FALL 2023
August – December
COURSE SCHEDULE

Tiffany Smith with Department of Social Services is making a difference in Pitt County. page 2
The dream of helping others has always motivated Tiffany Smith. And though she hadn’t always known how that dream would be fulfilled, she’s now off to a good start thanks to Continuing Education courses taken at Pitt Community College.

“Enrolling in the Human Services DSS Caseworker and Income Maintenance Caseworker NCFAST classes were very beneficial when it came to getting my job with Pitt County,” Smith said.

As an Income Maintenance Worker I, Smith processes five or more applications a day for Food and Nutrition Services (FNS). “My first goal with each applicant is making sure that everyone is treated the same, answering any questions they may have and making sure that they feel like they are important no matter what the situation may be,” she explains.

Smith says the filing procedure can be challenging when all the information isn’t there and described what a typical day may include. “I do interviews with clients. I help some clients fill out their applications while I continue to work on other ones that I may already have with the returned requested items.”

Each case is unique which makes each day a little different. Smith enjoys that variation and feels like the continuing education classes prepared her for what to expect, especially when it comes to using NCFAST. She hopes to continue her classes and shared what she’s working toward. “In five years, I plan to still be employed with Pitt County doing the same job but as an Income Maintenance Worker II. Also, I plan to be cross-trained in both areas of FNS and Medicaid.”

When asked what makes her day, Smith quickly replied, “I feel rewarded when a client calls back to say, ‘Thank You’ for being so nice with helping them.”

If you’d like to learn more about these classes or others offered through the Human Resources Development program, please contact Karen Davis, HRD Coordinator, kddavis728@my.pittcc.edu, 252.493.7551 or Mary Richardson, HRD Administrative Assistant, mbrichardson620@my.pittcc.edu, 252.493.7845. Many classes are free to those who qualify.

*Fulfilling a Dream – One Case at a Time –*

*Tiffany Smith pictured front cover.*
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

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

5,000 copies of this document were printed at a cost of $2,675 or $.535 per copy.
June 2023
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.

159120 8/21-9/25 M,W 1:30p-4:30p GCA 112
159121 10/11-11/13 M,W 1:30p-4:30p GCA 112

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.

TBD 10/30-11/20 M,T,W 7p-10p Online

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 up help you explore several career options and learn more about PCC course offerings! 45 hours. $125. Fee waiver available for those who qualify.

TBD 9/25-10/25 M,W,Th 7p-10p Hybrid
10/28 5 8a-12p GCA 107

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.

159078 8/21-9/20 M,W 8:30a-11:30a GS 403

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! 4 hours. $70. Fee waiver available for those who qualify.

159114 9/19 T 1:30p-4:30p GCA 107
159115 10/17 T 1:30p-4:30p GCA 107
159116 11/28 T 1:30p-4:30p GCA 107

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.

TBD 10/6 F 8:30a-12:30p GCA 112

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.

159091 9/12 T 8:30a-12:30p GCA 112
159096 10/10 T 8:30a-12:30p GCA 112
159097 11/14 T 8:30a-12:30p GCA 112

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.

159080 8/16-9/18 M,W,Th 7p-10p Online
9/21 8a-12p GCA 107
159081 9/25-10/25 M,W,Th 7p-10p Online
10/26 8a-12p GCA 107

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

159082 10/30-12/6 M,W,Th 7p-10p Online

Job Interview Skills

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

TBD 9/21 Th 8:30a-12:30p GCA 112
TBD 10/19 Th 8:30a-12:30p GCA 112
TBD 11/16 Th 8:30a-12:30p GCA 109

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.

159125 8/16-12/11 M,W,Th 1:30p-4:30p GCA 107

Working Smart

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

TBD Weekly M 2:30p-5:30p PCDC
TBD Weekly F 9a-12p PCDC
BioWork TBA 1W, Th 6p-10p Online

Workplace Technology Awareness

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

159079 9/25-11/13 M,W 8:30a-11:30a GS 403
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

The Small Business Center Network

supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information.

I was teaching and decided I needed a change. From the time I searched the website and spoke to the Pitt Community College staff, it has been nothing but good things and encouragement to succeed. With a family and all the mother and wife duties I had, six months of schooling online was an investment. I feel like the benefits of the HRD Program at PCC are to express your inner self and make a better life for you and your family. The course shows you what the job will consist of including how to navigate the NCFAST application.

All of this training is good to have, but it won’t get real until you are in the office trying to get clients their benefits. I was hired in January to start my new career and when I say I am grateful, I truly am. I wasn’t sure if this was the road for me, but God knew.

The Co-workers at Pitt County Department of Social Services are amazing, and you will find the encouragement you need to succeed and must have in this field. I have found a caring environment in PCDSS that loves helping our clients and cares enough to feed every hungry child.

Shakira Taylor
Income Maintenance Worker I

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, August 31 (unless seats are filled sooner). For registration and NCRC information, call 252-493-7885 or email workforcedevelopment@email.pittcc.edu.

BioWork 9/5-12/5 T,W,Th 6p-10p WMW 229
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 might 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 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.**

### AUTOMOTIVE

#### Auto Safety Inspection
Pitt Community College is approved by the NC Division of Motor Vehicles to offer the Vehicle Safety Inspection course. This eight-hour course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Pre-registration and pre-payment is required. Instructor: Norman Lilley. **8 hours. $75.**

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

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#### Escort Vehicle Re-Certification
The North Carolina Department of Transportation administers this program to re-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. **4 hours. $75.**

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### 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.**

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*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.*
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

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

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

TBA 10/2-2/16 M, T, Th, F 8:30a-4p PCC HSA
W 8:30a-1:30p PCC HSA

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
EMT Basic (face to face)
August 8 – November 7
Tuesday/Thursday nights, 5:30-8:30 pm
Saturdays, 8 am – 4 pm
August 26, September 16, October 7 & 28

Online EMT Basic
September 25, 2023 – January 11, 2024
Saturdays, 8 am – 2 pm
October 7 and 14, one in November (TBD) and December 2 & 16

Saturday EMT and ONLINE
July 29 – October 8
Saturdays, 8 am - 5 pm are scheduled for July 29, August 12 and 26, September 9, 23 & 24

Advanced EMT – must have a valid EMT Certification
August 16 – November 15
Wednesday nights, 6-9 pm includes online course work

* 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.

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.

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

156757 8/23-12/7  W,Th  8a-12p GS 115
Clinical 11/8-11/30  W,Th  6:45a-3:15p TBA
156759 8/28-12/11  M,T  6p-10p GS 303
Clinical 11/14-12/04  M,T  2:45p-11:15p TBA
TBA 1/8-4/22  M,T  6p-10p GS 303
Clinical 3/26-4/15  M,T  2:45p-11:15p TBA
TBA 1/10-4/18  W,Th  8a-12p GS 115

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

156755 8/30-9/28  W,Th  1p-5p GS 115
TBA 2/7-3/7  W,Th  1p-5p GS 115

Nurse Aide II - Hybrid
Pre-requisite: Nurse Aide I. The Nurse Aide II hybrid course prepares graduates to perform advanced nursing procedures. It includes 93 hours classroom/lab and 80 hours clinical learning experiences. Students desiring to enroll in this class must meet admission requirements, be CPR certified through an American Heart Association approved CPR course, and have a current listing as a NAI with the Division of Health Services Regulations in Raleigh. Upon successful completion, the NAII graduate will be listed with the NC Board of Nursing with employment opportunities at the hospital, doctor’s office, and home health levels. At the end of the course, the successful graduate will submit a Board of Nursing Test Fee of $24. 173 Hours. Class $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.

156762 9/05-12/11  M,T  5:30p-10p GS 115
Clinical 10/30-12/5  M,T  2:45p-11:15p VIDANT
TBA 1/8-4/15  M,T  5:30p-10p GS 115
Clinical 3/11-4/9  M,T  2:45p-11:15p VIDANT

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

Nurse Aide II Competency Testing - Traditional
This course is designed to provide the student an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skills will be referred to the Board of Nursing for re-listing on the NA II registry. 8 hours. Class $80; NA II Supply Kit $90. Note: Students are only allowed two attempts at the NA II Competency Testing course. If you are unsuccessful at the two attempts, you will be required by PCC to take the full NA II program for recertification. Each attempt must be paid separately.

156326 9/18-9/19  M 1p-5p GS 115
156826 11/13-11/14  M 1p-5p GS 115
TBA 1/22-1/23  M 1p-5p GS 115
TBA 3/11-3/12  M 1p-5p GS 115

Cardiovascular Monitor Technician – Online
The EKG Monitor Technician Program focuses on Acute and Critical Care Heart monitoring and reflects the latest knowledge in the Cardiac field. It begins by covering all the basics of arrhythmia interpretation and covers cardiac anatomy and physiology and clinical interpretation of the electrocardiography and pacemaker rhythms. This program may be taken by a student with either no EKG training or by a student who previously had basic EKG training interpretation. Employment is usually at the hospital level, in an Acute or Critical Care area of the hospital setting. 128 Hours. Class cost $205. Book is approximately $80. Class is an online course on ConEd Moodle.

156764 9/5-11/14  online online online
TBA 2/2-4/4  online online online
Pharmacy Technician Training

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 pharmacists. 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.

Sterile Compounding for Pharmacy Technicians (Pharmacy)

Many pharmacy technicians are responsible for sterile compounding, the preparation of medications in a sterile environment to prevent contamination. Sterile compounding is a complex specialty that allows pharmacy technicians to work in an advanced role. In general, a sterile compounding role involves creating IV infusions in a clean room setting using aseptic technique, a process that allows the end medication to be sterile enough for injection into the patient. These roles require absolute precision and a strong attention to detail as small mistakes can have devastating consequences. Sterile compounding roles require in-depth knowledge of the various state, federal, and non-governmental guidelines that regulate the practice. Some of the most important regulations are those created by the United States Pharmacopeia (USP), a scientific nonprofit organization. These regulations are categorized into three main sections, based on the type of compounding done. They are USP <795> for nonsterile compounding, USP <797> for sterile compounding, and USP 800, for hazardous compounding.

Becoming a Certified Compounded Sterile Preparation Technician® (CSPT®) demonstrates a CPhT's knowledge and skill as a specialized pharmacy technician, as well as their commitment to the role they play in ensuring medication safety. Earning the CSPT Certification, provides the opportunity to be recognized by your employer and colleagues for successfully meeting PTCB's rigorous requirements for this advanced credential. Pharmacy technicians who are certified are being employed in traditional as well as innovative practice models across the nation. These practice settings could include but are not limited to hospitals, infusion centers, compounding facilities, and more. Students sitting for the Certified Compounded Sterile Preparation Technician® (CSPT®)- must be an active PTCB CPhT in good standing and satisfy PTCB's education and/or work criteria. CSPT candidates must have no convictions of pharmacy or drug-related misdemeanors. The course will be a hybrid course that includes asynchronous online learning and one face-to-face lab day on Tuesdays from 6p-10p. 115 Hours. Class $190.00. Book approximately $xxx.xx, 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.
**OCCUPATIONAL TRAINING**

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

**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 paid via www.castlebranch.com at a cost of $37.00 for each student. Students should use code pi06dt for the drug screening test. Once the drug screen is paid for via the website, print collection form and take to your local LabCorp for specimen collection. The clinical dates and times will vary and will be assigned by the instructor. CB Pro Advantage Tracker fee is $40.00 for ECU Health Medical Center Clinicals. Rotation Manager fee is $34.99 for Vidant Medical Center Clinicals. If you fail to complete the criminal background (have certain crimes and/or pending cases) or if you fail to complete the drug screening, you may be denied admission to required clinical sites and you will not receive a refund. If you have any questions regarding the criminal background and drug 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 cost is required before you can participate in clinical. Clinical times will be 1 week long from 8am-Spm. Times will be assigned by the instructor. If you fail to complete the criminal background (have certain crimes and/or pending cases) or if you fail to complete the drug screening, you may be denied admission to required clinical sites and you will not receive a refund. If you have any questions regarding the criminal background requirement, please call (252) 493-7225.

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

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

**CREDENTIA/PEARSON VUE STATE TESTING (N.A. I Certification Test Fee): $140.00 payable at the end of the N.A. I course to Pearson Vue.**

**BOARD OF NURSING N.A. II Fee:** $24.00 payable at the end of the N.A. II course to NCBOCN. 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.

**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
- 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 Uniforms
  (252) 752-2426
- Uniforms Galore
  (252) 355-0055

**Prerequisites and payment are due at registration.**
OCCUPATIONAL TRAINING

BLS Provider Course (Basic Life Support)

HealthCare Provider is a basic life support course including relief or foreign body airway obstruction, 1 and 2 rescuers CPR in infant, child, and adult, and use of automated external defibrillators in adult and child. 6 Hours. 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.

156765 8/18  F 8:30a-3:30p GS 404
156766 8/19  S 8:30a-3:30p GS 404
156767 9/22  F 8:30a-3:30p GS 404
156768 9/23  S 8:30a-3:30p GS 404
156769 10/20 F 8:30a-3:30p GS 404
156770 10/21 S 8:30a-3:30p GS 404
156817 11/17 F 8:30a-3:30p GS 404
156818 11/18 S 8:30a-3:30p GS 404
TBA 1/19 F 8:30a-3:30p GS 404
TBA 1/20 S 8:30a-3:30p GS 404
TBA 2/16 F 8:30a-3:30p GS 404
TBA 2/17 S 8:30a-3:30p GS 404
TBA 3/15 F 8:30a-3:30p GS 404
TBA 3/16 S 8:30a-3:30p GS 404
TBA 4/26 F 8:30a-3:30p GS 404
TBA 4/27 S 8:30a-3:30p GS 404

NOTE: The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training

Learn the essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with a private enterprise. Areas of study include criminal law, juvenile law, civil process, traffic crash investigations, alcoholic beverage laws, investigative, patrol, custody and court procedures, emergency responses, ethics, and community relations. For more information, contact the Law Enforcement Division at 252-493-7572. 640 hours. Approximately $1600 (includes books and uniforms). 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 8/7/18 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.

 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 sibrown886@my.pittcc.edu to be added to the interest list.

PITTCC.EDU/ConEd > click on Law Enforcement Training

FALL 2023 | PITTCC.EDU/ConEd | 252.493.7388
Insurance

Accident/Health Pre-Licensing
This course is designed to prepare you for the N.C. State Accident/Health Insurance Agents Examination. There is a 20-hour study requirement by DOI. The study requirements will be met with a live instructor, 2 ½ days a week based on the schedule. 20 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 8/16-8/18 M,T,W 8a-5:30p/8a-1p online
N/A 8/19-8/22 M,T,W 8a-5:30p/8a-1p online
N/A 8/23-8/27 M,T,W 8a-5:30p/8a-1p online
N/A 8/28-9/1 M,T,W 8a-5:30p/8a-1p online
N/A 9/25-9/29 M,F 8a-5:30p online
N/A 10/2-10/6 M,F 8a-5:30p online
N/A 11/13-11/17 M,F 8a-5:30p online
N/A 11/14-11/18 M,F 8a-5:30p online

Life & Health Pre-Licensing
This course is designed to prepare you for the N.C. State Life & Health Insurance Agents Examination. There is a 20-hour study requirement by DOI. The study requirements will be met with a live instructor, five days a week based on the schedule. 20 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 8/14-8/18 M,T,W 8a-5:30p/8a-1p online
N/A 8/19-8/22 M,T,W 8a-5:30p/8a-1p online
N/A 9/26-9/30 M,T,W 8a-5:30p/8a-1p online
N/A 10/12-10/16 M,T,W 8a-5:30p/8a-1p online
N/A 10/13-10/17 M,T,W 8a-5:30p/8a-1p online
N/A 11/27-11/30 M,T,W 8a-5:30p/8a-1p online
N/A 12/4-12/8 M,T,W 8a-5:30p/8a-1p online

Property & Casualty Pre-Licensing
This course is designed to prepare you for the N.C. State Property & Casualty Insurance Agents Examination. There is a 40-hour study requirement by DOI. The study requirements will be met with a live instructor, five days a week based on the schedule. 40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 9/8-9/11 M,F 8a-5:30p online
N/A 9/11-9/15 M,F 8a-5:30p online
N/A 9/15-9/19 M,F 8a-5:30p online
N/A 9/19-9/22 M,F 8a-5:30p online
N/A 9/22-9/26 M,F 8a-5:30p online
N/A 10/6-10/10 M,F 8a-5:30p online
N/A 10/10-10/14 M,F 8a-5:30p online
N/A 10/14-10/18 M,F 8a-5:30p online
N/A 10/18-10/22 M,F 8a-5:30p online

Life Pre-Licensing
This course is designed to prepare you for the N.C. State Life Insurance Agents Examination. There is a 20-hour study requirement by DOI. The study requirements will be met with a live instructor, 2 ½ days a week based on the schedule. 20 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 8/14-8/18 M,T,W 8a-5:30p/8a-1p online
N/A 8/19-8/22 M,T,W 8a-5:30p/8a-1p online
N/A 9/26-9/30 M,T,W 8a-5:30p/8a-1p online
N/A 10/12-10/16 M,T,W 8a-5:30p/8a-1p online
N/A 10/13-10/17 M,T,W 8a-5:30p/8a-1p online
N/A 11/27-11/30 M,T,W 8a-5:30p/8a-1p online
N/A 12/4-12/8 M,T,W 8a-5:30p/8a-1p online

Property & Casualty Adjusters Pre-Licensing
This course is designed to prepare you for the N.C. State Property & Liability Adjusters Examination. There is a 10-hour study requirement by DOI. The study requirements will be met with a live instructor, five days a week based on the schedule. 10 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 8/14-8/18 M,T,W 8a-5:30p/8a-1p online
N/A 8/19-8/22 M,T,W 8a-5:30p/8a-1p online
N/A 9/26-9/30 M,T,W 8a-5:30p/8a-1p online
N/A 10/12-10/16 M,T,W 8a-5:30p/8a-1p online
N/A 10/13-10/17 M,T,W 8a-5:30p/8a-1p online
N/A 11/27-11/30 M,T,W 8a-5:30p/8a-1p online
N/A 12/1-12/5 M,F 8a-5:30p online

North Carolina Medicare Supplement/Long Term Care
This course is designed to prepare you for the N.C. State Accident/Health Insurance Agents Examination. There is a 10-hour study requirement by DOI. The study requirements will be met with a live instructor, ½ day a week based on the schedule. 10 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 9/14-9/18 M-F 8a-5:30p online
N/A 9/19-9/22 M-F 8a-5:30p online
N/A 10/2-10/6 M-F 8a-5:30p online
N/A 11/13-11/17 M-F 8a-5:30p online
N/A 11/14-11/18 M-F 8a-5:30p online
N/A 12/1-12/5 M-F 8a-5:30p online

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

**Notary Public**

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

6 hours. $75. A textbook is required and must be purchased at the PCC Bookstore prior to class.

**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 real estate 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. This hybrid class will consist of online synchronous lectures along with additional online resources for all instruction. Final exam will be held in-person in the Goess Student Center Multi-purpose Room. Students must have working webcam and microphone on computer or tablet and reliable internet connection. Instructor: Jim Weese or Rick Eason. 90 hours. $185. Textbook required at first class and is approximately $50 in PCC Bookstore.

**Post Licensing Course 302 - Contracts & Closings**

Are you a provisional broker? This course is one of the three mandatory post licensing courses that must be completed by newly licensed NC provisional brokers within 18 months of obtaining a broker license. Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options and selected real estate license status and educational issues. Students must have required textbook at first class. Course final exam will be proctored online. Instructor: Jim Weese. 30 hours. Cost: $125.

**Post Licensing Course 303 - NC Laws, Rules, & Legal Concepts**

Are you a provisional broker? This course is one of the three mandatory post licensing courses that must be completed by newly licensed NC provisional brokers within 18 months of obtaining a broker license. Topics addressed in this course include general NC licensing requirement, the disciplinary process, broker compensation issues, specialized types of real estate, property management in NC, and miscellaneous NC laws and legal concepts. Students will have online proctored final exam. Instructor: Rick Eason or Jim Weese. 30 hours. Cost: $125.
**REAL ESTATE CONTINUING EDUCATION**

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

159022  9/27  W  9a-1p  Online

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

159024  10/4  W  9a-1p  Online

### Real Estate BICUP
This 4-hour mandatory course is required by all Brokers-in-Charge in order to maintain their eligibility each license year. Instructor: Jim Weese. 4 hours. $45.

159023  10/11  W  9a-1p  Online

**SKILLED TRADES**

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

158863  9/11-11/1  MW  6p-9p  CIT 134

### 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

### Intro to AutoCad
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

### Intro to Residential Wiring I
This 8-week course provides students an opportunity to explore the electrical trade’s industry. Students will learn concepts related to safety, blueprint reading and basic electrical installation. The students will navigate the NEC (National Electrical Code) and electrical blueprints to ensure their electrical installations meets local and Nation standards while maintaining safe work practices. Upon completion of this course, the student will be able to safely and properly install basic electrical components to the standards of the electrical industry. Instructor: Ernest Cornelius 64 hours. $185.55.

159071  8/17-10/17  T, Th  6p-10p  VEW 161

### 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.

158852  12/1-12/2  F, Sa  8a-5p  Ayden

### Advanced Residential Wiring
This 8-week course provides students an opportunity to elaborate on concepts learned in the Intro to Residential Wiring course. In this course, students will broaden their knowledge on concepts related to complete job site safety and complex residential installations. The students will navigate the NEC (National Electrical Code) in depth to ensure they completely understand residential electrical installations. Upon completion of this course, the student will be able to safely and properly install advanced electrical components to the standards of the electrical industry. Cost: $185.55 Instructor: Ernest Cornelius 64 hours. $185.55.

159070  10/19-12/14  T, Th  6p-10p  VEW 161

### Advanced Cabinet Making
This course is designed to help you to build upon the skills that you have already learned in the previous classes, Carp I, II, III. This Class is to allow you to build a project of your choosing. We will discuss estimating, wood choices, and the best way to layout and build your project. It is best that you choose projects that can be completed within the time restraints of the class. The instructor will provide tools and guidance. All design and materials to complete your project are the responsibility of the student. Please bring a picture or design drawing the first night of class. Instructor: Lee Warren. Prerequisite: Need to have taken Cabinet 1 and Cabinet 2. 24 hours. $75.55.

158864  9/12-10/5  T, Th  6p-9p  CIT 128

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

158860  8/26  Sa  4:30p-5:30p  KWV 105A
158860  10/1  Sa  8a-12p  KWV 105A

LOCATION KEY ON PG. 21
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: Keith Horne. 48 hours. $130.55.
158866 9/16-10/28 Sa 8a-4:30p CIT 133

HVAC Preventative Maintenance
This 48 hour class will provide education on refrigeration concepts. The class will also provide hands-on training in basic diagnostics and preventative maintenance for residential HVAC systems. Students will need to wear closed toe boots and long pants. Also required are safety glasses and mechanic gloves. Instructor: John Mulder. 48 hours. $130.55.
158859 8/19-9/30 Sa 8a-4.30p KW 105A

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.
158865 9/16-10/21 Sa 8a-4:30p VW101

GTAW (TIG) Plate Welding
This course introduces gas metal arc welding. This course introduces the gas tungsten arc (TIG) welding process. Emphasis is placed on advancing skills with the GTAW process making fillet welds on carbon steel plate and groove in various positions. Upon completion student should be able to perform fillet/groove welds on various joint geometry. Instructor: Persephanie Brown. 64 hours. $185.55. This course serves as a pre-requisite for taking the AWS D1.1 Certification. (This test carries an additional charge).
158862 9/16-11/4 Sa 8a-4:30p MW 103

Pitt Community College will offer the American Welding Society Certification testing. This program tests welders on procedures used in the structural steel, petroleum pipelines, sheet metal, and chemical refinery welding industries.

National Electric Code
This online course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. Instructor: Keith Horne Students are required to purchase the 2017 Code Book ISBN: 9781455912773 and Tom Henry’s 2020 Calculations Book ISBN: 9781733462136 48 hours. $130.55.
TBA TBA M-S 24/7 Online

Machining Fundamentals I
One of the best ways to expand your hobby or refine your skills in Gunsmithing is to have the tools needed to care for your firearms. In this course, you will manufacture tools necessary for the gunsmithing trade and will perform basic operations of measuring, layout, drilling, sawing, barrel threading, turning and milling as well as learning to follow safe practices in these manufacturing processes. Students will learn of machine safety, measuring tools, blueprint reading, lathes, saws, milling machines, bench grinders, and layout instruments. Instructor: Jorge Gonzalez. Upon completion of this class, students may opt to take the National Institute of Metal Working Test for an additional $125. 48 hours. $130.55.
159065 8/22-9/28 T,Th 5p-10p ABW 112

Machining Fundamentals II
The purpose of this course is to present an introduction to machining principles and techniques to individuals who want to learn machining. This course will introduce the students to general machine shop safety, measurement tools and techniques and use of the drill press and vertical mill. Instructor: Jorge Gonzalez. 48 hours. $130.55.
159068 10/10-11/16 T, Th 6p-10p ABW 112

AR15/AR10/SR25 Rifle & Carbine: Build, Accurizing and Tuning
Students will cover the most popular models of the AR15 and their clones. The class will consist of disassembly, reassembly, cleaning, tuning of actions for better function, accuracy considerations, general modifications and necessary repairs. Students will be able to build a complete rifle in class with parts they bring, and/or rebuild and tune their own rifles that they already have. Safety measures, magazine selection/maintenance, ammunition considerations, sling selection, sight selection as well as problem diagnosis will be covered. Cost: $145.55 Instructor: Jim Marsal (students should consult with instructor prior to class in order to obtain parts needed for their projects. Marsal2424@hotmail.com. 24 hours. $145.55.
159075 11/13-12/13 M,W 6p-9p CIT 128

Metallic Cartridge Reload II
This class will cover advanced reloading techniques used in long range and bench rest shooting for maximum accuracy. Case forming for wildcard 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.
159081 8/28-9/25 M,W, 6p-9p CIT 128

Vintage US Military Rifles: Cleaning, Repair, Tips and Tuning
Students will cover maintenance and tuning of the M14/M1A/M1 Garand, M1 Carbine, 1903 Springfield rifles and their clones. The class will consist of disassembly, reassembly, cleaning, tuning for better function, accuracy considerations, general modifications and necessary repairs of these vintage rifles. Students will be able to go through their rifle/s in class and tune them for optimum function. Safety measures, magazine selection/maintenance, ammunition considerations, sling selection, sight selection, proper lubrication, as well as problem diagnosis will also be covered. Instructor: Jim Marsal. 24 hours. Cost: 145.55
159074 11/13-12/13 M,W 6p-9p CIT 128
Crochet II NEW!
In this course, participants will learn how to build upon their existing foundation of crochet. Learn more detailed tips and tricks to crochet more smoothly. Students are encouraged to have their own individual project idea(s) that the instructor will help guide you through during this course. Less samples and more projects! Learn with us and make your own clothes, home décor, gifts and more! Instructor: Brittany Lauterbach. 8 hours. Cost: $80
158835 8/22-9/12  T 6p-8p CER 207
158836 9/19-10/10  T 4p-6p CER 207

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. 3 hours. $29.
158875 9/13  W 5:30p-8:30p CER 202
158876 10/18  W 5:30p-8:30p CER 202
158877 11/15  W 5:30p-8:30p CER 202

Christmas Tree Ornament Workshop NEW!
Use slab building and other hand building techniques to make your own Christmas tree décor. Add holes to make a candle luminary or decorate with tiny handmade ornaments and garland. Supplies are provided, however, there will be a $10 clay fee to be paid at the class. Instructor: Alexis Davis. 3 hours. Cost: $79.55
158879 11/4  Sa 9a-12p GlasStation

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 KKW 107A
156785 7/25-8/3  T,th 9:30a-12p KKW 107A

Dye Techniques NEW!
In this course, participants will learn the ins and outs of professional dye techniques. Topics include proper safety and handling, supplies, folding styles, resists, icedye, shibori, and batik. Supply list will be sent to students beforehand. Instructor: Brittany Lauterbach. 8 hours. Cost: $120
158838 9/11-10/2  M 6p-8p KKW 202

Pumpkin Pottery Workshop NEW!
Learn to make pumpkins using pinch pots and other hand building techniques. Add leaves, tendrils, and colors to customize your own pumpkin fall décor. Supplies will be provided, however, there is a $10 charge for clay to be paid at the class. Instructor: Alexis Davis. 3 hours. Cost: $79.55
158878 10/14  Sa 9a-12p GlasStation

Art 1: Drawing and Painting Forms
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 KKW 107A
156785 7/25-8/3  T,th 9:30a-12p KKW 107A

Business Computer Basics
This is an introductory class in the art of computer basics. You will be introduced to the basics of computer work and applications and various techniques to create and maintain your own computer. This class is an excellent opportunity to explore your artistic interests. Instructor: Judy Dye. 27.5 hours. $89.
158993 9/12-12/5  T 6:30p-9p CER 143

Watercolor Painting
These classes are designed for students at all levels in their watercolor interest and levels of knowledge of the medium. Basic skills will be introduced to new students. The more intermediate students will focus on independent study to help develop their own painting style and encourage them to participate in local art events/art organizations. Individual guidance will be given to all students. Instructor: Judy Dye. 27.5 hours. $79.
158996 9/13-12/6  W 9:30a-12p GCC 159000 9/13-12/6  W 1:30p-4p GCC

Google Docs NEW!
Basic introduction to Google Docs. Learn to format letters, resumes, reports and more. Learn basic formatting skills, short cuts and editing tools to create your own documents and keep them organized and have the ability to convert them to pdf's or Word documents. Instructor: Kim Gaylord. 12 hours. Cost: $59
159098 8/23-9/27  W 5:30p-7:30p CER 143

Computer/Technology
Google for Beginners

Welcome to the world of Google Apps, if you are new to Google then this class is for you. Learn how to set up a Gmail account, create a Contact list, Chat with others, use the Calendar, Keep notes, learn Google Docs, how to share documents with others, create and organize your Drive, create a Google Form, and other apps if time allows.

Instructor: Kim Gaylord. 12 hours. Cost: $59.

158788 10/2 11/13 W 5:30p-7:30p CER 147

Digital Storytelling

During a 2-hour intensive class, you will learn about the power of digital storytelling that can transform your social media presence across different platforms for personal branding, entrepreneurship, or any other public relations efforts. You will learn to effectively utilize various tools, including photography, videography, writing, and social media algorithms, to deliver and share your story and establish your brand identity. Instructor: K. Ker. 2 hours. Cost: $10.

158940 9/7 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/ballrooms 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. Leather sole shoes are preferred or hard bottom, but no rubber soles, please. Instructors: Joe & Lyn Honeycutt.

4 hours. Cost: $59.55

158786 9/11-10/2 M 7p-8p CER 204
158787 10/9-10/30 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. Cost: $59.55

158788 9/11-10/2 M 8p-9p CER 204
158789 10/9-10/30 M 8p-9p CER 204

FINANCIAL PLANNING

Creating a Budget Confidently

NEW!

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

158920 9/12 T 6p-8p TBA
158922 11/7 T 6p-8p TBA

Meal Planning to Save Time & Money

NEW!

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

158924 10/24 T 6p-8p CER 205
158926 12/5 T 6p-8p CER 205

GARDENING

Building Your Own Veggie Garden

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

158822 9/6 W 5:30p-7p T25
158823 10/18 W 5:30p-7p T25

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.

158814 8/16 W 5:30p-7p T25
158821 10/4 W 5:30p-7p T25

LEISURE ACTIVITIES

Houseplants 101

Students will learn about the complex world of houseplants. Topics will include light requirements of different houseplants, proper soil, how to deal with pests, proper watering and fertilizing, pruning dead plants, creative ways to stake tall plants, rare and unusual plants, and which container is best for growing which houseplant. Students will also learn how to care for their plants when they go on vacation. Instructor: J. Carlson. 1.5 hours. Cost: $19

158824 9/20 W 5:30p-6:30p T25
158826 11/1 W 5:30p-6:30p T25

Enjoying Poker

NEW!

Take this class and you can join the game with confidence. Longtime enthusiast Charles Guillele 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 class. 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

158794 8/19-9/30 Sa 11a-2p CER 203

PERSONAL ENRICHMENT

Online Schedule
15 Invaluable Laws of Growth

Discover what it means to tap into your unlimited potential and become all that you can be! The most published author on the topic of Leadership in the world, John C. Maxwell, has turned his attention to the subject of personal growth. Why? Because John has practiced personal growth his entire life and attributes his remarkable success to his commitment to becoming a lifelong learner. Instructor: William Lanier. 15 hours. Cost: $69

Becoming a Person of Influence

How to Positively Impact the Lives of Others - Whatever your vocation or aspiration, you can increase your impact on others by Becoming a Person of Influence. Learn simple, insightful ways to interact more positively with others, and watch your personal and organizational success go off the charts.

Core Communication

Attend the premier applied interpersonal communication skills course-Core Communications. In Core, you will learn six talking skills and five listening skills for resolving conflicts, making decisions, solving problems, and negotiating more effectively. These practical communication skills strengthen your relationships and increase your personal and professional opportunities. Through this program you can expect to: develop confidence that you can communicate effectively in any situation; create faster, better resolutions to conflicts; increase your personal power and influence; choose specific approaches for handling difficult conversations; and reduce interpersonal tension and stress.

Build the Business of Your Dreams

When you launched your company, you dreamed of the freedom it would provide. Plenty of cash to achieve your financial goals, a talented team to help run the business and time to enjoy the good things in life. But building the business has been much harder than you expected! Many days, there are more questions than answers, and it can be tough to know where to turn for help or what steps to take next to evolve your business.

How to Become a REAL Success

Success is not a destination. It is a process - a lifelong strategy of building on strengths, minimizing weaknesses, and focusing on the people and points of life that are most important. In How to be a REAL Success, John Maxwell will help you understand the keys you need to succeed in life. Whether you are a civil servant or a corporate executive, you will achieve great things by understanding four very important success building areas: Relationships, Equipping, Attitude, and Leadership. How to be a REAL Success program is based on 4 books out of the 101 Series: Relationships 101, Equipping 101, Attitude 101 and Leadership 101. Instructor: William Lanier. 3 hours. Cost: $29

Put Your Dreams to the Test

What Do You Need to Make Your Dreams Come True? Your dream has power. It can inspire you. It can empower you. But will it reward you? In this course to reaching your dreams, Dr. John C. Maxwell shows you how to do the things needed to make your dream come true. Most people fail to realize their potential because their dream remains hypothetical. Put Your Dream to the Test takes your dream from ethereal to achievable. Maxwell shows you how to crystallize your vision and galvanize your commitment by instructing you how to answer ‘yes’ to questions like:

- Is my dream really my dream?
- Am I depending on factors in my control to achieve my dream?
- Do I have a strategy to achieve my dream?
- Have I included the people I need to realize my dream?
- Am I willing to pay the price for my dream?
- Does my dream benefit others?

Instructor: William Lanier. 5 hours. Cost: $39
New Horizons Band Beginner
Did you play in band during high school? Always wanted to learn to play a flute, clarinet, trumpet, trombone or another instrument? It’s never too late to learn!

New Horizons Band is for adult musicians, novice and experienced. Come learn, relearn and have fun making music. If you have never played, it’s ok. New Horizons Band will help you learn from the beginning or help you “relearn.” No auditions are required! Participants will need their own instrument. Playing an instrument is great for maintaining finger movement, helping to keep arthritic hands limber and maintaining and improving respiratory functioning. In addition, social fun is good for everyone!

New Horizons Band plays for a variety of locations and activities in the community, such as senior living centers, senior social clubs, concerts, celebrations and community events. 26 hours. Cost: $50

PCC Symphony Orchestra
This course provides an opportunity for those who play an orchestral instrument to gain experience by playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods or orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leadership to performance. PREREQUISITE: Complete of high school orchestra or band program, or comparable private lesson experience. All other cases to be determined by audition. Instructor: Michael Stephenson. 32 hours. FREE

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.

Basic Pistol
The Basic Pistol Shooting Course introduces students to the knowledge, skills, and attitude necessary for owning and using a pistol safely. Through this course, students will learn about pistol parts and operation, ammunition, gun safety, pistol shooting fundamentals, and pistol shooting activities. If you are bringing your own gun to the range, you must provide your own factory ammo. If you are “renting” from the instructor, you will need to bring $40 cash to the class to pay the instructor for ammunition. Also bring safety glasses and hearing protection. Classroom portion will take place at the Greenville Center. For further questions, contact Lisa Webb at 493-7317. Instructor: Robert James. 9 hours. Cost: $99.55

SAFETY

NC Concealed Carry
The purpose of this course is to explain to the student aspects of the North Carolina Concealed Carry Handgun Law as it applies to the rights of the citizen to carry a concealed handgun and to teach and apply the fundamentals of safety and basic marksmanship fundamentals. This course will be taught by a NRA Certified Instructor. This course is not designed for the first time shooter, so the Basic Pistol class is required before this course. Please bring your Driver’s license/picture ID card to class and wear comfortable clothing. If you plan to “rent” a pistol from the instructor, you will need to bring $40 in cash for the instructor to pay for ammunition. Classroom portion will be at the Greenville Center. Last half of class will be a the range and directions will be emailed. *.22 caliber or single action revolvers are not allowed in this class. All firearms must be clean and functioning. For any additional information, please call 252-493-7317. Instructor: Robert James. 9 hours. Cost: $99.55

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

PERSONAL ENRICHMENT

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.

154609 8/11-8/13 F SaSu 6p-10p GHL125
154659 8/18-8/20 F SaSu 6p-10p GHL125
154660 8/25-8/27 F SaSu 6p-10p GHL125
154661 9/8-9/10 F SaSu 6p-10p GHL125
154662 9/15-9/17 F SaSu 6p-10p GHL125
154663 9/22-9/24 F SaSu 6p-10p GHL125
154664 10/6-10/18 F SaSu 6p-10p GHL125
154665 10/13-10/15 F SaSu 6p-10p GHL125
154666 10/20-10/22 F SaSu 6p-10p GHL125
154667 10/27-10/29 F SaSu 6p-10p GHL125
154668 11/3-11/5 F SaSu 6p-10p GHL125
154669 11/10-11/12 F SaSu 6p-10p GHL125
154670 11/17-11/19 F SaSu 6p-10p GHL125
154671 12/1-12/3 F SaSu 6p-10p GHL125
154672 12/8-12/10 F SaSu 6p-10p GHL125
154673 12/15-12/17 F SaSu 6p-10p GHL125

158770 8/26 Sa 8a-6p GS 301
158772 10/21 Sa 8a-6p GS 401
158785 9/23 Sa 8a-6p GS 301
158784 11/18 Sa 8a-6p GS 301
158793 9/12-11/21 T 6p-9p CER 203
REGISTRATION

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

REFUND POLICY

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

The College may refund registration fees under the following circumstances:

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

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

INCLEMENT WEATHER

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

GREENVILLE CENTER
Continuing Education
3107 S. Memorial Drive
Greenville, NC 27834

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

The GREENVILLE CENTER is 2 Miles from the PCC CAMPUS.
REGISTRATION FORM

Please Print: Last Name  First Name  Middle Name  Former/Maiden Name

Social Security Number  E-mail Address  Colleague ID Number

Course ID:  Title of Course:  Begin Date:  End Date:

Change of Address:

Address  City  State  Zip Code  County

Home Phone Number  Work Phone Number

Class Type:  FOR STAFF USE ONLY

☐ Self-Supporting  ☐ Occupational Extension  ☐ CTP

SELF-SUPPORTING REFUND POLICY

There are NO REFUNDS OR TRANSFERS for Self-Supporting courses unless they are canceled by Pitt Community College. For canceled classes, refunds are automatically processed by the Cashier’s Office.

OCCUPATIONAL EXTENSION (OE) REFUND POLICY

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

* In general, the Family Educational Rights and Privacy Act of 1974 prohibits the access and release of student educational records without written consent. By signing this form, the student allows Pitt Community College to release academic records/transcripts, along with conduct records, to current and future employers. Programs at PCC that prepare students for professional licensure(s)/certification(s) are designed to prepare a student to apply for applicable licensure/certification in North Carolina. In order to ensure whether the program meets requirements for professional licensure(s)/certification(s) outside North Carolina, PCC recommends the student contact the program Director/Dean/Coordinator prior to enrolling in the program.

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

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

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

Name ____________________________ First ____________________________ Middle/Maiden ____________________________ Last ____________________________ Colleague ID ____________________________

Address ____________________________ City ____________________________ State ____________________________ Zip ____________________________

County ____________________________ County of Residence ____________________________ State of Residence ____________________________

Country ____________________________ U.S. Citizen: [] Yes [] No

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

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

[] Current High School Student or High School Equivalency Student

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

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

[] Employee [] Senior Citizen [] Inmate

Employment Status: Please check one.

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

[] Unemployed-Not Seeking Employment [] Employed 11-20 hours per week

[] Unemployed-Seeking Employment [] Employed 21-39 hours per week

Highest educational level completed: Please check one.

[] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] High School Equivalency

[] 7 [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12 [ ] Adult High School Diploma

[] One Year Vocational Diploma [] Bachelor's Degree

[] Associate Degree [] Master's Degree or Higher

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

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

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

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

[] NC Department of Insurance Fire/Rescue Commission [] Employer [] Other ____________________________

[] NC Criminal Justice’s Training & Standards Commission and/or NC Sheriff’s Commission [] 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.
Find YOUR New Career! @ PITTCC.EDU/ConEd