Awareness
- Employer Expectations
- FDIC Money Smart
- Workplace Technology Awareness
- Working Smart and More!

FREE if UNEMPLOYED or UNDEREMPLOYED!
Details on page 4.

For more info: Karen Davis | 252.493.7551 | kDavis@email.pittcc.edu
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

**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.
Online Learning
Anytime, Anywhere!

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 e-mail 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:
8/17, 9/14, 10/12, 11/16, 12/14

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

For a full list of classes offered:
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.
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 Excel 2019/Office 365
If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

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.

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.

Certificate in Food, Nutrition, and Health
In this informative course, you will gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Certificate in Stress Management
(14 contact hours) Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

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

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

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.
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.

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.

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.
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

Over 50 Continuing Education Certified Online Courses!

Learn from the comfort of home!

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

Prices Start at $70

Enroll Now! www.ed2go.com/pittcc

Roslyn Bethea | rbethea@email.pittcc.edu | 252.493.7208  www.pittcc.edu/leadership-academy
REGISTRATION

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

REFUND POLICY

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

The College may refund registration fees under the following circumstances:

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

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

INCLEMENT WEATHER

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

GREENVILLE CENTER Annex
Workforce Development
550 Dexter Street
Greenville, NC 27834

GREENVILLE CENTER
Continuing Education & Workforce Development
Registration & Main Office
3107 S. Memorial Drive
Greenville, NC 27834

It is 2 Miles from the PCC CAMPUS to the GREENVILLE CENTER
STAFF DIRECTORY

Natasha Henderson, Assistant Internal Auditor ..................................................493-7853
Kakisha Roberson, Admissions & Registration .................................................493-7388
Gretchen Baugh, Marketing Specialist .............................................................493-7660

COLLEGE OUTREACH
Ernis Lee, Assistant Vice President, College Outreach .....................................341-5696
Mary Higgs, Administrative Assistant, Outreach .............................................493-7576
Ana Edwards, PCC Hispanic Outreach Specialist ...........................................531-1928
Norma Warren, Outreach Specialist ...............................................................341-7348

COMMUNITY DEVELOPMENT
Lisa Webb, Coordinator, Community Development .........................................493-7317
Melany Ball, Administrative Assistant, Community Development ......................493-7854

FIRE & EMERGENCY SERVICES TRAINING
Mekenzie Newkirk, Director, Fire & Emergency Services Training ......................493-7742
Lorri Brewer, Administrative Assistant, Fire & Emergency Services Training ....493-7648
Patty Carraway, Administrative Support, Fire & Emergency Services Training ......493-7875
Ray Smith, Moodle/CRP Coordinator, Emergency Services Training ...............493-7583
Maegan Rhodes, Program Coordinator, EMS Training ...................................493-7596
Andrew Rhodes, Training Coordinator, Emergency Management ....................493-7550

HEALTH CARE SERVICES
Sidette Boyce Brown, Director, Healthcare Programs .......................................493-7233
Deneen Lawrence, Administrative Assistant ..................................................493-7225
Teresa Bullock, Nursing Assistant Instructor ..................................................493-7402

LAW ENFORCEMENT TRAINING
Thomas Forrest, Director, Law Enforcement Training .......................................493-7572
Wendy Wooten, Administrative Assistant, BLET ............................................493-7572
Kate Sheppard, Administrative Assistant, BLET .............................................493-7238
David Johnson, Instructor, BLET ....................................................................825-9919
Doug Bennett, Day BLET Coordinator/Instructor .............................................493-7571
Pat O’Callaghan, Night BLET Coordinator/Instructor ......................................493-7420
Kellie Harrell, Law Enforcement/Detention Coordinator/Instructor ....................493-7214
Karen Gardner, Technical Assistant, BLET ......................................................493-7386

OFF CAMPUS PROGRAMS
Kristin Braswell, Assistant Vice President of Off-Campus Programs ................493-7260
Jalil Davis, Administrative Assistant, Off-Campus Programs .............................493-7260
Briana Moody, Off-Campus Program Coordinator ...........................................493-7202
Brenda Jones-Jones, Technical Assistant, Bernstein Center ............................757-3980
Cynthia Green, Administrative Assistant, Farmville Center ............................753-0010

ONLINE INSTRUCTIONAL DESIGN
Roslyn Bethea, Director, Online Instructional Design ........................................493-7208
Lila Garro, Administrative Assistant, Distance Learning ..................................493-7324
Kimberly Kiah, Administrative Assistant, Distance Learning ............................493-3069

SHORT-TERM TRADES & TECHNICAL PROGRAMS
Gail Nichols, Director, CIT Technical Programs ..............................................493-7625
Alexandra McCoy, Administrative Assistant, Technical Programs ....................493-7246

SMALL BUSINESS CENTER
Jim Ensor, Director, Small Business Center .....................................................493-7541
Shareen Berkowitz, Counselor, Small Business Center ......................................493-7298

WORKFORCE DEVELOPMENT (Greenville Center Annex)
Walthea Yarbrough, Director, Career Services & Workforce Development ..........493-7216
Elizabeth Midgette, Administrative Assistant ..................................................493-7266
Ann Tess, NCRC Administrative Support/Instructor ........................................493-7592
Karen Davis, Coordinator, Human Resources Development (HRD) .................493-7551
Sheila Ormond, Industrial Training Coordinator ..............................................493-7584
Latrice Perry, Apprenticeship Coordinator .......................................................493-7678
Curshenia Wilson, FNS & ET Navigator .........................................................493-7904
Mary Richardson, Receptionist/Instructor ......................................................493-7885
Kaneisha Wiggins, CTP-Thermo Fisher Administrative Support .........................493-3063

WORKFORCE LICENSURE
Wendy Dunbar, Coordinator, Workforce Licensure ........................................493-7528
Pitt Community College
Continuing Education & Workforce Development
REGISTRATION FORM

Please Print:  

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Former/Maiden Name</th>
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Social Security Number  

E-mail Address  

Colleague ID Number  

**CHANGE OF ADDRESS:**  

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Home Phone Number  

Work Phone Number  

Course ID:  

Title of Course:  

Begin Date:  

End Date:  

Class Type:  

FOR STAFF USE ONLY

- Self-Supporting
- Occupational Extension
- CTP

**SELF-SUPPORTING REFUND POLICY**

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

For canceled classes, refunds are automatically processed by the Cashier’s Office.

**OCCUPATIONAL EXTENSION (OE) REFUND POLICY**

Refunds are automatically processed by the Cashier’s Office for all classes canceled by Pitt Community College.

Refunds for dropped classes must be requested in person by the 10% point for 75% tuition refund and before class starts for 100% refund.

* In general, the Family Educational Rights and Privacy Act of 1974 prohibits the access and release of student educational records without written consent.

By signing this form, the student allows Pitt Community College to release academic records/transcripts, along with conduct records, to current and future employers.

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)
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 ____________________________ Last ____________________________ First ____________________________ City ____________________________ Middle/Maiden ____________________________ 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

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

Address ____________________________

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

Highest educational level completed: Please check one.
□ 1 □ High School Equivalency □ One Year Vocational Diploma □ Bachelor’s Degree
□ 2 □ High School Equivalency Completion □ Adult High School Diploma □ Associate Degree
□ 3 □ Adult High School Diploma □ Bachelor’s Degree □ Master’s Degree or Higher
□ 4 □ Adult High School Graduate □ Other ____________________________

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 □ Potential Employer ____________________________
□ and/or NC Sheriff’s Commission ____________________________

BY MY SIGNATURE, I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Signature ____________________________ Date ____________________________

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