CONTINUING EDUCATION

SUMMER 2024
May – August
COURSE SCHEDULE

Omar Ramirez (l) and John Grillo (r) have found careers they are passionate about at Hyster-Yale. Find out more page 2

PITTCC.EDU/ConEd
High school didn’t turn out to be one of John Grillo’s favorite places as a teenager, and he soon found himself looking for alternative options since skateboarding wasn’t paying the bills. As luck would have it, Pitt Community College had just the right fit for him. After completing his GED through the Transitional Studies program, he became interested in the Welding program. John soon received his associate degree in Welding Technology and was hired by Hyster-Yale.

After a few years at Hyster-Yale, John felt a strong urge to help others that might be experiencing a similar situation, and with his excellent welding skills, became a PCC welding instructor. He soon found himself teaching in the high school setting where that strong desire to mentor young people struggling for direction in their lives was met. During his high school teaching career, John taught classes at North Pitt, Ayden-Grifton, and Farmville high schools.

John was still on Hyster-Yale’s radar, though, and he was soon recruited to teach a Saturday employee skill-building class. Those employees were so successful that Hyster-Yale made him a new offer of employment that he could not refuse. And though he misses teaching at PCC, he still sees many of his past students. Some are now working at Hyster-Yale, and he not only has the respect and gratitude of those past students, but many other employees as well. John’s positive energy is contagious, and it doesn’t take long to see that in his work environment where every other person entering or leaving the building greets him with a smile and kind words.

One of those early high school students and now successful Hyster-Yale employees singing praises of John is Omar Ramirez. His family immigrated to the United States when he was only a year old. Several years later as Omar was contemplating his path in high school, John entered the picture and saw a lot of potential in his skill set. Omar credits John with his success saying, "He has always been persistently encouraging." John pushed Omar in high school and continued doing the same after he was employed at Hyster-Yale. He stayed on him to finish his welding degree. Taking classes at night and on the weekend, Omar graduated with his associate degree in 2023 and was soon following in John’s footsteps, as he is now also teaching welding through PCC’s Continuing Education program.

It’s amazing to see the impact John Grillo has had on so many. In the last 3 years alone, he has recruited approximately 45 welding employees for Hyster-Yale with almost half of those being former students. We are thankful for the relationship John has built between PCC and Hyster-Yale. From Welding Instructor to Quality Engineer and now Area Coach II, he comes to work every day ready to share his insights and use his passion to help others succeed!
WHAT'S INSIDE...

4 HUMAN RESOURCES DEVELOPMENT

5 OCCUPATIONAL TRAINING

5 Biotechnology
6 Automotive
7 Cosmetology
7 Fire & Emergency Services Training
8 Health Care
11 Law Enforcement Training
11 Insurance
12 Notary Public
13 Real Estate
13 Skilled Trades

16 PERSONAL ENRICHMENT

16 Arts/Creative
16 Computer/Technology
16 Dance
16 Language
16 Leisure Activities
17 Safety
17 Writing

20 REGISTRATION INFORMATION

21 Location Key
21 Staff Directory
22 Registration Form
23 Student Data Form

HOW TO READ THE COURSE LISTINGS

Name of Course
Description of the course. Course hours. Cost of course.
ID # Date Days Time Location

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).

3,500 copies of this document were printed at a cost of $2,625 or $.75 per copy.

Mar. 24 Pro

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
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! 45 hours. $125. Fee waiver available for those who qualify.
164662 5/20-6/7 3a M,W 6p-9p Online
7/11 Th 8a-12p GCA 107

Career Exploration for a Profession in Real Estate [NEW!]
Are you interested in a career in real estate? Join our class to explore real estate as a career option, the education requirements, and the process to become a real estate broker. You’ll learn information about the real estate industry, basic real estate concepts and discover the skills necessary to become a successful real estate professional. 24 hours. $70. Fee waiver available for those who qualify.
164796 6/17-7/31 M,W 6p-8p RLH 103

Career Exploration for Information Technology (IT) Professionals [NEW!]
Computer and Information Technology careers offer professionals the opportunity to work in many industries, including banking, business and industry, education, healthcare, manufacturing, and more. Overall employment in IT is projected to grow much faster than the average for all occupations from 2022 to 2032. Understanding what paths are available to you can help you navigate your first steps as you begin your career in IT. 24 hours. $70. Fee waiver available for those who qualify.
164663 7/8-7/31 M,W 7p-10p Online

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. 33 hours. $125. Fee waiver available for those who qualify.
164185 5/20-6/26 M,W 8:30a-11:30a GCA 107

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.
TBD 6/10 M 8:30a-12:30p FV
164806 6/18 T 12:30p-4:30p GCA 107
TBD 7/15 M 8:30a-12:30p FV
164807 7/16 T 12:30p-4:30p GCA 107
164808 8/12 T 12:30p-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. 4 hours. $70. Fee waiver available for those who qualify.
TBD 5/31 F 8:30a-12:30p GCA 112
TBD 6/24 M 8:30a-12:30p FV

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.
TBD 6/3 M 8:30a-12:30p FV
164798 6/4 T 1:30p-4:30p GCA 112
TBD 6/17 M 8:30a-12:30p FV
164799 7/9 T 1:30p-4:30p GCA 112
164800 8/6 T 1:30p-4:30p 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.
164188 5/20-6/20 M,W,Th 7p-10p Online
6/21 F 8a-12p GCA 107
164190 6/24-7/25 M,W,Th 7p-10p Online
7/26 F 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
164797 6/24-7/31 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. 4 hours. $70. Fee waiver available for those who qualify.
164801 5/30 Th 12:30p-4:30p GCA 112
TBD 6/17 M 8:30a-12:30p FV
164802 6/27 Th 12:30p-4:30p GCA 112
TBD 7/22 M 8:30a-12:30p FV
164803 8/1 Th 12:30p-4:30p GCA 112

Professionals in Transition
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. 3 hours $75. Fee waiver available for those who qualify.
TBD 5/22-7/31 M,Th 8:30a-12:30p FV

Working Smart
This curriculum identifies and teaches the most in demand soft-skills that employers are recruiting for. It is 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.
BioWork 6/4-6/17 M,T,W,Th 6p-10p Online
TBD Monthly M 2:30p-5:30p PCDC
TBD Monthly F 9a-12p PCDC

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. 42 hours. $125. Fee waiver available for those who qualify.
164186 7/11-8/14 M,W 8:30a-11:30a GCA 107
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

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

BioWork 6/4 - 8/22  M,T,W,Th  6p-10p  WMW 229

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

Scan here to view HRD course schedule

Scan here to view BioWork online schedule
OCCUPATIONAL TRAINING

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.
163540 5/23 Th 2p-10:30p CIT 102
163541 6/20 Th 2p-10:30p CIT 102
163542 7/25 Th 2p-10:30p CIT 102

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, brake components (both disc and drum), suspension components, basic servicing, and 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.
164327 5/29-7/25 W,Th 6p-9p CIT 113

Basic 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. Instructor: Luis Clemente. 48 hours. $130.55.
164325 8/28-10/23 W,Th 6p-9p CIT 113

Escort Vehicle Operator Certification
The North Carolina Department of Transportation administers this program to re-certify Oversize/Oversize Load Escort Vehicle Operators as required by G.S. 20-119, and detailed in 19NCAC02D.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.
164769 10/19 S 8a-4:30p CIT 102

Escort Vehicle Re-Certification
The North Carolina Department of Transportation administers this program to re-certify Oversize/Oversize Load Escort Vehicle Operators as required by G.S. 20-119, and detailed in 19NCAC02D.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.
164767 8/10 S 8a-4:30p CIT 102

Commercial Driver’s A 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. 200 hours. Cost is $2700. Classes start every 5 weeks. To register call 493-7246 or 493-7625 to set up an appointment. Tuition assistance may be available if you qualify. Commercial Truck Driving License A
161581 4/22-5/23
162014 5/27-6/27
161681 7/1-7/8

Commercial Driver’s B License (CDL) 4 Week Class
This class prepares student to first obtain their Class B CDL permit by completing and passing the online Bumper-to-Bumper class. Once the permit is obtained, the student goes on to complete the 90 hours of day 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. 160 hours. Cost is $1700. Classes start every 4 weeks. To register call 493-7246 or 493-7625 to set up an appointment. Tuition assistance may be available if you qualify. Commercial Truck Driving License B
161454 4/29-5/2
161549 6/3-6/27
161580 7/8-8/1

OBD 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. $85
163544 5/29 W 2p-10:30p CIT 102

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.
161836 6/19-6/21 W,Th,F 5p-9p Online
163953 10/7-10/9 W,Th 5p-9p Online

DMV Auto Dealer License Renewal
This course covers information necessary for persons wanting to renew their auto dealer license. This online synchronous course requires a webcam and microphone on a computer or tablet to attend the class. Smartphones are not allowed. Instructor: Dennis Mauk. 6 hours. $75.
163569 5/17-6/8 M,T 5p-8p Online
163572 10/10-10/11 Th,F 5p-8p Online
**COSMETOLOGY**

*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 (COS 5000). 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/interest 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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**EMERGENCY SERVICES TRAINING**

**Intro to Cosmetology** *

Students progress through the cosmetology program in four classes: Intro to Cosmetology, Intermediate Cosmetology, Advanced Cosmetology, and Clinical Cosmetology to complete the required 1500 hours of instruction. Courses cover the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. $185.55 Textbook with software access code, kit, and uniform are an additional cost and are required.

COS 5000-01 Cosmetology Wait/Interest List 163522 7/8-9/27 M,T, Th, F 8:30a-4p PCC HSA W 8:30a-1:30p PCC HSA

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**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.

**Summer EMT Basic**

Online EMT Basic June 3 – August 26

EMT Basic Hybrid
Online portion begins May 24. In-person - June 17 – July 24
Monday & Wednesday, 8 am – 5 pm

**Fall EMT Basic**

EMT Basic August 27 – November 21
Tuesday/Thursday nights, 6:30-9:30 pm

EMT Basic September 7 – November 23
Every other Saturday, 8 am-5 pm

Online EMT Basic September 23 - December 9

For more information: PCCEMS@EMAIL.PITTCC.EDU

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**FIRE SAFETY TRAINING**

**Firefighter Certification Classes**

**Monday/ Wednesday**

**FF Ops 5** – 6p-10p
May 20, 22, 29, June 3, 5, 10, 12, 17, 19

**FF Ops 6** – 6p-10p
June 24, 26, July 1, 8, 10, 15, 17

**FF Ops 8** – 6p-10p
July 22, 24, 29, 31, Aug. 5, 7

**FF Ops7** – 6p-10p
Aug. 12, 14, 19, 21, 26, 28

**Tuesday/Thursday**

**FIP3623** – D/O PUMPS INTRO/
BASIC OPS 4/30, 5/2, 5/7, 5/9, 5/23, 6/6, 6/11, 6/13, 6/18, 6/20


**Monday/Saturday**

**FIP3625** – D/O Pumps Sprinkler/
Maintenance and Testing 7/1, 7/8, 7/13, 7/15, 7/20, 7/22, 7/27

For more information: EMSFIRE@EMAIL.PITTCC.EDU

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**FIRE & EMERGENCY Online Schedule**

SUMMER 2024 | PITTCC.EDU/ConEd | 252.493.7388 | 7
OCCUPATIONAL TRAINING

HEALTH CARE

Nurse Aide I - Hybrid
The Nurse Aide I course prepares graduates to provide personal care and perform basic nursing skills. It includes classroom, lab, and clinical learning experiences. Students who desire to enroll in this class must meet admission requirements. At the end of the course, the successful graduate will receive a certificate of course completion and assistance with application process for the $140 Credentia/Pearson Vue Testing. 144 hours. Class $213; Books approximately $48. This class is a traditional face-to-face course.

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<tr>
<th>Course Code</th>
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<td>164607</td>
<td>8/28-12/12</td>
<td>W, Th</td>
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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 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.

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<tr>
<td>164603</td>
<td>10/2-10/31</td>
<td>W, Th</td>
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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 of classroom/lab and 80 hours of 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 an 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 with employment opportunities. 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 must be unsuccessful 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.

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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 $205. Book is approximately $80. Class is an online course on ConED Moodle.

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Medication Aide
This course is designed to meet the training requirements for becoming qualified as a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

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Medical Billing and Coding II
This course prepares students for entry-level medical billing and coding positions. Course topics can include but are not limited to ICD-10-CM, CPT, and HCPCS coding, electronic health records, managed care, legal and regulatory considerations, claim form instructions, and insurance plans (Medicare, Medicaid, BlueCross BlueShield, Tricare and Workers’ Compensation). Upon completion, students will have the required knowledge of medical billing and coding necessary to become a medical coder. 
*Note: Students should also register for Medical Coding II. Textbooks are an additional cost and are required. 128 hours. Class $185.*

163590 4/29/8/2 24/7 online

Medical Coding - OP Services I
This course will focus on advanced medical coding and billing for outpatient services. Students will learn how to sequence ICD-10-DM diagnostic codes for inpatient, outpatient and physician services, differentiate reimbursement systems, understand the difference between CT, ICD, and HCPCS coding, and learn elements of HIPPA and its impact on healthcare professionals. 
*Note: Students should also register for Medical Coding - OP Services II. Textbooks are an additional cost and are required. 128 hours. Class $185.*

163597 4/29/8/2 24/7 online

Medical Coding - OP Services II
This course will focus on advanced medical coding and billing for outpatient services. Students will learn how to sequence ICD-10-DM diagnostic codes for inpatient, outpatient and physician services, differentiate reimbursement systems, understand the difference between CT, ICD, and HCPCS coding, and learn element of HIPPA and its impact on healthcare professionals. 
*Note: Students should also register for Medical Coding - OP Services I. Textbooks are an additional cost and are required. 128 hours. Class $185.*

163613 4/29/8/2 24/7 online

CPC Exam Prep
This course will prepare students interested in sitting for the Certified Professional Coder certification examination. Students who have completed the PCC Medical and Coding Program meet the criteria to take this exam prep class; others will need to verify their eligibility to meet the exam criteria. 
*Textbooks are an additional cost and are required. 60 hours. Class $185.*

162040 5/21-7/30 24/7 online

CCS Exam Prep
This course will prepare students interested in sitting for the Certified Coding Specialist Physician Based certification examination. Students who have completed the PCC Medical and Coding Program meet the criteria to take this exam prep class; others will need to verify their eligibility to meet the exam criteria. 
*Textbooks are an additional cost and are required. 60 hours. Class $185.*

162043 5/21-7/30 24/7 online

CCS-P Exam Prep
This course will prepare students interested in sitting for the Certified Coding Specialist Physician Based certification examination. Students who have completed the PCC Medical and Coding Program meet the criteria to take this exam prep class; others will need to verify their eligibility to meet the exam criteria. 
*Textbooks are an additional cost and are required. 60 hours. Class $185.*

162044 5/21-7/30 24/7 online

MEDICAL CODING
Medical coding is a fast-growing occupation that combines business and health care. If you are interested in a job in health care without direct patient contact, this is an excellent option for you. These high-demand positions may also allow for remote work. The medical coding training program provides students with the knowledge and skills to become competent credentialed coders in the inpatient or outpatient setting. Students may be eligible to sit for the CPC, CCS-P, or CCS coding credentials. Students will take 2 introductory courses simultaneously in the first semester, pathway-specific courses (either 2 or 3 simultaneously depending on chosen pathway) in the second semester, and an exam prep course in the final semester of the program.

Registration will open March 1 for classes starting on April 29.
Pharmacy Technician Training
This course provides the knowledge and skills required to become a pharmacy technician. Pharmacy technicians work under the supervision of a licensed pharmacist for the safe, accurate preparation and dispensing of medications in both hospital and community settings. Topics include the study of drugs, quality assurance, order processing, pharmacy law, and the preparation of intravenous and other sterile products. The curriculum has been evaluated and approved by the Pharmacy Technician Certification Board (PTCB) as a PTCB-Recognized Education/Training Program. After successful completion of this course, students are eligible to take the national certification exam administered by the PTCB and earn the credential of Certified Pharmacy Technician (CPhT). Students sitting for the Pharmacy Technician Certification Exam must have completed high school or have an equivalent educational diploma and have no felony convictions. Candidates must have never been convicted of a pharmacy or drug-related misdemeanor. 140 Hours. Class $190. Book approximately $195, 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 5/22/2024. 232 hours. Class $215. Book approximately $80.00. This is a hybrid course. The 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 11/18/2024

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 an 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.

115 Hours. The course is a hybrid course that includes asynchronous online learning and one face-to-face lab day on Tuesday from 6p-10p. Cost: $190.00, book approximately $151.85, class is an hybrid course on ConEd Moodle.

160924 4/30 8:30-11 Online/F2F Tu 6p-10p WMW 204
164631 9/13-12/12 Online/F2F Tu 6p-10p WMW 204

BASIC LIFE SUPPORT

BLS Provider Course
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) REQUIRED at PCC Bookstore. Class size limited to 9.

160311 5/17 F 8:30a–3:30p GS 404
160312 5/18 S 8:30a–3:30p GS 404
160313 6/21 F 8:30a–3:30p GS 404
160314 6/22 S 8:30a–3:30p GS 404
160315 7/19 F 8:30a–3:30p GS 404
160316 7/20 S 8:30a–3:30p GS 404
160317 8/9 F 8:30a–3:30p GS 404
160318 8/10 S 8:30a–3:30p GS 404
164593 9/13 F 8:30a–3:30p GS 404
164594 9/14 S 8:30a–3:30p GS 404
164595 10/18 F 8:30a–3:30p GS 404
164596 10/19 S 8:30a–3:30p GS 404
164597 11/15 F 8:30a–3:30p GS 404
164598 11/16 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.
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.

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).

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).

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).

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, at 8:30am, 10:30am & 12:30pm. You are required to attend one of these sessions.

Fall 2024
Day 8/5/24-12/19/24 M-F 8a-5p LET
Night 8/5/24-4/17/25 M-F 6p-11p LET

Day Class will graduate on 12/19/24 at 5:30 pm
Night Class will graduate on 4/17/25 at 5:30 pm
Property & Casualty Adjusters Pre-Licensing
This course is designed to prepare you for the N.C. State Property & Liability Adjusters Examination. There is not a pre-licensing study requirement by DOI; however, students studying this adjuster specific course will increase your probability of passing the state exam. The study requirements will be met with a live instructor, five days a week based on the schedule. 40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 6/10-6/14 M-F 8a-5:30p online
N/A 7/8-7/12 M-F 8a-5:30p online
N/A 7/22-7/26 M-F 8a-5:30p online
N/A 8/5-8/9 M-F 8a-5:30p online
N/A 8/19-8/23 M-F 8a-5:30p online

Personal Lines Pre-Licensing
This course is designed to prepare you for the N.C. State Personal Lines Insurance Agents Examination. The minimum recommended study time is 40 hours. The difference between the Property and Casualty and this course is the Commercial section. Personal Lines does not include the Commercial section on the state exam. The study requirements will be met with a live instructor, four days a week based on the schedule. 40 hours. $400 (Includes material fee. Material fee is nonrefundable once registered).

N/A 6/10-6/14 M-F 8a-5:30p online
N/A 7/8-7/12 M-F 8a-5:30p online
N/A 7/22-7/26 M-F 8a-5:30p online
N/A 8/5-8/9 M-F 8a-5:30p online
N/A 8/19-8/23 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, 1½ days a week based on the schedule. 10 hours. $200 (Includes material fee. Material fee is nonrefundable once registered).

N/A 7/25-7/26 Th 8a-5:30p online
F 8a-1p

For questions about insurance prelicensing courses and step-by-step instructions on how to register for these courses, please contact Wendy Dunbar, Coordinator Workforce Licensure by email at wwdunbar973@my.pittcc.edu.
Real Estate Pre-Licensing

Are you interested in becoming a provision 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. **90 hours.**

**Classes are offered in 3 formats:**

- **Traditional face-to-face** - Students will attend class in-person in the Humber Building on PCC’s main campus. Textbook required at first class and is approximately $50 in PCC Bookstore. Students must complete orientation documents and attend short orientation session with Education Director prior to class start; students will be emailed with orientation documents and session times. Instructor: Jim Weese. **Cost $185.**

  - 163584 5/9-8/13 T, Th 12p-3p RLH 103
  - 8/20 T 6p-9p RLH 103 (exam)
  - 164791 8/29-11/12 T, Th 6p-10p RLH 103
  - 11/21 Th 6p-9p RLH 103 (exam)

- **Synchronously online/hybrid** - Students will attend class online synchronously at the appointed dates and times of class with a live instructor for all classroom instruction. The final exam will be given in person on the last day of class on PCC’s main campus. Due to strict 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. Textbook required at first class and is approximately $50 in PCC Bookstore. Students must complete orientation documents and attend short orientation session with Education Director prior to class start; students will be emailed with orientation documents and session times. Instructor: Jim Weese. **Cost $185.**

  - 164784 5/9/13 T, Th 12p-3p Online
  - 8/20 T 6p-9p RLH 118 (exam)
  - 163589 8/29-11/12 T, Th 6p-10p Online
  - 11/21 Th 6p-10p RLH 118 (exam)

- **Online** - Students will complete coursework via Moodle. Students must schedule their final course exam to be taken on PCC’s main campus in the PCC Testing Center as part of this class. Course materials included in the course. Students must create a ConEd Moodle account prior to class start. Students will be emailed directions on how to create their account by the Education Director. Cost $210, which includes a $25 Testing Center fee for final exam. Testing fee must be paid with registration for the class and is nonrefundable. Registration opens July 1.

  - 164792 7/19-11/22 Available 24/7

**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. $50.**

  - 162003 5/15 W 8a-12p RLH 103
  - 162037 6/5 W 8a-12p RLH 103

**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. $50.**

  - 162009 5/15 W 1p-5p RLH 103
  - 162038 6/5 W 1p-5p RLH 103

**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. $50.**

  - 162006 5/22 W 9a-1p RLH 103
  - 162036 6/4 T 9a-1p RLH 103

**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: Shane Harrison. **48 Hours $130.55. Upon successful completion of this course, a student may sit for the NCCER Testing Certification.**

  - 164323 6/1-7/13 Sa 8a-4:30p CIT 133

**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.**

  - 163750 6/8 Sa 4:30p-5:30p KW 105A
  - 7/20 Sa 8a-12p KW 105A

**REAL ESTATE Online Schedule**

**SKILLED TRADES**

**CIT 133**
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. $45 material fee. $75.55.

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. Instructor: Lee Warren. 24 hours. $40 material fee. $75.55.

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.

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. Students will be provided an opportunity to acquire 3rd party credentials. Instructors: Joe Strickland and Jeffrey Hudson 64 hours. $185.55.

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 the 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: Keith Horne 64 hours. $185.55.

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

GTAW (TIG) Plate Welding
This course introduces the gas tungsten arc (TIG) welding process. Emphasis is placed on advancing skills with the GTAW process making fillet welds on carbon steel plate and groove in various positions. Upon completion student should be able to perform fillet/ groove welds on various joint geometry. Instructor:Matthew Bray. 64 hours. $185.55.

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

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.

Shielded Metal Arc Welding (STK)
Learn more about the SMAW (Shielded Metal Arc Welding) process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion you will be able to perform SMAW fillet welds on carbon plate with prescribed electrodes. Offered in English and Spanish. Instructor: 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).

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.
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.

164774 5/25-6/29 Sa 8a-4:30p ABW 112

Metallic Cartridge Reload I

This class will cover how to reload pistol and rifle ammunition. Students will learn the process of ammunition reloading using the tooling in the shop. Instructor: Jim Marsal. 24 hours. $185.55

161528 4/22-5/15 M,W 6p-9p CIT 128

Metallic Cartridge Reload II

This class will cover advanced reloading techniques used in long range and bench rest shooting for maximum accuracy, case forming for wildcat or obsolete cartridges, bullet casting, proper sizing and lubrication of cast lead bullets and reloading die modifications needed for best performance. Instructor: Jim Marsal. 24 hours. $185.55

163949 8/26-9/25 M,W 6p-9p CIT 128
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. 15 hours. $49.
164330 4/10-5/29 W 9:30a-12p GCC
164332 4/10-5/29 W 1:30p-4p GCC

Circle Rug Workshop NEW!
You won’t beWEAVE it! Participants will create their own beautiful circle rug with yarn and fabric scraps while learning simple weaving techniques. All materials provided plus experienced art instructor. For ages 18 and over. Instructor: Brittany Lauterbach. 2 hours. Cost: $90
163318 6/1 Sa 1p-3p TBA

Watercolor Basics
This is an introductory class in the art of watercolor painting. You will be introduced to the basics of working with watercolors and applying various techniques to create your own painting. The class is an excellent opportunity to explore your artistic interests. Instructor: Judy Dye. 15 hours. $59.
164326 4/9-5/28 T 6:30p-9p COA

Google Docs
Basic introduction to Google Docs with an introduction to computers and overview of applications. 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
164319 4/8-5/13 M 5:30p-7:30p CER 147

Microsoft Excel
Would you like to become more comfortable with Microsoft Excel? This is the class for you! We will focus on Excel basics, navigating the interface, learning tools, performing calculations, creating simple formulas and more! Feel free to bring work related items you may have questions about! Instructor: Kim Gaylord. 8 hours. Cost: $59
164324 6/3-6/24 M 5:30p-7:30p CER 147

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
160287 6/3-6/24 M 7p-8p CER 204
160288 7/8-7/29 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
160284 6/3-6/24 M 8p-9p CER 204
160286 7/8-7/29 M 8p-9p CER 204

CONVERSATIONAL SPANISH

This will be a weekly Beginner Spanish class in which the student will learn Spanish in everyday situations. The class begins with the alphabet and basic greetings and will move on to include the following: telling time, asking for directions, and how to order food. Instructor: Ana Irwin 16 hours. Cost: $79
164148 5/21-7/9 T 6p-8p CER 247

BUILD 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. 15 hours. Cost: $19.
163754 5/16 Th 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. 15-hour. $59.
163755 5/21 T 5:30p-7p 125
163756 6/6 Th 5:30p-7p 125

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-hour. Cost: $19
163757 5/30 T 6p-7p 125
163758 6/13 Th 6p-7p 125

Motorcycle Safety Foundation: Basic Rider’s Course
This 18-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 all day Saturday and all day Sunday. Each student MUST complete the MANDATORY E-COURSE AT HOME, prior to class on Saturday. A code will be emailed the week of the class and students MUST SHOW PROOF of completion Saturday morning at class. Participants will need a VALID EMAIL ADDRESS and possess good computer skills. 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). Individuals must bring their own DOT approved helmet. Motorcycles are furnished by PCC. Participants must be 16 years of age, but are not required to hold a driver’s license to participate in the class. Upon successful completion of the course, participants will be able to forego the driving portion of the NC DMV test for gaining their motorcycle endorsement. Pre-registration, at least 3 days prior to the beginning of the class is required. 18 hours. $145.55.
160071 5/18-5/19 Sa,Su 8a-6p GHL125
160072 6/1-6/2 Sa,Su 8a-6p GHL125
160073 6/8-6/9 Sa,Su 8a-6p GHL125
160074 6/22-6/23 Sa,Su 8a-6p GHL125
160075 6/29-6/30 Sa,Su 8a-6p GHL125
160077 7/13-7/14 Sa,Su 8a-6p GHL125
160078 7/27-7/28 Sa,Su 8a-6p GHL125
160079 8/3-8/4 Sa,Su 8a-6p GHL125
160080 8/10-8/11 Sa,Su 8a-6p GHL125

Defensive Driving Classes
Pitt Community College and the Safety and Health Council of North Carolina are co-sponsoring Defensive Driving classes. The classes are for anyone who has received a traffic citation in and outside of Pitt County and for jurisdictions that accept the Safety and Health Council Course Certification. This course will motivate participants to change their behind-the-wheel behaviors and attitudes.
The Defensive Driving Course will give participants key understanding, skills, and techniques to avoid collisions and reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. The course is a blended learning program utilizing a multimedia presentation, hazard clips, and animated driving scenarios to give participants the knowledge they can use in real-life situations. Late arrivals are not admitted to class. Certificate of Completion is provided at the end of class.

8-Hour Class, Cost $100.
164333 5/4 Sa 8a-5p CER 146
164334 5/13-5/15 M, W 6p-10p CER 146
164335 6/15 Sa 8a-5p CER 146
164336 7/27 Sa 8a-5p CER 146
164337 8/10 Sa 8a-5p CER 146

4-Hour Class, Cost: $70.
164338 5/16 Th 6p-10p CER 146
164339 7/17 W 6p-10p CER 146

Creative Writer’s Seminar
Whether you are a new or experienced writer, this course is for you! 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 techniques 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.
163739 5/21-8/6 T 6p-9p CER 144
Workforce Development  
NOW IN FARMVILLE!

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

New sessions of our instructor-led courses begin each month and last six weeks. Course lessons are released twice a week and can be accessed from any computer with an internet connection 24 hours a day, seven days a week.

For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

Visit ED2GO.COM/PITTCC to see a full list of classes and prices, and get started today!

GAIN valuable skills to ADVANCE in your career!

1. Leadership
2. Fundamentals of Supervision & Management
3. Virtual Management Skills for Remote or Home Office
4. Fundamentals of Supervision & Management II
5. Achieving Success with Difficult People
6. Diversity for Employees & Managers
7. Skills for Making Great Decisions
8. Building Teams That Work

MORE INFO:
Lisa Webb at 252-493-7317 or lawebb292@my.pittcc.edu
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 3 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.

3 WAYS TO REGISTER

ONLINE

Available for a select number of classes. To view classes available and to register, visit:

www.pitcc.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

REGISTRATION INFORMATION

The GREENVILLE CENTER is 2 Miles from the PCC CAMPUS.

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

GREENVILLE CENTER Annex
550 Dexter Street
Greenville, NC 27834

PITT COMMUNITY COLLEGE
1986 Pitt Tech Road
Winterville, NC 28590

PARKERS BBQ
Memorial Dr. (Hwy. 11)
Firetower Rd.
Kinston
Sam’s Club
Dexter St.
Greenville Blvd.

The GREENVILLE CENTER is 2 Miles from the PCC CAMPUS.
LOCATION KEY

ABW - A.B. Whitley Building
4257 Reedy Branch Rd, Winterville

Aydien Comm - Ayden Community Theatre
4354 Lee Street, Ayden

Aydien VT - Ayden Vo-Tech
529 3rd St., Ayden

BC - Bernstein Center
261 Belvoir Highway, Greenville

Bethel Workforce Development Center
7449 Main Street, Bethel

CC - Community Crossroads Center
207 Manhattan Ave., Greenville

CER - Charles E. Russell Building
2125 Warren Drive, Winterville

CFG - Craig F. Goess Student Center
169 Bulldog Run, Winterville

CIT - Craig M. Goess Construction & Industrial Technology Building
2004 Warren Drive, Winterville

COA - Pitt County Council on Aging
4551 County Home Rd., Greenville

FV - Farmville Center
8880 West Marlboro Rd., Farmville

GCA - Greenville Center Annex
550 Dexter St., Greenville

(493-7660)

GCC - Gorton Civic Center
437A Creekshore Dr., Grifton

GHL - G. Henry Leslie Building
2000 Eddie Smith St, Winterville

GlasStation - ECU GlasStation
3732 W. Wilson St., Farmville

GS - Greenville Center
3107 S. Memorial Dr., Greenville

HSA - PCC Hairstyling Academy
426 E. Arlington Blvd., Greenville

KVV - Kathryn V. Whichard Building
1955 Eddie Smith St, Winterville

LET - PCC Law Enforcement Training
2096 Central Park Dr., Winterville

MW - Maintenance Welding Building
155 Bulldog Run, Winterville

NCWO RKS - Pitt County NCWORKS Career Center
3101 Bismarck Street, Greenville

PCDC - Pitt County Detention Center
124 New Hope Rd., Greenville

Riverside Rec - Riverside Recreation
817 Dickinson Ave, Greenville

VEW - Vernon E. White Building
1958 Pitt Tech Rd, Winterville

WMW - Walter & Marie Williams Building
2105 Warren Dr, Winterville

STAFF DIRECTORY

Angela Moore, Admissions & Registration, Office of the Registrar .............................................................. 493-7627 / 493-7388
Paola Brown, Technical Assistant ................................................................................................................. 493-7388
Brenda J Jones-Jones, Assistant, Internal Auditor ......................................................................................... 493-7853
Leih Hannah, Marketing Specialist ............................................................................................................... 493-7660

STRATEGIC INITIATIVES & COMMUNITY ENGAGEMENT
Emis Lee, Vice President, Strategic Initiatives & Community Engagement .............................................. 341-5696
Mary Higgs, Administrative Assistant, Strategic Initiatives ...................................................................... 493-7576
Patricia Clark, Outreach Program Specialist ............................................................................................... 493-3069
Norma Warren, Outreach Specialist ........................................................................................................... 917-1585
Ana Edwards, Hispanic Outreach Specialist ............................................................................................... 531-1928
Juan Paz J Jimenez, Hispanic Outreach Specialist ..................................................................................... 493-7324
Ralph Soney, Reentry Programs Coordinator/Consultant .............................................................................. 689-1509
Peter Peedin, Reentry Lead Case Manager ................................................................................................. 689-1509
Tashika Thigpen-Lilley, Reentry Case Manager .......................................................................................... 689-1509
Brenton Grice, Reentry Specialist ............................................................................................................... 689-1509

COMMUNITY DEVELOPMENT
Lisa Webb, Director, Community Development and Online Learning ...................................................... 493-7317
Melany Ball, Administrative Assistant, Community Development ........................................................... 493-7854

FIRE & EMERGENCY SERVICES TRAINING
Mokenzie Newkirk, Director, Fire & Emergency Services Training ............................................................ 493-7742
Lori Brewer, Administrative Assistant, Fire & Emergency Services Training ........................................... 493-7648
Patty Carraway, Administrative Support, Fire & Emergency Services Training ......................................... 493-7875
Ray Smith, Moodle/CPR Coordinator, Emergency Services Training ...................................................... 493-7583
Greg Hardee, Fire Academy Coordinator ................................................................................................... 493-7550

HEALTH CARE SERVICES
Vacant, Director, Healthcare Programs ........................................................................................................ 493-7233
Deneen Lawrence, Administrative Assistant, Healthcare Programs ......................................................... 493-7225
Vacant, Nurse Aide Program Coordinator ................................................................................................. 493-7733
Vacant, Nurse Aid Instructor ....................................................................................................................... 493-7722
Tiffany Newsom, Nurse Aid Instructor ........................................................................................................ 493-7707

LAW ENFORCEMENT TRAINING
Thomas Forrest, Director, Law Enforcement Training .................................................................................. 493-7572
Wendy Wooten, Administrative Assistant, BLET ......................................................................................... 493-7572
Katie Sheppard, Administrative Assistant, BLET ......................................................................................... 493-7238
David J Johnson, Instructor, BLET .............................................................................................................. 825-9919
Doug Bennett, Day BLET Coordinator/Instructor ......................................................................................... 493-7571
Diane Smock, Part-Time BLET Coordinator/Instructor ............................................................................... 493-7839
Pat O’Callaghan, Part-Time BLET Coordinator/Instructor ........................................................................ 493-7839
Kellie Harrell, Law Enforcement/Detention Coordinator/Instructor ............................................................ 493-7214
Karen Gardner, Technical Assistant, BLET ................................................................................................. 493-7386

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

SMALL BUSINESS CENTER
Halle Nobles, Director, Small Business Center ............................................................................................. 493-7541

WORKFORCE DEVELOPMENT (Farmville Center)
Sheila Omond, Director, Workforce Development ......................................................................................... 493-7584
Elizabeth Midxette, Administrative Assistant ............................................................................................. 493-7266
Deborah Hall, Receptionist ............................................................................................................................ 493-7885
Karen Davis, Director, Human Resources Development (HRD) Program ............................................... 493-7551
Mary Richardson, HRD Administrative Assistant ....................................................................................... 493-7845
Adrienne Croom, NCRC Administrative Support/Instructor ...................................................................... 493-7592
Wendy Koehnig, CTP-Thermo Fisher Administrative Support .................................................................. 493-3063
Latrice Perry, Apprenticeship Coordinator ................................................................................................... 493-7678

WORKFORCE LICENSURE
Wendy Dunbar, Coordinator, Workforce Licensure ...................................................................................... 493-7528
Lita Ward, Administrative Assistant, Workforce Licensure ...................................................................... 493-7652

SUMMER 2024 | PITCC.EDU/ConEd | 252.493.7388
**Pitt Community College**  
Continuing Education & Workforce Development  
REGISTRATION FORM

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**Class Type:**  
FOR STAFF USE ONLY  
☐ Self-Supporting  
☐ Occupational Extension  
☐ CTP

**SELF-SUPPORTING REFUND POLICY**

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

**OCCUPATIONAL EXTENSION (OE) REFUND POLICY**

Refunds are automatically processed by the Cashier’s Office for all classes canceled by Pitt Community College. Refunds for dropped classes must be requested in person by the 10% point for 75% tuition refund and before class starts for 100% refund.  

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

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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 ____________________________ ____________________________ ____________________________ ____________________________ ____________________________

Address ____________________________ ____________________________ City ____________________________ State ____________________________ Zip ____________________________

County ____________________________ County of Residence ____________________________ State of Residence ____________________________

Country ____________________________ U.S. Citizen: ☐ Yes ☐ No Email ____________________________

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

Social Security Number ____________________________ Date of Birth: ____________________________ Gender: ☐ Male ☐ Female

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

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

☐ Advertisement ☐ Corporate Contact ☐ Personal Initiative ☐ Recruitment Activities ☐ Referral ☐ Other ____________________________

Check one of the following graduation types:

☐ High School Graduate ☐ High School Equivalency Completion ☐ Current High School Student or High School Equivalency Student

☐ Did not graduate High School ☐ Adult High School Graduate

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

Student Type:

☐ Not applicable ☐ Fire & Rescue/EMS/Law Enforcement ☐ Dual Enrollment

☐ Employee ☐ Senior Citizen ☐ Inmate

Employment Status: Please check one.

☐ Retired ☐ Unemployed-Not Seeking Employment ☐ Employed 1-10 hours per week ☐ Employed 40 or more hours per week

☐ Unemployed-Seeking Employment ☐ Employed 11-20 hours per week ☐ 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 ☐ Bachelor’s Degree

☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Adult High School Diploma ☐ Associate Degree ☐ Master’s Degree or Higher

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

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

Are you taking this course for certification? ☐ Yes ☐ No

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

☐ NC Department of Insurance Fire/Rescue Commission ☐ Employer ☐ Other ____________________________

☐ NC Criminal Justice’s Training & Standards Commission and/or NC Sheriff’s Commission ☐ Potential Employer ____________________________

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

Signature ____________________________ Date ____________________________

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With a small investment you can develop the skills you need to reach your goals.

Our continuing education programs can help you launch a new career as a nursing assistant, law enforcement officer, realtor, or firefighter. Get your CDL license or learn trade skills like plumbing or HVAC.

Update your skills in social media, accounting, or human resources to get the promotion you want. Or work on your hobbies, with continuing education courses in painting, sewing, and building. You can even learn a new language!

For younger students, our Explore! Summer Camps provide opportunities to learn about healthcare, art, music, skilled trades, cybersecurity, programming, science, animation, leadership, and sports.

So, whether you want to change careers, update your skills, or try something new, Pitt Community College has the continuing education courses you need to be successful!

Scan the QR Code below and
Get Started TODAY!