Truck driving professions are in high demand. See how some companies are changing their strategies for drivers. page 2
While delivering for a Greenville furniture company, Nicolas Wolfe began to wonder what it would be like to drive a larger truck, to be on the wide-open road making much larger deliveries. Originally a North Dakota native, Wolfe moved to North Carolina in 2017 to be with family, and his interest in truck driving began shortly after that. Overhearing drivers talking about where they were from or where they were heading while at truck stops with those furniture deliveries helped him visualize driving the countryside, living out of a truck, and being able to see all the United States had to offer.

Since Swift Trucking seemed to have a lot of area name recognition, he started there. Luckily, they worked closely with Trans Tech and the CDL course at Pitt Community College. That’s where Wolfe met JD Cox, CDL instructor and a true mentor of the program. Wolfe credits Cox with supplying him with vital driving information. “JD not only taught us what we needed for the tests, he was also instrumental in making sense of why we do things the way we do,” Wolfe explained. “He was more than willing to share his knowledge of trucking life and let us learn from his years of experience. He let us know what to expect.”

Wolfe has put 200,000 miles under his belt since then. He’s been all the way to the coast of California, through Nebraska and Utah, down to Texas, through Oklahoma, Florida, and up to New York. When asked if there were unexpected benefits, he quickly expressed “Yes, I’ve been able to see family that I never would have otherwise.”

Seeing the countryside is becoming more of a possibility as the long schedules for drivers are changing. Wolfe used to be gone a month at a time which was considered normal. Now, he’s on a two-week turnaround, and that’s becoming more standard. He, like many others, welcomes the change.

Cox explained that new drivers aren’t willing to be gone that long anymore. “I remember when routes might take 4 - 6 months, but there aren’t many drivers willing to do that now. More women are entering the workforce, too, and they want family time. Companies are trying to accommodate drivers, sometimes even offering weekly routes. “That was just unheard of a few years ago,” he added.

So, if you’re curious about driving for a living or have questions about the CDL program, please contact: Gail Nichols at 252.493.7625 or gpnichols316@my.pittcc.edu, Alexandra McCoy at 252.493.7246 or armccoy526@my.pittcc.edu or Ana Edwards at 252.531.1928 or ajedwards640@my.pittcc.edu (Se habla Español).
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
### OFFERING CAREER NEW! EXPLORATION

#### Career Exploration for Freight Dispatching [NEW!]
Have you ever thought about running a trucking business without owning your own truck? If so, this course is for you. You will learn how to be your own boss, dispatch your own loads, how to network with other dispatchers and so much more! 27 hours. $125. Fee waiver available for those who qualify.

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<tr>
<td>157367</td>
<td>7/10-8/7</td>
<td>M, W</td>
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#### Career Exploration for Healthcare Professionals [NEW!]
The healthcare industry is one of the largest employers in the economy and one of the most rapidly growing. There are endless career opportunities at all levels in the healthcare industry. Let us help you explore what jobs are the right fit for you, and what training and education they require. 30 hours. $125. Fee waiver available for those who qualify.

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#### Career Exploration Information Technology (IT) Professionals [NEW!]
Technology drives our everyday lives from downloading music and playing games to communicating, steering vehicles and personal banking. It is one of the fastest growing industries. Let us help you explore several career options and learn more about PCC course offerings! 45 hours. $125. Fee waiver available for those who qualify.

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### HUMAN RESOURCES DEVELOPMENT (HRD)

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

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<td>GS 403</td>
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#### 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.

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<tr>
<td>157171</td>
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<td>151172</td>
<td>7/25 &amp; 7/27</td>
<td>Th</td>
<td>8:30a-12:30p</td>
<td>GCA 112</td>
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#### FDIC Money Smart
Money Smart is a comprehensive financial education curriculum designed to help low- and moderate-income individuals outside the financial mainstream enhance their financial skills and create positive banking relationships. 12 hours. $70. Fee waiver available for those who qualify.

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<th>Course Code</th>
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#### 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.

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<td>157363</td>
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<td>8:30a-12:30p</td>
<td>GCA 112</td>
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#### 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.

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#### 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

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

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<td>157174</td>
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#### Professionals in Transition [NEW!]
This lab will provide employability skills training for students who are unemployed, underemployed, received notice of a pending layoff, or re-entering the workforce. Individuals will refine their job search strategy, practice interviewing and networking skills, develop a Self-Marketing plan, and have accountability assignments for their job search. Individuals will complete and post their resume on appropriate career sites. 4 hours $75. Fee waiver available for those who qualify.

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<tr>
<td>157375</td>
<td>5/22-8/7</td>
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<td>9a-1p</td>
<td>NCWORKS</td>
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#### Working Smart
One of the major reasons why individuals are released from employment is not because they lack the technical skills to perform the job, but because they lack the soft-skills needed to succeed in the workplace. This curriculum identifies and teaches the critical soft-skills necessary for individuals to be effective workers and strong team players in a fast-paced environment. Students will learn the importance of personal branding, dealing with stress, how to actively listen, effectively communicate, adjust to change and problem solve. 30 hours. $125. Fee waiver available for those who qualify.

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<td>TBD</td>
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<tr>
<td>BioWork</td>
<td>5/31-6/15</td>
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<td>Online</td>
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Do You Qualify for the Fee Waiver?

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

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

FOR MORE INFORMATION

Karen Davis, HRD Coordinator
kddavis728@my.pittcc.edu | 252.493.7551

Mary Richardson, HRD Administrative Assistant
mbrichardson620@my.pittcc.edu | 252.493.7845
**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. 48 hours. $130.55.

**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 understand the servicing mechanical systems of vehicles and the tools used. They will also learn how to work safely in a shop environment. Instructor: Luis Clemente. 48 hours. $130.55.

**ODB Emissions Control Inspection**

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. Cost $85.

**Escort Vehicle Operator Certification**

The North Carolina Department of Transportation administers this program to certify Oversize/Overweight Load Escort Vehicle Operators as required by G.S. 20-119, and detailed in 19A NCAC 02D.0644. This course includes instruction in safe and effective escort skills, an examination that verifies course comprehension and a certificate which provides recognition of satisfactory completion of the program. Instructor: Karen Gardner 8 hours. $100.

**Commercial Driver’s License (CDL) 5 Week Class**

This class prepares student 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.

**DMV Auto Dealer Prelicensing**

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

**DMV Auto Dealer License Renewal**

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

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

To register for PCC’s Cosmetology program, please complete the online registration process on the website. Please register online for the Cosmetology Wait/Interest List (Class prefix begins with COS). This process allows students to complete the required registration information and pay for the first semester’s tuition. Students will be contacted on a first-come, first-serve basis to complete other program prerequisites and finalize the enrollment process. If students are not moved from the wait list to a specific class, they will be refunded. If you have questions, please contact: Wendy Dunbar at 252-493-7528 or wwdunbar973@my.pittcc.edu.
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. 377 hours. $185.55 Textbook with software access code, kit, and uniform are an additional cost and are required.

156381 7/10-9/29 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. Prerequisite: Successful completion of the Intro to Cosmetology class. 391 hours. $185.55 Textbook with software access code, kit, and uniform are an additional cost and are required.

156388 7/6-9/29 M,T,Th,F 8:30a-4p PCC HSA  
W 8:30a-1:30p PCC HSA

156390 10/2-12/20 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 program. The course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Prerequisite: Successful completion of the Intermediate Cosmetology class. 391 hours. $185.55. Textbook with software access code, kit, and uniform are an additional cost and are required.

156391 7/6-9/29 M,T,Th,F 8:30a-4p PCC HSA  
W 8:30a-1:30p PCC HSA

156393 10/2-12/20 M,T,Th,F 8:30a-4p PCC HSA  
W 8:30a-1:30p PCC HSA

Clinical Cosmetology
This course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Prerequisite: Successful completion of the Advanced Cosmetology class. 391 hours. $185.55. Textbook with software access code, kit, and uniform are an additional cost and are required.

156394 7/6-9/29 M,T,Th,F 8:30a-4p PCC HSA  
W 8:30a-1:30p PCC HSA

156395 10/2-12/20 M,T,Th,F 8:30a-4p PCC HSA  
W 8:30a-1:30p PCC HSA

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, May 25 (unless seats are filled sooner). For registration and NCRC information, call 252-493-7885 or email workforcedevelopment@email.pittcc.edu.

BioWork 5/31-8/29  T,W,Th  6p-10p WMW 229

SUMMER 2023 | PITTCC.EDU/ConEd | 252.493.7388  7
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 CLASSES

Online EMT Basic
May 30 – August 21

Traditional EMT Basic (face to face)
August 1 – November 9
Tuesday/Thursday nights, 6-10 pm

Advanced EMT Hybrid
August 23 – November 15
Every other Wednesday and Saturday, 6-10 pm

For more information:
PCCEMS@EMAIL.PITTCC.EDU
Skilled Trades Options

NIGHT & WEEKEND CLASSES

- BASIC AUTO REPAIR
- BRICKLAYING (MASONRY)
- CABINET MAKING FUNDAMENTALS
- COMMERCIAL DRIVER’S LICENSE (CDL, A & B)
- CFC REFRIGERANT CERTIFICATION
- ELECTRICAL WIRING
- ESCORT VEHICLE OPERATOR
- FRAMING & CARPENTRY
- HVAC PREVENTATIVE MAINTENANCE
- METAL WELDING CUTTING PROCESS
- PLUMBING FUNDAMENTALS
- WELDING - MIG & STK

Class details on page 15 & 16

SPANISH INTERPRETATION as needed.

TUITION AID for those who qualify.

Gail Nichols  ▶  252.493.7625
▶ gpnnichols316@my.pittcc.edu
Alexandra McCoy ▶  252.493.7246
▶ armccoy526@my.pittcc.edu
Ana Edwards ▶  252.531.1928
▶ ajedwards640@my.pittcc.edu
(Se Habla Español)

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 workforcedevelopment@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’
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. The lecture portion of the class will be completed online. Students will be divided into lab groups. Lab times are assigned on one of the scheduled class days.

Nurse Aide I - Traditional

(Face to Face)

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

Nurse Aide I Refresher - Traditional

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.

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 Test Fee of $24. 160 hours. Cost $215.00. Books approximately $175, NA II Supply Kit $105. This class is a traditional face-to-face course.

Nurse Aide II Supply Kit $105. This class is a hybrid course. The student must be active on the NA II 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.

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.

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...
Pharmacy Technician Training - Online

The Pharmacy Technician Training provides the student with the 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 of 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.

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 11/13/2023. 232 hours. Class $215. Book approximately $80.00.

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.

OCCUPATIONAL TRAINING

usually at the hospital level, in an Acute or Critical Care area of the hospital setting.
128 Hours. Class cost $205. Book is approximately $80. Class is an online course on ConED Moodle.
154777 5/2-7/6 online online online
156764 9/5-11/14 online online online

Medication Aide - Traditional

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. Must be necessary to qualify for listing on the North Carolina Medication Aide Registry. Must be

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 11/13/2023. 232 hours. Class $215. Book approximately $80.00.

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.

Interested in a MED TECH course?

The Medication Technician for Adult Care Homes course is a 24-hour training program developed to meet the requirements mandated by NC legislation to train unlicensed staff who will be administering medications to residents in North Carolina Adult Care Home environments (i.e. Assisted Living Facilities, Group homes). Following successful completion of the class, the student will be prepared to take the written state medication exam for unlicensed staff in an adult care home which is administered by the NC Division of Health Services Regulation.

There is a $25.00 testing fee. If you are interested, please contact the Healthcare Programs Department at (252) 493-7225 or send an email to slbrown886@my.pittcc.edu to be added to the interest list.
### Health Care Admission Requirements (Please read all requirements below)

<table>
<thead>
<tr>
<th>Requirement</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>No</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>Yes</td>
<td>Yes</td>
<td>Yes</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. *See Note 1</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Varicella (Chicken Pox)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>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 (2) doses of the vaccine will be needed.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Rubella (Measles)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Two (2) doses are required of Rubella or MMR #1 &amp; #2.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Mumps</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Two (2) doses are required of Mumps or MMR #1 &amp; #2.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immunization record verifying vaccination or positive titer for Rubella (German Measles)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Two (2) doses are required of Measles or MMR #1 &amp; #2.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</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>

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### Occupational Training

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

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

#### Other Items:

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

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

#### Purchasing Locations:

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

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### Placement Testing Center

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 1: 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 scheduled and paid 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. CB Pro Advantage Tracker fee is $40.00 for ECU Health 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 check and drug screening 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 check and drug screening requirement, please call (252) 493-7225.

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### Prerequisites and payment are due at registration.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Asset Scores</th>
<th>Compass Scores</th>
<th>Accuplacer</th>
<th>College Work in Lieu of Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading 34 – 37</td>
<td>Reading 32 – 51</td>
<td>Reading 30+</td>
<td>Completion of College English</td>
<td>Completions of College Math</td>
</tr>
<tr>
<td>Math 34 – 41</td>
<td>Math 22 – 45</td>
<td>Math 30+</td>
<td>* Note 2</td>
<td>* Note 3</td>
</tr>
<tr>
<td>* Other acceptable documents: NCRC Scores, SAT Scores, TABE Scores (Basic Skill Plus students only)</td>
<td></td>
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</tr>
</tbody>
</table>

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*Note 2: 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 4: CB Pro Advantage Tracker fee is $40.00 for ECU Health 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 check and drug screening requirement, please call (252) 493-7225.

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### Required documentation provided to PCC:

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

**CREDENTIAL/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 NCBOH. Students must pay fee within 30 days of course completion or student will not be listed as an N.A. II.

**PHARMACY TECHNICIAN CERTIFICATION Exam fee:** $129 payable at the end of the Pharmacy course to the PTCB. Students must apply for the exam within 60 days of course completion. Failure to register for the exam within 60 days will require the student to repeat the course.
### 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, 2½ days a week based on the schedule. **20 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).**

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident/Health Pre-Licensing</td>
<td>7/19-7/21</td>
<td></td>
<td>M-T</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>8/16-8/18</td>
<td></td>
<td>M-T</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>9/20-9/22</td>
<td></td>
<td>M-T</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>10/18-10/20</td>
<td></td>
<td>M-T</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>11/15-11/17</td>
<td></td>
<td>M-T</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>12/20-12/22</td>
<td></td>
<td>M-T</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
</tbody>
</table>

### 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, 2½ days a week based on the schedule. **20 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Days</th>
<th>Time</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Pre-Licensing</td>
<td>7/17-7/19</td>
<td></td>
<td>M-T-W</td>
<td>8a-5:30p/8a-1p</td>
<td>Online</td>
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<tr>
<td></td>
<td>8/14-8/16</td>
<td></td>
<td>M-T-W</td>
<td>8a-5:30p/8a-1p</td>
<td>Online</td>
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<tr>
<td></td>
<td>9/18-9/20</td>
<td></td>
<td>M-T-W</td>
<td>8a-5:30p/8a-1p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>10/16-10/18</td>
<td></td>
<td>M-T-W</td>
<td>8a-5:30p/8a-1p</td>
<td>Online</td>
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<tr>
<td></td>
<td>11/13-11/15</td>
<td></td>
<td>M-T-W</td>
<td>8a-5:30p/8a-1p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>12/18-12/20</td>
<td></td>
<td>M-T-W</td>
<td>8a-5:30p/8a-1p</td>
<td>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. **$400 (Includes material fee. Material fee is nonrefundable once registered).**

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Lines Pre-Licensing</td>
<td>7/10-7/14</td>
<td></td>
<td>M-F</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>7/24-7/28</td>
<td></td>
<td>M-F</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>8/7-8/11</td>
<td></td>
<td>M-F</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
</tbody>
</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).**

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property &amp; Casualty Pre-Licensing</td>
<td>7/10-7/14</td>
<td></td>
<td>M-F</td>
<td>8a-5:30p</td>
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</tr>
<tr>
<td></td>
<td>7/24-7/28</td>
<td></td>
<td>M-F</td>
<td>8a-5:30p</td>
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<tr>
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<td>8/7-8/11</td>
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<td>M-F</td>
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<tr>
<td></td>
<td>9/11-9/15</td>
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<td></td>
<td>9/25-9/29</td>
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<tr>
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<tr>
<td></td>
<td>11/6-11/10</td>
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<td>M-F</td>
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<tr>
<td></td>
<td>11/12-11/15</td>
<td></td>
<td>M-F</td>
<td>8a-5:30p</td>
<td>Online</td>
</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>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property &amp; Casualty Adjusters Pre-Licensing</td>
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<tr>
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<td>7/24-7/28</td>
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<td>M-F</td>
<td>8a-5:30p</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>8/7-8/11</td>
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<td>M-F</td>
<td>8a-5:30p</td>
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<td></td>
<td>9/11-9/15</td>
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<td>M-F</td>
<td>8a-5:30p</td>
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<td>9/25-9/29</td>
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<td>8a-5:30p</td>
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<tr>
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<td>10/9-10/13</td>
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### North Carolina Medicare Supplement/Long Term Care
This course is designed to prepare you for the N.C. State Accident/Health Insurance Agents Examination. There is a 10-hour study requirement by DOI. The study requirements will be met with a live instructor, 1½ days a week based on the schedule. **10 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).**

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<tr>
<th>Course</th>
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<td>North Carolina Medicare Supplement/Long Term Care</td>
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For questions about insurance prelicensing courses and step-by-step instructions on how to register for these courses, please contact Wendy Dunbar, Coordinator. Workforce Licensure by email at wdunbar@email.pittcc.edu.
Basic Law Enforcement Training

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

Registration: July 12, 2023, at 8:30, 10:00 & 11:30am. You are required to attend one of these sessions.

Fall 2023
Day 8/7-12/14 M-F 8a-5p LET
Night 8/7-4/18 M-F 6p-11p LET

Day Class will graduate on 12/14/23 at 5:30 pm
Night Class will graduate on 4/18/24 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

Electronic Notary (E-Notary)

This course covers information necessary for persons wanting to become commissioned as an electronic notary. Topics include procedural, legal, and ethical requirements. Prior to being appointed, first-time candidates must successfully complete this course as one of the state requirements. Registration requires students to hold a valid commission as a notary public in North Carolina and present a government issued photo ID. Students are required to pass an exam to complete the class requirements. Instructor: Linda Mathis. 6 hours. $75. A textbook is required and must be purchased at the PCC Bookstore prior to class.

156399 5/22 M 8:30a-3:30p RLH 102
156401 6/26 M 8:30a-3:30p RLH 102
156402 8/14 M 8:30a-3:30p RLH 102

Notary Public

This course covers information necessary for persons wanting to apply for notary public commissions for the state of NC. Registration requires students to be able to read, write, and speak English and present a government issued photo ID. Students must possess a high school diploma or equivalency and are required to pass an exam to complete the class requirements. Instructor: Joyce Williams or Linda Mathis. 8 hours. $75. A textbook is required and must be purchased at the PCC Bookstore prior to class.

156309 5/17 W 8:30a-5:30p RLH 102
156396 6/12 M 8:30a-5:30p RLH 102
156397 7/12 W 8:30a-5:30p RLH 102
156398 8/7 M 8:30a-5:30p RLH 102

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

Real Estate classes are held either with face-to-face instruction or synchronously online. Real estate prelicensing classes with online instruction are hybrid classes and will have the final exam testing in person. This synchronous training will occur at the stated dates and times for each class listed below. Because of attendance requirements, students must have a computer or tablet with a working webcam and microphone and a reliable internet connection in order to participate in synchronous online training. Smart phones are not allowable devices for participation. Students will be contacted prior to start of class with specific class information via email.

Real Estate Pre-Licensing

Are you interested in becoming a provisional broker? We can help you prepare to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws. Class options include both in-person and online seats. All classes will have final exam in person. Instructor: Jim Weese. 80 hours. $185. Textbook required at first class and is approximately $50 in PCC Bookstore.

156678 4/18-7/18 T,Th 6p-10p Online (synchronous)
153763 4/18-7/18 T,Th 6p-10p RLH 118
7/25 T 6p-10p RLH 118

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 W 1p-5p Online
156605 5/10 W 1p-5p GS 301
156233 6/7 W 1p-5p GS 301
156303 6/8 Th 9a-1p GS 301

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 W 8a-12p Online
154598 5/10 W 8a-12p GS 301
156236 6/7 W 8a-12p GS 301

Introduction to Bricklaying (Masonry)

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

157034 8/19-11/18 Sa 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 F,5a 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. 48 hours. $130.55.

156789 5/22-7/10 M,W 5:30p-8:30p VEW 161

Basic Electrical Wiring II

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

156790 7/17-8/23 M,W 5:30p-8:30p VEW 161

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.

156779 6/6-6/29 T,Th 6p-10p CIT 128

156789 5/22-7/10 M,W 5:30p-8:30p VEW 161

MORE SKILLED TRADES
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: $45. Instructor: John Mulder. 24 hours. $75.55.

CFC Refrigerant Certification
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low 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.

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

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

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.

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: Justin Nichols. 64 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).

Metal Welding Cutting Process
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphases on straight line, curve and bevel cutting on plate steel and pipe. Carbon Arc gouging and cutting, horizontal bandsaw, portal bandsaw, shears, etc. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Instructor: Ben Wilson. 72 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).

Metallic Cartridge Reload II
This class will cover advanced reloading techniques used in long range and bench rest shooting for maximum accuracy, case forming for wildcat or obsolete cartridges, bullet casting, proper sizing and lubrication of cast lead bullets and reloading die modifications needed for best performance. Students must be at least 21 Years old and have a concealed carry permit and/or a purchase permit less than 12 months old. Instructor: Jim Marsal. 24 hours. $185.55

Shielded Metal Arc Welding (STK)
Learn more about the SMAW (Shielded Metal Arc Welding) process. Emphasis is placed on puddling, 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: Bradley Mills. 64 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).

Bricklaying (Masonry)
Learn the fundamental techniques and practice concepts of building brick structures.
Classes begin August 19.
See page 15 for more details or contact Gail Nichols at 252.493.7625 or gpnichols316@my.pittcc.edu.

Pitt Community College will offer the American Welding Society Certification testing. This program tests welders on procedures used in the structural steel, petroleum pipelines, sheet metal, and chemical refinery welding industries. If interested please contact Charles Newkirk at cenewkirk7111@my.pittcc.edu or Gail Nichols at gpnichols316@my.pittcc.edu.

LOCATION KEY ON PG. 29
OCCUPATIONAL TRAINING

HUMAN RESOURCES DEVELOPMENT

- Computer Technology Awareness
- Create a Dynamic Resume
- Employer Expectations
- FDIC Money Smart
- Goal Setting
- Human Services Exploration: DSS Caseworker and Income Maintenance Caseworker: NCFAST
- Job Interview Skills
- Professionals in Transition
- Working Smart
- Workplace Technology Awareness and more!

FOR MORE INFORMATION

Karen Davis, HRD Coordinator
kddavis728@my.pittcc.edu | 252.493.7551

Mary Richardson, HRD Administrative Assistant
mbrichardson620@my.pittcc.edu | 252.493.7845

CUSTOMIZED TRAINING PROGRAM (CTP)

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

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

COMMERCIAL TRUCK DRIVER TRAINING

CLASS A — $3,700
5 Weeks – 176 hours
- First 56 hours are online 24/7
- Last three weeks of class have varying times for day and night time driving

CLASS B — $2,700
3 Weeks – 90 hours
- First 30 hours are online 24/7
- Last 60 hours of class have varying times for day and night time driving
The Small Business Center is dedicated to the training of potential and existing small business owners. Our commitment is to helping you and your business succeed. We offer FREE weekly training events as well as FREE confidential one-on-one business consulting that can help you with your business plan, financials, marketing, and more. The Small Business Center also maintains a resource center that provides you with computer access and research tools to help you run your business better.

REGISTER ONLINE for our weekly seminars or for an appointment with our business counselor:

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

For more information, 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
- Management
- Marketing
- Accounting & Record Keeping
- Social Media

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

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

START-UP BASICS
Register for these FREE Seminars and FREE one-on-one confidential counseling at www.ncsbc.net

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.

2023-23 5/2 T 6p-9p  GS 301
2023-24 6/1 Th 6p-9p  GS 301
2023-25 7/11 T 6p-9p  GS 301
2023-26 8/1 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.

2023-27 5/4 Th 6p-9p  GS 301
2023-28 6/5 T 6p-9p  GS 301
2023-29 7/13 Th 6p-9p  GS 301
2023-30 8/3 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
**ARTS/CREATIVE**

**Birdhouses and Feeders! NEW!**

Using slab building and templates, students will create a beautiful home for a small bird family. You an also add holes and a dish to turn it into a functional bird feeder. All creations will be able to hang when finished. We will paint our work with colored underglaze and coat in clear glaze. When complete, they will be weatherproof and food safe. Instructor: Alexis Davis. 3 hours. $79.55.

156505 7/13-7/27 Th 9a-12p GlasStation
9 hours. Cost: $99.55.

156784 6/20-6/29 T,Th 9:30a-12p KVW 107A
156785 6/10-6/24 Sa 10a-12p TBA

**Cricut Design Space NEW!**

Get to know your Design Space. This class will help with making the cut and getting the most out of your designs. Students will also learn the cricut hacks to save you time, energy and money. Instructor: L. Langford. 6 hours. $49.

156855 5/25-6/8 Th 6p-8p TBA
156856 6/10-6/24 Sa 10a-12p TBA

**Creative Painting and Drawing Studio**

A skill building art-making course for adults. 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

156784 6/20-6/29 T,th 9:30a-12p KW 107A
156785 7/25-8/3 T,th 9:30a-12p KW 107A

**Garden Gnomes and Totem Poles NEW!**

Create a ceramic gnome to live in your garden or on your porch. We will use Hand Building techniques such as pinch pots and coil building to create the body of your gnome. Then we will use surface design and other hand building techniques to give our gnomes a style and personality of their own. All gnomes will be painted with underglaze and sealed with clear glaze so they will be safe to keep outdoors when completed. Instructor: Alexis Davis. 9 hours. Cost: $99.55

156505 7/13-7/27 Th 9a-12p 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.

154700 4/18-4/19 T,W 4:30p-6:30p CER 202
154702 5/9-5/10 T,W 4:30p-6:30p CER 202

**Silhouette Studio NEW!**

Silhouette is not your average design space. This class will help you get to know Silhouette Studio. If you can think it, you can make it. Learn other things you can do; this is not just paper crafting. You will learn tips and tricks to save you time, money and energy. Instructor: L. Langford. 6 hours. $49.

156857 7/13-7/27 Th 6p-8p TBA
156858 7/29-8/12 Sa 10a-12p TBA

**Wall Hanging Workshop NEW!**

We will be using slab building and templates to create a unique wall hanging. You choose a design from the templates provided or create your own template design. We will learn surface and texture techniques and finish our piece by painting it with underglaze and colored slip. All pieces will be coated in clear glaze and will be weatherproof when complete. Instructor: Alexis Davis. 2 hours. $79.55.

156506 6/23 F 10a-1p GlasStation

**Canva: The Possibilities are Endless NEW!**

Learn how to use Canva to create everything from print to YouTube and more! Instructor: L. Langford. 2 hours. $29

156852 5/18 Th 6p-8p TBA
156853 6/29 Th 6p-8p TBA
156854 8/10 Th 6p-8p TBA

**DANCE**

**Beginner Shag Dance**

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

153894 4/10-5/1 M 7p-8p CER 204
156499 6/5-6/26 M 7p-8p CER 204
156500 7/10-7/31 M 7p-8p 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

153898 4/10-5/1 M 8p-9p CER 204
156501 6/5-6/26 M 8p-9p CER 204
156502 7/10-7/31 M 8p-9p CER 204

**Birdhouse and Feeder!**

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FINANCIAL PLANNING

Creating a Budget Confidently

Are you curious about budgeting? You want to manage money better, but you feel clueless where to start? Budgeting is the starting point! Join us for a fun and easy to understand workshop and leave able to confidently create a budget that will get you back on track with your money. Instructor: Heather Davis 2 hours. $29

Meal Planning to Save Time & Money

Are you tired of spending too much on food, multiple trips to the grocery store, and still no answer to “what’s for dinner”? When you learn this simple method for meal planning on a budget, you’ll save time and money and wish you’d known about it all along. Instructor: Heather Davis 2 hours. $29

GARDENING

Building Your Own Veggie Garden

Topics will include but not limited to: learning the differences between warm weather/cold 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.

Container Gardening 101: Back to Basics

In this class, students will need to bring a container from home that fits their home space to make their own container garden. They will learn about the history of container gardening, the plant science behind it, how to create a container garden and proper upkeep of their garden. They will explore ornamental and edible gardens. 6 hours. Cost: $49.

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.

IN THE KITCHEN

Nutrition Basics

Do you have a desire to change up your eating habits to be more healthy and balanced but are not sure where to start? Join us as we walk through the basics of nutrition, what defines a macronutrient and their importance, how to calculate your caloric intake based on your lifestyle and goals, as well as how to adapt your intake as things change. Take control of how you fuel your body through Nutrition Basics. Digital workbook included. Instructor: K. Speas. 2 hours. $49.

LANGUAGES AND WRITING

Chaos to Clarity

Are you struggling to balance life and work responsibilities? Does it seem like there is never enough time to get it all done? Do you feel disconnected from your spouse or children? If you said yes, this class is for you. This introduction class will show you how to calm the chaos, regain control and reclaim your life. Chaos to Clarity contains tools and resources to help you save more time, energy and money in your life which can improve the quality of your relationships, improve your health and so much more. Instructor: R. Cimorelli. 8 hours. $99

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. 33 hours. $99.

LEISURE ACTIVITIES

Enjoying Poker

Take this class and you can join the game with confidence. Longtime enthusiast Charles Gullette will introduce you to the fun of poker and its variations. He’ll start with Texas Hold ‘Em, 7 Card Stud, and 5 Card Draw. You will learn poker etiquette and the rules of the game. Hand rankings, poker psychology, and betting and raising techniques are also part of the course. In addition to nightly instruction, you’ll begin to play poker, and the final night will be a class tournament. *Please note: This is NOT a gambling course. 18 hours. $60

Find Us ONLINE

PITTCC.EDU/community/continuing-education/personal-enrichment

20 SUMMER 2023 | PITTCC.EDU/ConEd | 252.493.7388
Kayaking for Seniors NEW!
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
154689 5/6-6/10 Sa 2p-3p Wildwood Park

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
154688 5/3-6/7 W 5p-6p Wildwood Park

Youth Kayaking NEW!
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
154691 5/7-6/11 Su 3p-4p Wildwood Park

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 forgo 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.
154595 5/19-5/21 F 6p-10p GHL126 SaSu 8a-6p
154596 6/2-6/4 F 6p-10p GHL126 SaSu 8a-6p
154599 6/9-6/11 F 6p-10p GHL126 SaSu 8a-6p
154605 6/23-6/25 F 6p-10p GHL126 SaSu 8a-6p
154606 7/14-7/16 F 6p-10p GHL126 SaSu 8a-6p
154607 7/28-7/30 F 6p-10p GHL126 SaSu 8a-6p
154608 8/4-8/6 F 6p-10p GHL126 SaSu 8a-6p
154609 8/11-8/13 F 6p-10p GHL126 SaSu 8a-6p

For more information: Lisa Webb at 252-493-7317 or lawebb292@my.pittcc.edu

Learn more about growing your own garden with these three class options:

BUILDING YOUR OWN VEGGIE GARDEN
CONTAINER GARDENING 101: BACK TO BASICS
HERB GARDENING 101
ARTS/CREATIVE Camps
- Beats and Jams: Digital Music Creators
- Christmas in July
- Drawing Studio
- Hand Building Workshop
- Painting Studio
- Wheel Throwing Ceramics Camp

FUTURE ASPIRATIONS
- Babysitting Basics
- F.L.O.W Future Leaders of Our World
- Try a Trade

HORTICULTURE CAMP
- Landscape Horticulture Institute

SPORTS Camps
- BMX Camp
- Beginners’s Kayaking
- Beginner’s SUP Board Camp

STEM Camps
- Camp Scrubs
- Cybersecurity
- Medical Mysteries
- Minecraft Animators
- Python Programmers
- Racing Games with Unity
- ROBLOX Makers
- So You Think You Can Science?
- STEAM Camp
- YouTube FX Masters

PITTCC.EDU, Search ‘EXPLORE’
Camp Coordinator • Lisa Webb • 493.7317 • lawebb292@my.pittcc.edu
2023 Official Registration Form

NOTE: An Official Registration Form must be completed for each participating child.

Child’s Name: _______________________________ Birthdate: _______________________________

Social Security Number: ___________________________ Upcoming Grade: _______________________

Ethnicity of Child: __________________________ Child’s T-Shirt Size (please circle one): ________

Parent(s): ___________________________________ City: __________________________ Zip: __________

Address: _____________________________________ Email: _________________________________

Cell Phone: __________________________ Phone: __________________________

Pre-existing medical conditions: __________________________ Allergies: __________________________

Physician: __________________________ Phone: __________________________

Insurance Company: __________________________ Policy Number: __________________________

In the case of an emergency in which I/we cannot be reached:

Social Security Number: __________________________ Parent(s): __________________________

Address: _____________________________________ City: __________________________ Zip: __________

In the event that my child, __________________________, should require emergency medical treatment and reasonable attempts to contact me have been unsuccessful, I give my consent for emergency medical treatment as deemed necessary by the licensed physicians or dentists at a nearby hospital, emergency facility, or other such health care provider.

Signature of parent/guardian __________________________ Date __________________________

Total Cost: __________________________

REGISTRATION DEADLINE for each camp is 1 WEEK before START DATE.

Parent/Guardian Permission

I/We give permission for the above named child to participate in 2023 PCC Explore! I/We also give permission for pictures/videos of my child to be used for marketing purposes by Pitt Community College.

______________________________ __________________________
Signature of parent/guardian Relationship to child:

Emergency Medical Information

In the case of an emergency in which I/we cannot be reached:

Name: __________________________ Phone: __________________________

Pre-existing medical conditions: __________________________ Allergies: __________________________

Physician: __________________________ Phone: __________________________

Insurance Company: __________________________ Policy Number: __________________________

In the event that my child, __________________________, should require emergency medical treatment and reasonable attempts to contact me have been unsuccessful, I give my consent for emergency medical treatment as deemed necessary by the licensed physicians or dentists at a nearby hospital, emergency facility, or other such health care provider.

______________________________ __________________________
Signature of parent/guardian Date

Please email registration form to Lisa Webb at lawebb292@my.pittcc.edu. Tax ID #: 56-0793335

REGISTRATION DEADLINE for each camp is 1 WEEK before START DATE.

SUMMER 2023 | PITTCC.EDU/ConEd | 252.493.7388 | 23
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.

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, visit www.ed2go.com/pittcc.
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.

LANGUAGE

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

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

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

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

TEACHER PROFESSIONAL DEVELOPMENT

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

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

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 instructional 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.

TEST PREP

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

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

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

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

WRITING

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

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

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

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

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

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

Check out all our courses!
Visit our Online Instruction Center: www.ed2go.com/pittcc
1 Leadership | $70
2 Fundamentals of Supervision & Management | $70
3 Virtual Management Skills for Remote or Home Office | $199
4 Fundamentals of Supervision & Management II | $70
5 Achieving Success with Difficult People | $70
6 Diversity for Employees & Managers | $79
7 Skills for Making Great Decisions | $70
8 Building Teams That Work | $70

Complete all courses to receive your certificate and GAIN valuable skills to ADVANCE in your career!

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

ONLINE Classes
• 24-Hour Access
• Self-Paced
• 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 Summer 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 Summer 2023
To schedule an appointment, please contact Sharon Edwards at seedwards473@my.pittcc.edu or 252.493.7213 (English) or 252.493.7344 (Español).
Summer orientations will take place in July and August.
Orientation is offered by APPOINTMENT ONLY and is 3 hours long. Classes are FREE.

TRANSITIONAL STUDIES DEPARTMENT | 252.493.7892
RECEIVING FOOD STAMPS?

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

For more information, call (252) 902-1392 or Curshenia Wilson at (252) 493-7904. The FNS E&T program will continue to provide tuition support and serve the many people affected by the COVID-19 Pandemic.

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

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NC APPRENTICESHIP NC

- EARN WHILE YOU LEARN
- SCHOLARSHIP MONEY TO PAY FOR TUITION, BOOKS, FEES
- IMPROVE YOUR SKILLS WITH ON-THE-JOB TRAINING

LEARN TODAY. APPLY THE SKILL TOMORROW.

W.V. Yarbrough | wvyarbrough947@my.pittcc.edu | 252.493.7216
REGISTRATION INFORMATION

REGISTRATION

• Registration is on a FIRST COME, FIRST SERVED basis.
• Any adult 18 years of age or older (and out of high school) may register for a course.
• Individuals 16-18 years old may register only with written permission from their high school official.
• Pitt Community College reserves the right to change schedules at any time and to add or withdraw courses.
• No walk-in registration on the first day of class.
• **You must register 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.

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4 WAYS TO REGISTER

**ONLINE**

Available for a select number of classes. To view classes available and to register, visit:
www.pittcc.edu
> continuing education
> course schedules

**BY MAIL**

Mail completed registration form with check, money order, or credit card information to:
Pitt Community College
Continuing Education
P.O. Drawer 7007
Greenville, NC 27835-7007

**BY FAX**

Fax your completed registration form with credit card information to:
252.321.4626

**CONTACT US**

Call 252.493.7388 or email pccconedquestions@email.pittcc.edu

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REGISTRATION INFORMATION

4 WAYS TO REGISTER

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INCLEMENT WEATHER

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

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

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.

Name ___________________________ First ___________________________ Middle/Maiden ___________________________ Last ___________________________

Address __________________________________________________________ City ___________________________ State ___________________________ Zip ___________________________

County ___________________________ County of Residence ___________________________ State of Residence ___________________________

U.S. Citizen: [ ] Yes [ ] No Email ___________________________

Home Phone ( ) ___________________________ Work Phone ( ) ___________________________ Cell Phone ( ) ___________________________

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

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

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

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

Check one of the following graduation types:

[ ] High School Graduate [ ] High School Equivalency Completion [ ] Current High School Student or High School Equivalency Student

[ ] Did not graduate High School [ ] Adult High School Graduate

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

Student Type: [ ] Not applicable [ ] Fire & Rescue/EMS/Law Enforcement [ ] Dual Enrollment

[ ] Employee [ ] Senior Citizen [ ] Inmate

Employment Status: Please check one.

[ ] Retired [ ] Employed 1-10 hours per week [ ] Employed 40 or more hours per week

[ ] Unemployed-Not Seeking Employment [ ] Employed 11-20 hours per week [ ] 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 [ ] One Year Vocational Diploma

[ ] 7 [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12 [ ] Adult High School Diploma [ ] Bachelor’s Degree

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.
PO Drawer 7007
Greenville, NC 27835-7007

BioWork to Biotechnology...wherever you are, PCC is there for you.