Nursing Assistant Instructor, Tracee Spivey (right), helps student, Deasia Savage, with stretching techniques.

See class options on page 10
Gloristeen Roberson found just what she was looking for in PCC’s BioWork Certificate, preparation for the pharmaceutical industry. She had management skills and had previously worked in manufacturing but was curious if she would like the pharmaceutical path. Turns out it was a good fit!

Considering a career change, Gloristeen wanted to use her experience for something new and decided to give the certificate classes a try. “The Working Smart and Resume Class definitely helped me with updating my resume, interview questions, communication, and working through difficult situations in the workplace,” she stated. She also shared that after completing those classes along with the BioWork class, she felt qualified and ready to begin her job search in the pharmaceutical field.

Just three months after completing the certificate program, Gloristeen accepted a supervisor position with Thermo Fisher. “The BioWork Certificate prepared me with hands-on experience and educational information in the pharmaceutical industry. My new role gives me more opportunity for growth, and I look forward to what lies ahead.”

When asked what she would tell potential students, Gloristeen offered, “Whenever in doubt, always take a course that will help you grow and prepare you for the future. The BioWork Certificate program is a 3-night a week commitment for 3 months, but one that will open long-term career opportunities for you.” She continued with, “It was well worth the investment and makes me feel good to know we’re saving lives with the products manufactured at Thermo Fisher. It was a great fit for me!”
Hello Prospective Student,

Thank you for your interest in 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/ConEd 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

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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 for 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.

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 problem solving skills 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.

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.

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.

Overcoming Job Seeking Barriers and Blunders
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.

Create a Dynamic Resume
This class is designed to help you create a dynamic resume, define your targeted job and its requirements, highlight skills that get you noticed, populate applications effectively, and create a cover letter that opens doors for you! 8 hours. $70. Fee waiver available for those who qualify.

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.

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

FOR MORE INFORMATION
Karen Davis,
HRD Coordinator
kdavies728@my.pittcc.edu
252.493.7551
Mary Richardson
HRD Administrative Assistant
mrichardson620@my.pittcc.edu
252.493.7845
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

Process Technician

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

JAN. 17 – APR. 12
Mon., Tues. and Wed. nights from 6–10 pm

This class includes both the HRD portion (Working Smart and Building a Dynamic Resume-1/17-2/1) and the BioWork Process Technician Course (BTC 3200) 2/6-4/12.

For registration and NCRC info, call 252.493.7592 or email workforcesdevelopment@email.pittcc.edu.

For more info about the BioWork Program, visit ncbionetwork.org/biowork.

PROVE TO EMPLOYERS YOU HAVE WHAT IT TAKES TO BE SUCCESSFUL

Get your NCRC at PCC!

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

- Applied Math
- Workplace Documents
- Graphic Literacy

Over 500 NC employers 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 workforcesdevelopment@email.pittcc.edu.

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

Pay testing fee of $39 through the PCC Cashier’s Office. Once fee is paid, you can schedule your test by emailing at the address above or calling 252.493.7592.

NCRC TESTING BY APPOINTMENT ONLY

Requirements for day of testing:

- All students must follow the ongoing PCC health and security guidelines.
- All students must show a Photo ID.

For more information call 252-493-7592 or visit PITTCC.EDU search, ‘NCRC’.

PITT Community College
Division of Student Support

GREENVILLE CENTER ANNEX
550 Dexter St. Greenville, NC 27834

SPRING 2023 | PITTCC.EDU/ConEd | 252.493.7388
COSMETOLOGY

Intro to Cosmetology *
This course covers 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. Placement test is required prior to enrollment. 370 hours. $185.55 Textbook with software access code, kit, and uniform are an additional cost and are required.
152669 1/9-3/31 M,T, 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA
Th,F online
154127 4/3-6/30 M,T 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA
Th,F online

Intermediate Cosmetology
This course is the second semester within the Cosmetology program. The course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. This hybrid class will have a few hours of online assignments each week. Prerequisite: Successful completion of the Intro to Cosmetology class. 406 hours. $185.55 Textbook with software access code, kit, and uniform are an additional cost and are required.
152750 1/5-3/31 M,T, 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA
154130 4/3-6/30 M,T, 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA

Advanced Cosmetology *
This course is the third semester within the Cosmetology program. The course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. This hybrid class will have a few hours of online assignments each week. Prerequisite: Successful completion of the Intermediate Cosmetology class. 413 hours. $185.55. Textbook with software access code, kit, and uniform are an additional cost and are required.
152750 1/4-3/31 M,T, 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA
154134 4/3-6/30 M,T, 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA

LOCATION KEY ON PG. 33

OCCUPATIONAL TRAINING

AUTOMOTIVE

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. 176 hours. 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.
151976 1/16-2/17
154543 2/13-3/17
154542 3/22-5/4
153772 5/8-5/10
154541 5/15-6/9

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: Richard Alligood. 48 hours. $130.55.
154409 3/22-5/4 W,Th 6p-10p CIT 124

DMV Auto Dealer Prelicensing
This course offers the training needed to obtain an auto dealer’s license in the state of North Carolina. This online synchronous course requires a webcam and microphone on a computer or tablet to attend the class. Smartphones are not allowed. Instructor: Dennis Mauk. 12 hours. $75.
153768 2/13-2/15 M,T,W 9a-1p online
153770 5/8-5/10 M,T,W 9a-1p online

DMV Auto Dealer License Renewal
This course covers information necessary for persons wanting to renew their auto dealer license. This online synchronous course requires a webcam and microphone on a computer or tablet to attend the class. Smartphones are not allowed. Instructor: Dennis Mauk. 6 hours. $75.
153771 2/16-2/17 Th,F 9a-12p online
153772 5/11-5/12 Th,F 9a-12p online

Basic Auto Repair I
This course will cover automotive repair safety, tools and shop equipment, basic inspections both under hood and under car, basic tire and wheel service, bake components both disc and drum, suspension components and basic servicing, fasteners and tightening procedures. Students finishing this course will have an understanding of servicing mechanical systems of vehicles and the tools used. They will also learn how to work safely in a shop environment. Instructor: Richard Alligood. 48 hours. $130.55.
154408 1/25-3/2 W,Th 6p-10p CIT 124

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.
154542 1/25 W 2p-10:30p CIT 102
154543 3/29 W 2p-10:30p CIT 102
To register for PCC’s Cosmetology program, please complete the online registration process on the website. Please register online for the Cosmetology Wait/Interest List (Class prefix begins with COS). This process allows students to complete the required registration information and pay for the first semester’s tuition. Students will be contacted on a first-come, first-serve basis to complete other program prerequisites and finalize the enrollment process. If students are not moved from the wait list to a specific class, they will be refunded.

If you have questions, please contact: Wendy Dunbar at 252-493-7528 or wwdunbar973@email.pittcc.edu.

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

Clinical Cosmetology

This course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. This hybrid class will have a few hours of online assignments each week.

Prerequisite: Successful completion of the Advanced Cosmetology class.

413 hours. $185.55. Textbook with software access code, kit, and uniform are an additional cost and are required.

152752  1/4-3/31  M,T,Th,F  8:30a-4p  PCC HSA
W        8:30 a-1:30p  PCC HSA

154142  4/3-6/30  M,T,Th,F  8:30a-4p  PCC HSA
W        8:30a-1:30p  PCC HSA

Advanced Cosmetology

This course is the third semester within the Cosmetology Instructor training program. The course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination as a cosmetology instructor. This hybrid class will have a few hours of online assignments each week.

Prerequisite: Successful completion of the Intermediate COS Instructor training class.

343 hours. $185.55. Textbook with software access code and shears are an additional cost and are required.

154051  4/24-6/30  M,T,W,Th  8:30a-4p  PCC.HSA
F        Online

Intermediate COS Instructor Training

This course is the second semester within the Cosmetology Instructor training program. The course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination as a cosmetology instructor. This hybrid class will have some hours of online assignments each week.

153958  1/26-3/9  Th  8:30a-11:30a  PCC HSA
M,T,W,Th  Online

Clinical COS Instructor Training

This course is the final semester within the Cosmetology Instructor training program. The course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination as a cosmetology instructor. This hybrid class will have a few hours of online assignments each week.

Prerequisite: Successful completion of the Advanced COS Instructor training class.

182 hours. $185.55. Textbook with software access code and shears are an additional cost and are required.

154052  7/6-8/10  M,T,W,Th  8:30a-4p  PCC.HSA
F        Online

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

Gain the basic skills and knowledge needed to begin a career as a Process Technician for a biotechnology, pharmaceutical, or chemical manufacturing company. A process technician operates, monitors, and controls the production process; receives, transports, and stores materials; collects and analyzes materials used in production; inspects and maintains the production equipment and control systems; keeps critical records on the process and product; and maintains company safety, health, and environmental standards. This course will also cover all aspects of the job search process, resume preparation, and interviewing practice.

Prerequisites: High school diploma or equivalent, National Career Readiness Certificate completion. 153 hours. Cost of the program is $180 for registration and $99 for the required student manual. Completion of the NCRC is a pre-requisite and has a fee of $39. Registration deadline is Thursday, January 12 (unless seats are filled sooner). For registration and NCRC information, call 252-493-7592 or email workforcedevelopment@email.pittcc.edu.

BioWork 1/17 - 4/12 M,T,W 6p-10p WMW 229

Skilled Trades Options

- BASIC AUTO REPAIR
- BRICKLAYING (MASONRY)
- 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 15, 16 & 17

SPANISH INTERPRETATION available as needed.

TUITION AID available for those who qualify.

Gail Nichols  252.493.7625  gp nichols316@my.pittcc.edu
Alexandra McCoy  252.493.7246  armccoy526@my.pittcc.edu
Ana Edwards  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.

EMT BASIC CLASSES

Traditional EMT Basic
January 12 – May 2
Tuesday/Thursday nights, 6-10 pm
2 Saturdays, 2/18 and 4/8

EMT Basic Hybrid
February 22 – May 10
Every other Wednesday and Saturday

ONLINE EMT BASIC
February 6 – May 13
Dates for hands on skills 2/18, 2/25, 4/8, 4/15, 4/29 and 5/11, 8am-1pm

FIRE CLASSES

Fire Inspector Certifications
Law and Administration
January 27 – 30

FIRE ACADEMY starts January!

Please contact: Mekenzie Newkirk, LMNewkirk221@my.pittcc.edu.

For more information: PCCEMS@EMAIL.PITTCC.EDU

BECOME A FIREFIGHTER

1403 FIRE CADET SCHOOL

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

EMERGENCY MEDICAL TECHNICIAN

SAVE a LIFE!

EMT training begins JANUARY 12
PCCEMS@EMAIL.PITTCC.EDU

LOCATION KEY ON PG. 33
OCCUPATIONAL TRAINING

HEALTH CARE

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

Nurse Aide I Refresher
Pre-requisite: Must be previously listed as a NAI. This course offers a Refresher on Nurse Aide I materials and skills. The student is eligible if NAI has expired (no more than 5 years of expiration) or certified in another state and desires certification in NC. A photo ID copy is needed and verification of Social Security Card. Both photo ID and SS card must match for NACES Testing. 40 hours. Class $135. Book is approximately $50. Credentia/Pearson Vue State Testing fee is $140.
151881 2/1 - 3/2 W,Th 1p - 5p GS 115
154785 5/3 - 6/1 W,Th 1p - 5p GS 115

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

Nurse Aide II - Traditional
Pre-requisite: Nurse Aide I. The Nurse Aide II hybrid course prepares graduates to perform advanced nursing procedures. It includes 80 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 graduate will be listed with the NC Board of Nursing with employment opportunities at the hospital, Doctor’s office, and home health levels. At the end of the course, the successful graduate will submit a Board of Nursing Test Fee of $24. Cost $215.00. Books approximately $175, NA II Supply Kit $105. This class is a traditional face-to-face course.

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 graduate will be listed with the NC Board of Nursing with employment opportunities at the hospital, doctor’s office, and home health levels. At the end of the course, the successful graduate will submit a Board of Nursing Test Fee of $24. 173 Hours. Class $215.00. Books approximately $175, NA II Supply Kit $105. This class is a hybrid course. Lecture portion of the class will be completed online. Students will be divided into lab groups for skills demonstration and check off.
151879 1/17 - 4/17 M,T 5:30p-10p GS 115
Clinical 3/14 - 4/17 M,T 2:45p-11:15p VIDANT
154784 5/8 - 8/14 M,T 5:30p-10p GS 115
Clinical 7/10 - 8/8 M,T 2:45p-11:15p VIDANT
NOTE: Clinical times may change or vary due to hospital availability.

Nurse Aide II Competency Testing - Traditional
This course is designed to provide the student an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skills will be referred to the Board of Nursing for re-listing on the NA II registry. 8 hours. Class $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.
151896 1/9 - 1/10 M,T 8a - 12p/1p-5p GS 115
151897 2/20 - 3/21 M,T 8a - 12p/1p-5p GS 115
151898 5/8 - 5/9 M,T 8a - 12p/1p-5p GS 115
154786 7/10 - 7/11 M,T 1p-5p GS 115
154787 9/18 - 9/19 M,T 1p-5p/8a-12p GS 115
154788 11/13 - 11/14 M,T 1p-5p/8a-12p GS 115

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 with either no EKG training or by a student who previously had basic EKG training interpretation. Employment is usually at the hospital level, in an Acute or
Critical Care area of the hospital setting. 128 Hours. Class cost $205. Book is approximately $71. Class is an online course on ConED Moodle.

151885 2/1-4/6 online online online 154777 5/2-7/6 online online online

Medication Aide

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

151880 2/8 – 2/23 W,Th 1p – 5p GS 303
154778 5/10 – 5/25 W,Th 1p – 5p GS 303

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. Class $190.00. Book approximately $195.00. class is an online course on ConED Moodle.

151883 1/23 – 4/11 online online online 154789 5/15 – 8/8 online online online

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. Class is a hybrid course. Didactic portion will be held online on Tuesdays. The face to face Lab days are on Mondays & Wednesdays. Clinical times will vary, however all clinicals must be complete by 5/19/2023 & 11/13/2023. 232 hours. Class $215. Book approximately $80.00.

151884 1/23 – 5/19 M,T,W 6p – 10p GS 404
Clinical Varies M,T,W,Th,F 8a – 5p Various
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. Class $80.00 Book $21.00 (AHA-Health Care Provider) & Face Mask ($13.30, plus tax) at PCC Bookstore. Please note: Book and Face Mask are required.

151887 1/20 F 8:30a – 3:30p GS 404
151888 1/21 S 8:30a – 3:30p GS 404
151889 2/17 F 8:30a – 3:30p GS 404
151890 2/18 S 8:30a – 3:30p GS 404
151892 3/24 F 8:30a – 3:30p GS 404
151893 3/25 S 8:30a – 3:30p GS 404
151894 4/21 F 8:30a – 3:30p GS 404
151895 4/22 S 8:30a – 3:30p GS 404
154771 5/19 F 8:30a – 3:30p GS 404
154772 5/20 S 8:30a – 3:30p GS 404
154773 6/23 F 8:30a – 3:30p GS 404
154774 6/24 S 8:30a – 3:30p GS 404
154775 7/21 F 8:30a – 3:30p GS 404
154776 7/22 S 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.

SEE PAGE 12 FOR

Health Care Admission
Requirements

PITTCC.EDU/ConEd
**OCCUPATIONAL TRAINING**

<table>
<thead>
<tr>
<th>Health Care Admission Requirements (Please read all requirements below)</th>
<th>Required for N.A. I</th>
<th>Required for N.A. II</th>
<th>Required for Phlebotomy</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Graduate Copy of High School diploma or High School Equivalency diploma</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NC DHSR Registry Listing for N.A. I</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><em><strong>Student must be listed as a Nurse Aide I on the North Carolina Division of Health Service Regulation prior to course enrollment. The Nurse Aide I Registry file must have no substantiated findings of abuse, neglect or misappropriation of property</strong></em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Testing scores for Reading and Math (within last 3 years)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other options: College degree (transcript), Career Readiness Certificate, or a Math &amp; English college course with at least a grade of &quot;C&quot; or better. <strong>See Note 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Varicella (Chicken Pox) N.A. I: Documentation from parent or physician or positive history is sufficient. N.A. II &amp; Phlebotomy: A &quot;positive titer&quot; is required; if the titer is negative then two (2) doses of the vaccine will be needed.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Rubeola (Measles) Two (2) doses are required of Rubeola or MMR #1 &amp; #2.</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Mumps Two (2) doses are required of Measles MMR #1 &amp; #2.</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Rubella (German Measles) Two (2) doses are required of Measles or MMR #1 &amp; #2.</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Negative PPD (TB Skin test) in last 12 months or a Chest X-Ray and INH if positive PPD</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>N.A. I: &quot;One Step&quot; testing is sufficient. N.A. II &amp; Phlebotomy: &quot;Two Step&quot; testing is required. (The second dose to be given 2 weeks after the 1st dose)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Covid 19 Vaccination</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Flu Shot</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Tdap (diphtheria, pertussis, and tetanus) within 10 years</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Start Hepatitis B Series</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Healthcare Provider CPR</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Verify Driver’s License or NC ID Card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Verify Social Security Card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Background Investigation</td>
<td>Yes *Note 2</td>
<td>Yes *Note 3</td>
<td>Yes *Note 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset Scores</th>
<th>Reading 34 – 37</th>
<th>Math 34 – 41</th>
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<tbody>
<tr>
<td>Compass Scores</td>
<td>Reading 32 – 51</td>
<td>Math 22 – 45</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>Reading 30+</td>
<td>Math 30+</td>
</tr>
<tr>
<td>College Work in Lieu of Testing</td>
<td>Completion of College English</td>
<td>Completion of College Math</td>
</tr>
</tbody>
</table>

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

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

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

**Note 3:** Nurse Aide II requires a criminal background check and drug screening specifically from www.castlebranch.com. The cost for the criminal background check for N.C. residents is $34.75 and non-residents is $59.75. N.C. residents should use code pi06 and out of state students should use code pi06os when registering with Castle Branch. The drug screening test will be paid via www.castlebranch.com at a cost of $37.00 for each student. Students should use code pi06dt for the drug screening test. Once the drug screen is paid for via the website, print collection form and take to your local LabCorp for specimen collection. The clinical dates and times will vary and will be assigned by the instructor. Rotation Manager fee is $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 $59.75 for out of state students. N.C. residents should use code pi06 and out of state students should use code pi06os when registering with Castle Branch. The drug screening test will be scheduled and paid via the website www.castlebranch.com at a cost of $37.00 for each student. Students should use code pi06dt for the drug screening test. Once the drug screen is paid for via the website, print collection form and take to your local LabCorp for specimen collection. A lab coat is required before you can participate in clinical. Clinical times will be 1 full week from 8am-5pm. Clinical times will be assigned by the instructor. If you fail to complete the criminal background (have certain crimes and/or pending cases) or if you fail to complete the drug screening, you may be denied admission to required clinical sites and you will not receive a refund. If you have any questions regarding the criminal background requirement, please call (252) 493-7225.

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

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

**Credentia/Pearson Vue State Testing (N.A. I Certification Test Fee): $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.

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**Purchasing Locations:**

- J.A.’s Uniform (252) 752-2426
- Uniforms Galore (252) 355-0055

**Prerequisites and payment are due at registration.**
**Accident/Health Pre-Licensing**

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

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

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**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, five days a week based on the schedule. **20 hours.**

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

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</table>

**Life & Health Pre-Licensing**

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

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

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<td>M,F</td>
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</table>

**Property & Casualty Pre-Licensing**

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

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

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<tr>
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<td>M-F</td>
<td>8a-5:30p online</td>
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<td>M-F</td>
<td>8a-5:30p online</td>
</tr>
<tr>
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<td>M-F</td>
<td>8a-5:30p online</td>
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<td>N/A</td>
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<td>N/A</td>
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<tr>
<td>N/A</td>
<td>6/12-6/16</td>
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<tr>
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<td>M-F</td>
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</tr>
</tbody>
</table>

**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).

<table>
<thead>
<tr>
<th>N/A</th>
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<tr>
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<td>6/26-6/30</td>
<td>M-F</td>
<td>8a-5:30p online</td>
</tr>
</tbody>
</table>

**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).

<table>
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<tr>
<th>N/A</th>
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</table>
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).

N/A 1/26-1/27 Th 8a-5:30p online
F 8a-1p
N/A 3/30-3/31 Th 8a-5:30p online
F 8a-1p
N/A 6/1-6/2 Th 8a-5:30p online
F 8a-1p

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

LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training

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

Spring 2023
Day 1/3-5/18 M-F 8a-5p LET
Night 1/3-8/17 M-F 6p-11p LET

Day Class will graduate on 5/18/23 at 5:30 pm
Night Class will graduate on 8/17/23 at 5:30 pm

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.

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.

To VIEW SCHEDULE and REGISTER: PITTCC.EDU/ConEd
> click on Law Enforcement Training

ADMISSION REQUIREMENTS
• An PCC admission application must be completed online
• BLET packets must be picked up from the Law Enforcement Training Facility at 2096 Central Park Drive in Winterville, NC
• MUST be a high school graduate or have a high school equivalency
• MUST have a letter of sponsorship by an NC Law Enforcement Agency
• MUST be 20 years of age
• NO felony convictions
• NO major misdemeanors
• MUST pass physical exam by NC doctor
• MUST pass required reading test
**REAL ESTATE CONTINUING EDUCATION**

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

- 154597 4/19 8a-12p Online
- 154598 5/10 8a-12p GS 301

**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.

- 154602 4/19 1p-5p Online
- 154603 5/10 1p-5p GS 301

**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.

- 154600 4/26 8a-12p Online

**SKILLED TRADES**

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

- 154583 2/4-5/6 8a-4:30p CIT 133

**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.

- 154707 5/5-5/6 8a-5p AydenVT
**Basic Electrical Wiring 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.**

154463 1/10-3/2  T,th  5:30p-9:30p  VEW 161

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**Basic Framing / Carpentry I**

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.**

154326 2/11-3/25  Sa  8a-4:30p  CIT 134

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**Cabinet Making Fundamentals I**

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

154582 1/31-2/23  T,th  5p-8p  CIT 128

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**Cabinet Making Fundamentals II & 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. **Materials: $40.**

Instructor: Lee Warren. **24 hours. $75.55.**

154581 2/28-3/28  T,th  5p-8p  CIT 128

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**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.**

154462 2/25  Sa  4:30p-5:30p  KW 105A

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**Basic Framing / Carpentry I**

This class covers the interpretation of Residential construction prints. Among other things, students should be able to read projects. Topics include interpretation of location dimensions, symbols, mathematics visualization of objects and shapes, location and location placement. It will cover different welding symbols and the elements of the welding blueprint reading process. This course will also cover visualization of objects and shapes, reading the blueprint for finding size and location dimensions, symbols, mathematics and related welding and assembly information shown on the print. It develops

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**Location Key on Pg. 33**

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**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.**

154407 2/6-4/3  M,W  6p-9p  CIT 134

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**HVAC Preventative Maintenance & Duct Systems**

This 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. This course also 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. 96 hours. $185.55.**

154584 1/21-4/15  Sa  8a-4:30p  KW 103

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**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: Austin Lilley. 48 hours. $130.55.**

15433 2/4-3/11  Sa  8a-4:30p  KW 101

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**Shielded Metal Arc Welding (STK)**

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

154507 1/21-3/11  Sa  8a-4:30p  MW 101

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**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.

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 padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, you will be able to perform SMAW fillet welds on carbon plate with prescribed electrodes. This course 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 Fillmore. 96 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).

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 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).

Modern Semi-Automatic Handgun Repair, Tips and Tuning

Students will cover the most popular models of modern handguns such as those made by Glock, Sig Sauer, Heckler & Koch, Beretta, Smith & Wesson, Colt 1911 and their clones. The class will consist of disassembly, reassembly, cleaning, tuning of actions (aka “trigger jobs”), accuracy considerations, switching of sights and other modifications. Safety measures, ammunition considerations, as well as problem diagnosis will be covered. Students will be required to bring their own unloaded firearm. All students MUST be 18 and over to take this course. Instructor: Jim Marsal. 24 hours. $145.55

Double Action Revolver Tips, Tuning and Repair

Students will cover the most popular models of double action revolvers such as Smith & Wesson, Colt, Ruger revolvers and their clones. The class will consist of disassembly, reassembly, cleaning, tuning of actions (aka “trigger jobs”), accuracy considerations and modifications. Safety measures, ammunition considerations, as well as problem diagnosis will be covered. Students are required to bring their own unloaded firearm. All students MUST be 18 and over to take this course. Instructor: Jim Marsal. 24 hours. $145.55

1911 Pistol, Accurizing & Tuning

Students will cover the most popular models of 1911 and 1922-A1 pistols such as Colt, Baer, Wilson Combat, Kimber, Springfield Armory, Taurus and their clones. The class will consist of disassembly, reassembly, cleaning, tuning of actions (aka “trigger jobs”), accuracy considerations, barrel throating, accuracy considerations barrel bushing fitting, safety installation, general modifications and necessary repairs. Safety measures, ammunition considerations, holster selections, as well as problem diagnosis will also be covered. All students MUST be 21 and over to take this course. (Though not required, students may find the book “The Colt 45 Automatic-A-shop Manual, Volume I”, by Jerry Kuhnhausen very helpful in learning the 1911 pistol.) Instructor: Jim Marsal. 24 hours. $145.55
**COMMERCIAL DRIVER’S LICENSE (CDL)**

**TRANS TECH**

**SHORT TERM TRAINING**

**EXCELLENT JOB PLACEMENT RATES!**

**COST:** $3,700.00

**TUITION ASSISTANCE MAY BE AVAILABLE IF YOU QUALIFY!**

For more information, contact Gail Nichols at 252.493.7625 or gpnichols316@my.pittcc.edu. Or Alexandra McCoy at 252.493.7246 or armccoy526@my.pittcc.edu.

Para más información, contactar a Ana Edwards at 252.531.1928 -ajedwards640@my.pittcc.edu (Se habla Español)

www.pittcc.edu, search 'CDL'

For more information, contact Sheila Ormond at 252-493-7584.

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- Customized training services to local businesses and industries
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- Tailored to **YOUR** needs and **YOUR** schedule
- Classes at **NO** cost or **LOW** cost

For more information, contact Sheila Ormond at 252-493-7584
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.

2023-01 2/2 Th 6p-9p GS 301
2023-02 3/2 Th 6p-9p GS 301
2023-03 4/4 T 6p-9p GS 301
2023-04 5/2 T 6p-9p GS 301

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.

2023-05 2/7 T 6p-9p GS 301
2023-06 3/7 T 6p-9p GS 301
2022-07 4/6 Th 6p-9p GS 301
2022-08 5/4 Th 6p-9p GS 301

NEW CLASSES ARE ADDED EVERY WEEK!

These on-line classes will discuss Funding, Marketing, Social Media, Taxes and Accounting. For class registration and an updated list of our free classes visit:

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

For more information, contact:
Jim Ensor, SBC Director | 252.493.7541 | joensor246@my.pittcc.edu
Shareen Berkowitz, SBC Counselor | 252.493.7298 | slberkowitz619@my.pittcc.edu

FREE WEEKLY SEMINARS

The SBC offers more than 125 FREE seminars each year on various business topics including:
▪ Financing
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▪ Marketing
▪ Accounting & Record Keeping
▪ Social Media

FREE CONSULTING

We offer free, confidential one-on-one consulting services to assist you in the operations of your business. Services are provided by appointment only. Our experienced business counselor can help you with:
▪ Business Plans
▪ Marketing Plans
▪ Loan Packages
▪ Market/Industry Research
▪ Financials

FREE RESOURCE CENTER

The SBC maintains a resource area that is open to the public during normal business hours and contains:
▪ Computers
▪ Sample Business Plans
▪ Reference Materials
▪ How-to Books
▪ Wifi Access
▪ Previous Class Materials

TALK TO US about OUR FREE services and how WE can HELP YOUR business!
ARTS/CREATIVE

Introduction to Crochet NEW
In this course, participants will learn foundational crochet techniques to apply to a multitude of projects. This course covers terminology, how to read a pattern, yarn weights and styles, hook sizing, starting/finishing a project, and how to bring your own ideas to life. Learn with us and make your own clothes, home décor, gifts and more!  Instructor: Brittany Lauterbach. 8 hours. $80.
154536 3/15/4/5 W 4p-6p CER 203
154537 4/13/5/4 Th 6p-8p CER 203

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. 12 hours. Cost: $79.
154706 2/7/2/8 T 10a-1p TBA
154717 3/2/3/23 Th 6p-9p KW 107A
154715 3/7/2/28 T 10a-1p TBA
154719 4/4/4/25 T 6p-9p KW 107A
154721 4/6/4/27 Th 6p-9p KW 107A

Hand Building Ceramic Planters
In this course students will learn basic hand-building skills with clay and surface design techniques. This course will demonstrate slab, pinch pot, and coil building techniques to create planter pots. Planters can be designed to hang or sit on a table. Surface design techniques will also be covered, including underglazes and inlay! Tools are provided; however, you must purchase your own clay ($10-$20) the first night of class. Instructor: Julienn Beblo. 15 hours. $115.
154680 1/14/2/11 Sa 1p-4p GlasStation

Hand Building Dishes and Berry Bowls
In this course students will learn hump mold, coil building, and slab techniques to create dishes and berry bowls. This course will demonstrate hand-building methods for creating functional dishes. Hump molds and slabs will serve as the base of ceramic vessels onto which decorative footing and walls will be added using coils or slabs. Dishes will be decorated with surface design techniques and underglazes for colorful or detailed finishes! Tools are provided, however, you must purchase your own clay ($10-$20) the first night of class. Instructor: Julienn Beblo. 15 hours. $115.
154692 1/23/2/20 M 6p-9p GlasStation

Introduction to Jewelry Making
In this class, students will learn how to start and finish a piece, determine length, weight of the wires, and what to use. You will also learn how to recycle your old jewelry into a brand new piece using your beads. Each class you will learn how to make necklaces and earrings. A kit from Amazon will be required by the student on the first night of class. A link will be sent to you to order a kit before class begins. This class is in partnership with the Greenville Museum of Art. Instructor: M. Hamra. 4 hours. $29.
154695 1/24/1/25 TW 4:30p-6:30p CER 202
154698 2/21/2/22 TW 4:30p-6:30p CER 202
154699 3/21/3/22 TW 4:30p-6:30p CER 202
154700 4/18/4/19 TW 4:30p-6:30p CER 202
154702 5/9/5/10 TW 4:30p-6:30p CER 202

Beginning Sewing: Lounge Pants
Students will learn how to make a basic pair of lounge pants. Skills learned will be pattern and fabric, sewing a straight stitch, how to make a casing, and measuring for elastic and basic hems. Instructor: Elizabeth Weidner. 8 hours. $49.
154734 3/1/3/2 W 6:30p-8:30p CER 246

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. $49.
154703 2/11 Sa 1p-4p KW 202
154704 5/13 Sa 10a-1p KW 202
154705 5/13 Sa 2p-5p KW 202

Spinning & Weaving (Frame Loom and Off Loom) NEW!
In this studio workshop students will learn to spin yarn from wool and silk roving along with the basics of weaving on a simple frame loom and/or off loom to create cloth making and tapestry. Materials will be supplied. 8 hours. $79
154727 2/22/2/23 Th 6p-9p CER 246

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. $89.
154575 1/10/3/28 T 6:30p-9p COA

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. $79.
154573 1/11/3/29 W 9:30a-12p GCC
154574 1/11/3/29 W 1:30p-4p GCC

Microsoft Excel
Would you like to become more comfortable with Microsoft Excel? This is the class for you! We will focus on Excel basics, navigating the interface, learning tools, performing calculations, creating simple formulas and more! Feel free to bring work related items you may have questions about! Instructor: Sherry Howell. 12 hours. $59
154684 4/3/5/8 M 5:30p-7:30p CER 147

Microsoft Applications
This course will provide an introduction to MS Word, Excel, and Powerpoint with a basic knowledge on how to effectively use these software designs to enhance record keeping skills. Other subject matters may be discussed depending on the level of each student. Feel free to bring work related items you may have questions about! Instructor: Sherry Howell. 12 hours. $59
154682 2/6/3/13 M 5:30p-7:30p CER 147

UAS Orientation and Prep
(Remote Pilot for Drones)
The Federal Aviation Administration (FAA) announced that drone operators will have to pass a UAS (Unmanned Aerial System)
DANCE

Beginner Line Dance
Come out and learn line dances to all types of music from Southern Soul, R&B, and to Country music! This course starts with the basic steps of line dancing. Bring/ wear your tennis shoes and comfortable clothing. Instructor: Laura Daniels. 8 hours. $39.55
154116 1/10-1/31 T 6p-8p CER 204
154117 2/7-2/28 T 6p-8p CER 204

Intermediate Line Dance
Come out and learn line dances to all types of music from Southern Soul, R&B, and to Country music! This course will be a bit more in depth than the Basic Line Dance course. Bring/ wear your tennis shoes and comfortable clothing. Instructor: Laura Daniels. 8 hours. $39.55
154110 4/4-4/25 T 6p-8p CER 204

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 Hop 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. $59.55
153891 1/9-2/6 M 7p-9p CER 204
153892 2/13-3/6 M 7p-9p CER 204
153893 3/13-4/3 M 7p-9p CER 204
153894 4/10-5/1 M 7p-9p CER 204

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. A partner is required for this class. 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
153895 1/9-2/6 M 8p-9p CER 204
153896 2/13-3/6 M 8p-9p CER 204
153897 3/13-4/3 M 8p-9p CER 204
153898 4/10-5/1 M 8p-9p CER 204

FINANCIAL PLANNING

Retirement Income Primer
What happens after paychecks stop? Join us for a retirement income primer where we will examine how to budget for retirement expenses and your potential sources of retirement income. This seminar is geared toward soon to be or recent retirees. Josh Sweeley-Edward Jones 2 hours. $10
154728 1/23 M 6p-8p CER 204

Social Security: Your Questions Answered
Social Security will likely be the foundation of your retirement income. Before you retire, it is important to understand your option with Social Security and the impact your decisions have on your retirement. This seminar is geared toward soon to be or recent retirees. Josh Sweeley-Edward Jones 2 hours. $10
154731 2/13 M 6p-8p CER 204

Healthcare and Your Retirement
This seminar addresses what steps investors should take to prepare for health care costs (including Medicare and long-term care costs) to help ensure their retirement savings stay healthy. This seminar is geared towards soon to be or recent retirees. Josh Sweeley-Edward Jones 2 hours. $10
154730 3/20 M 6p-8p CER 204

IN THE KITCHEN

Pasta Creations!
Students will learn how to create handmade pasta all while having fun. Who wants boxed pasta when you can learn how to make pasta from scratch?! You will be guided through your class with Chef Metisia who will show you how to create your own pasta dough, roll it, shape it, and cook it to perfection. You will also create delicious homemade sauces to accompany your pasta. Instructor: Metisia Wooten. 2.5 hours. $39.55.
154694 1/21 Sa 11a-1:30p TBA

Sweetheart Cooking Class
Join Chef Metisia for a Valentine’s Day dinner inspired cooking session. Learn fun cooking techniques and how to create a meal for two in a group setting. Whether you come together or you want to surprise your sweetie, this class will show you how to create flavorful, colorful dishes that will excite you and your sweetie’s taste buds. You will leave with recipes and ideas on how to recreate this meal on Valentine’s day for each other and have fun in the kitchen. Ingredient list will be emailed to students the week of the class. Instructor: Metisia Wooten. 2.5 hours. $39.55.
154693 2/4 Sa 11a-1:30p TBA

Plant Based Cooking
Students will learn how to cultivate fun and delicious plant-based meals. Learn how to balance their meal plans for their families by understanding which proteins, grains, legumes to utilize when creating meals. Understanding how to flex their plant-based journey while they are transitioning to a healthier lifestyle. Cooking classes are taught by Chef Metisia. Students will be emailed a list of the grocery items needed prior to class and any prep that can be completed beforehand. Instructor: Metisia Wooten. 2.5 hours. $39.55.
154694 1/21 Sa 11a-1:30p TBA

Tax Free Investing
Tax Free Investing: It’s not what you make, it’s what you keep. Join us how to learn how certain investments can deliver tax-free income and possibly keep you in a lower tax bracket. This seminar is geared towards soon to be or recent retirees. Josh Sweeley-Edward Jones 2 hours. $10
154733 4/17 M 6p-8p CER 246

PITCC.EDU/ConEd | 252.493.7388 | SPRING 2023

SPRING 2023 | PITCC.EDU/ConEd | 252.493.7388 | 21
**PERSONAL ENRICHMENT**

**LANGUAGE & WRITING**

**Creative Writer's Seminar**
This course is designed for the experienced as well as the inexperienced writer. The emphasis is on creativity, writing, and critique. Assignments are read anonymously and critiqued by class members and the instructor to work toward improved writing technique and communication skills. Tip sheets on the elements of writing are supplemented by exercises. All genres of writing are welcome. Revision and submission for publication and competition are encouraged. Instructor: Christina Ruotolo. 36 hours. $99.

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**Leadership & Life Skills 101**
Do you feel like it has been hard to connect after Covid or struggle to find that connection in an ever changing technological world? If so, this class is for you. This course is geared toward helping the modern, young adult ages 18-24, discover the necessary skills that will ensure your success. No matter if your goals in life are to be a key asset in a major company or to be your own CEO, this course will help you build a strong foundation. In this course you will discover how to build your confidence, strengthen communication skills, cultivate a mindset for success, influence with integrity and lead by example. Topics include leadership, communication styles, time management, emotional management, refined goal setting and more. The overall intent is to elevate your interpersonal and intrapersonal communication skills, promote compassionate listeners, and adults who can adapt with ease. Register for this class and live your best life. Instructor: Rhonda Cimorelli. 18 hours. $99.

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**LEISURE ACTIVITIES**

**Building Your Own Veggie Garden**
Topics will include but not limited to: learning the differences between warm weather/cool weather veggies, growing in ground, in containers, and in raised beds. More topics include companion planting, vertical gardening, starting from seed vs. buying transplants, pruning, attracting bees and pest control. Instructor: J. Carlson. 1.5 hours. Cost: $19.

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**Herb Gardening 101**
Participants will learn about the differences between warm and cold weather herbs, raised beds and container gardening, tips on how to grow from seed, pruning, harvesting, propagation, growing indoors to extend your growing season, and pest control. Participants will go home with a planter box with transplants and some seed starters. Instructor: J. Carlson. 1.5 hours. $59.

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**Adult Kayaking**
This class is geared for ages 21+ and will introduce you to the fundamentals of kayaking in a comfortable setting and at a relaxed pace. You will learn about proper strokes and paddling techniques and get the chance to practice those new skills at the beautiful Wildwood Park. Riverside Recreation’s ACA Certified Instructors will also teach the basics of water safety, trip planning, and how to have an enjoyable time on the water. After learning about safety, this class will launch as a group and continue small group instruction on a guided tour. Individual practice with paddling will be offered at the end of the course. This is a great way to build a new skill set or improve upon what you already know about kayaking. Riverside Recreation provides kayaks, paddles, and all necessary safety equipment. Wildwood Park. 6 hours. $99.55

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**Kayaking for Seniors**
This class is geared for ages 60+ and will introduce you to the fundamentals of kayaking in a comfortable setting and at a relaxed pace. You will learn about proper strokes and paddling techniques and get the chance to practice those new skills at the beautiful Wildwood Park. Riverside Recreation’s ACA Certified Instructors will also teach the basics of water safety, trip planning, and how to have an enjoyable time on the water. After learning about safety, this class will launch as a group and continue small group instruction on a guided tour. Individual practice with paddling will be offered at the end of the course. This is a great way to build a new skill set or improve upon what you already know about kayaking. Riverside Recreation provides kayaks, paddles, and all necessary safety equipment. Wildwood Park. 6 hours. $89.55

<table>
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<tr>
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<th>Start Date</th>
<th>Schedule</th>
<th>Location</th>
<th>Cost</th>
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<td>5/3-6/7</td>
<td>W 5p-6p</td>
<td>Wildwood Park</td>
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**Youth Kayaking**
This class is geared for ages 10-18 and will introduce you to the fundamentals of kayaking in a comfortable setting and at a relaxed pace. You will learn about proper strokes and paddling techniques and get the chance to practice those new skills at the beautiful Wildwood Park. Riverside Recreation’s ACA Certified Instructors will also teach the basics of water safety, trip planning, and how to have an enjoyable time on the water. After learning about safety, this class will launch as a group and continue small group instruction on a guided tour. Individual practice with paddling will be offered at the end of the course. This is a great way to build a new skill set or improve upon what you already know about kayaking. Riverside Recreation provides kayaks, paddles, and all necessary safety equipment. Wildwood Park. 6 hours. $99.55

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<td>5/6-10</td>
<td>Sa 2p-3p</td>
<td>Wildwood Park</td>
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and continue small group instruction on a guided tour. Individual practice with paddling will be offered at the end of the course. This is a great way to build a new skill set or improve upon what you already know about kayaking. Riverside Recreation provides kayaks, paddles, and all necessary safety equipment. Contact Lisa Webb at 493-7317 for registration information. Wildwood Park. 6 hours. $99.55.

154691 5/7-6/11 Su 3p-4p Wildwood Park

Vacation on a Dime NEW!
Emily would love to share tips and tricks that she has learned along the way to get around the state, country, continent, and the world on a shoestring budget. Topics included, but not limited to, deciding where to travel to stretch your budget, how to find the best lodging for your needs and wallet, free travel apps/websites that are essential (when you need it and how to avoid scams), all-inclusive resorts and cruising.

2 hours. $29.
153468 1/30 M 6p-8p CER 203
153470 3/9 Th 6p-8p CER 203
153471 4/18 T 6p-8p CER 203

SAFE

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.
153573 1/14 Sa 8a-12p GS 301
153574 3/25 Sa 8a-12p GS 301
153575 5/6 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.
154114 1/28 Sa 8a-6p GS 301
154115 3/25 Sa 8a-6p GS 401

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. $99.55.
154111 4/29 Sa 8a-6p GS 301

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.
151738 12/5 & 12/7 M,W 6p-10p GS 401
151739 12/10 Sa 8a-5p Website
151740 12/17 Sa 8a-5p Website
153577 1/7 Sa 8a-5p Website
153579 1/9 & 1/11 M,W 6p-10p GS 301
153581 1/21 Sa 8a-5p Website
153585 2/4 Sa 8a-5p Website
153588 2/25 Sa 8a-5p GS 301
153590 3/11 Sa 8a-5p Website
153591 3/25 Sa 8a-5p Website
153594 4/10 & 4/12 M,W 6p-10p GS 401
153596 4/22 Sa 8a-5p Website
153603 4/29 Sa 8a-5p Website
153605 5/6 Sa 8a-5p GS 301

Motorcycle Safety Foundation: Basic Rider’s Course
This 22-hour course is part of the NC Motorcycle Safety Program. In this class, riders will learn the basics of operating a motorcycle. The course is held on Friday evening, all day Saturday and all day Sunday. 100% attendance of all scheduled class hours is mandatory. NO EXCEPTIONS! Participants must wear long pants, long-sleeved shirts, boots over the ankle, full fingered gloves and eye protection (sunglasses or prescription eyewear is permissible). Helmets are available, but individuals are encouraged to bring their own if they have them. Motorcycles are furnished by PCC. Participants must be 16 years of age, but are not required to hold a driver’s license to participate in the class. Upon successful completion of the course, participants will be able to forego the driving portion of the NC DMV test for gaining their motorcycle endorsement. Pre-registration, at least 3 days prior to the beginning of the class is required. 22 hours. $145.55.
154447 2/3/25 F 6p-10p GHL 126
154448 2/10/2/12 SaSu 8a-6p GHL 126
154449 2/17/2/19 SaSu 8a-6p GHL 126
154450 2/24/2/26 SaSu 8a-6p GHL 126
154451 3/3/3/5 F 6p-10p GHL 126
154452 3/10/3/12 F 6p-10p GHL 126
154453 3/24/3/26 SaSu 8a-6p GHL 126
154454 3/31/4/2 SaSu 8a-6p GHL 126
154455 4/14/4/16 F 6p-10p GHL 126
154456 4/21/4/23 F 6p-10p GHL 126
154457 4/28/4/30 F 6p-10p GHL 126
154458 5/5/5/7 F 6p-10p GHL 126
154459 5/12/5/14 SaSu 8a-6p GHL 126
154460 5/19/5/16 SaSu 8a-6p GHL 126
154461 5/26/5/18 SaSu 8a-6p GHL 126
154462 6/2/6/24 SaSu 8a-6p GHL 126
154463 6/9/6/26 SaSu 8a-6p GHL 126
154464 6/16/6/28 SaSu 8a-6p GHL 126
154465 7/7/7/15 SaSu 8a-6p GHL 126
154466 7/14/7/17 SaSu 8a-6p GHL 126
154467 7/21/7/19 SaSu 8a-6p GHL 126
154468 7/28/7/20 SaSu 8a-6p GHL 126
154469 8/4/8/12 SaSu 8a-6p GHL 126
154470 8/11/8/14 SaSu 8a-6p GHL 126
154471 8/18/8/16 SaSu 8a-6p GHL 126
154472 8/25/8/18 SaSu 8a-6p GHL 126
154473 9/1/9/20 SaSu 8a-6p GHL 126
154474 9/8/9/22 SaSu 8a-6p GHL 126
154475 9/15/9/24 SaSu 8a-6p GHL 126
154476 9/22/9/26 SaSu 8a-6p GHL 126
154477 10/6/10/8 SaSu 8a-6p GHL 126
154478 10/13/10/10 SaSu 8a-6p GHL 126
154479 10/20/10/12 SaSu 8a-6p GHL 126
154480 10/27/10/14 SaSu 8a-6p GHL 126
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ONLINE COURSES

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

New sessions of our instructor-led courses begin each month and last six weeks. Course lessons are released twice a week and can be accessed from any computer with an internet connection 24 hours a day, seven days a week. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.
Visit www.ed2go.com/pittcc to see a full list of classes and prices, and get started today!

How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/pittcc
2. Please click on a course category you’re interested in or type your interest in the search box. Click on a course title. Scroll down past the course descriptions and click on the “Add To Cart” button. Type in the requested information and you will receive an 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:
1/18, 2/15, 3/15, 4/19, 5/17

Roslyn Bethea · rbethea@email.pittcc.edu

ARTS & DESIGN
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 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.

For a full list of classes offered,

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

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

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

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

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

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

HEALTH / MEDICAL
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.

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

Integrating Technology in the Classroom
Learn the secrets of technology integration in the classroom and across the curriculum, gaining the skills educators need to use tools such as apps, assistive technology, wikis, podcasts, and blogs effectively.

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

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.

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

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

Writing

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

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.

Visit our Online Instruction Center: www.ed2go.com/pittcc
Leadership | $70
Fundamentals of Supervision & Management | $70
Virtual Management Skills for Remote or Home Office | $199
Fundamentals of Supervision & Management II | $70
Achieving Success with Difficult People | $70
Diversity for Employees & Managers | $79
Skills for Making Great Decisions | $70
Building Teams That Work | $70

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www.pittcc.edu/leadership-academy

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• Discussion Areas
• Expert Instructors

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

HSE (GED®), ABE, & AHS Orientation for Spring 2023
Complete an Interest Form online by visiting PITTCC.EDU/transitional-studies. *Pre-registration is REQUIRED.

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

English Language Acquisition (ELA) Orientation for Spring 2023
To schedule an appointment, please contact Sharon Edwards at sedwards@email.pittcc.edu or 252.493.7213 (English) or 252.493.7344 (Español).
Spring orientations will take place the first week of January, February and March.
Orientation is offered by APPOINTMENT ONLY and is 3 hours long. Classes are FREE.

TRANSITIONAL STUDIES DEPARTMENT | 252.493.7892
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

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.

**RECEIVING FOOD STAMPS?**

**BERNSTEIN CENTER**

261 Belvoir Highway, Greenville, NC 27834

**FARMVILLE CENTER**

3781 South Main Street, Farmville, NC 27828

**TRANSITIONAL STUDIES DEPARTMENT**

OFFERED AT BOTH LOCATIONS

Adult Basic Education | High School Equivalency
More info: Tereasa Staton at 252.493.7377 or tdstaton802@my.pittcc.edu

**HUMAN RESOURCES DEVELOPMENT (HRD) PROGRAM**

More info: Karen Davis at 252.493.7551 or kddavis728@my.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)
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 and PAY 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
<table>
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<tr>
<th>Please Print:</th>
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**CHANGE OF ADDRESS:**

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**Begin Date:** ________ **End Date:** ________

**FOR STAFF USE ONLY**

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<tr>
<td>[ ] Occupational Extension</td>
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<tr>
<td>[ ] CTP</td>
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</tbody>
</table>

**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)**

---

**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.)

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

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

Name ____________________________ Colleague ID ____________________________

Address ____________________________ City ____________________________ State __________ Zip __________

County ____________________________ County of Residence ____________________________ State of Residence ____________________________

Home Phone ( ) ____________________________ Work Phone ( ) ____________________________ Cell Phone ( ) ____________________________

Social Security Number ____________________________ Date of Birth: ____________________________ Gender: [ ] Male [ ] Female

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

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

[ ] Advertisement [ ] Corporate Contact [ ] Personal Initiative [ ] Recruitment Activities [ ] Referral [ ] Other ____________________________

Check one of the following graduation types:

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

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

Student Type:

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

Employment Status: Please check one.

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

Highest educational level completed: Please check one.

[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] High School Equivalency
[ ] 7 [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12 [ ] Adult High School Diploma

Is your tuition being paid by an agency/organization? If yes, please specify ____________________________

(Copy of authorization to pay must be on file or attached)

Are you taking this course for certification? [ ] Yes [ ] No

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

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

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

Signature Date

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