Danny Harrell,
WIOA On-the-Job Training Participant,
Select Custom Apparatus
WIOA programs pg. 26
explore!
summer camps
PITT COMMUNITY COLLEGE

AGES: 5-18

ARTS • CREATIVE
MUSIC • ROBOTICS
SPORTS • TECHNOLOGY

MORE INFORMATION ON PAGE 22!!

Camp Coordinator • Lisa Webb • 493.7317 • lwebb@email.pittcc.edu
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In Person

Register in person at the Greenville Center located at 3107 S. Memorial Drive.

Registration desk hours:
Monday - Thursday 7:45am - 6:00pm
Friday 7:45am - 5:00pm
May 15 - August 11
Summer Registration desk hours:
Monday - Thursday 7:45am - 6:00pm
Friday 7:45am - 1:00pm

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

Online

Available for a select number of classes. To view classes available and to register, visit:
www.pittcc.edu/continuing-education
Click on "Registration Information"

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 Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Pitt Community College.
It is important to know exactly what employers look for when hiring full-time employees. The Human Resources Development (HRD) program is designed to help you gain the necessary skills to find employment or improve your current work situation. The biggest dilemma people find when unemployed is knowing what to do first. Not only can we help you with the steps necessary to find a job, we will also teach you how to articulate your value, highlight your skills, and present yourself effectively in an interview.

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

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

For more Information contact Angela Moore at (252) 493-7388 or Instructor Holly M. Sweat at (252) 493-7345.

Overcoming Job Seeking Barriers and Blunders

Ever wonder if your resume gets lost or do you question if your application even gets seen? Learn some tried and true secrets of what employers are looking for in an employee. This course is designed to help you write an effective resume, fill out an impressive application, and write a cover letter that gets noticed. 4 hours. $75. Fee waiver available for those who qualify.

107608  4/18      T  9a-1p         GS401
107609  4/25      T  9a-1p         GS401
107616  5/1       M  9a-1p         GS401
107610  5/2       T  9a-1p         FV
107611  5/9       T  9a-1p         GS401
111495  5/16      T  9a-1p         GS401
111506  5/22      M  1p-5p         GS401
111507  5/23      T  9a-1p         GS202
111509  5/30      T  9a-1p         GS401
111510  6/6       T  9a-1p         GS401
111511  6/12      M  1p-5p         GS202
111512  6/13      T  9a-1p         GS401
111513  6/20      T  9a-1p         GS401
111514  6/27      T  9a-1p         GS401
111516  7/10      M  1p-5p         FV
111519  7/11      T  9a-1p         GS401
111520  7/18      T  9a-1p         GS401
111521  7/25      T  9a-1p         GS401
111522  8/1       T  9a-1p         GS401
111523  8/7       M  1p-5p         FV
111524  8/8       T  9a-1p         GS401

Secrets of Landing a Job

This course is designed to teach you how to answer those tough interview questions effectively and tell you what questions you need to ask an employer. NOT "How much do you pay?" Learn what employers are looking for and how to target your resume. The “Hidden Job Market” is the key to finding a job: learn some tried and true secrets to locate job opportunities, even those not advertised. Learn tips on what to do before, during, and after the interview and how to avoid common mistakes. 12 hours. $75. Fee waiver available for those who qualify.

111463  5/24-5/26 W-F  9a-1p       NCWorks
111464  6/21-6/23 W-F  9a-1p       NCWorks
111465  7/19-7/21 W-F  9a-1p       NCWorks

Employer Expectations

The goal of this course is to provide employability skills training and increase your ability to become employed or obtain a higher quality of employment. Throughout this course, you will demonstrate the ability to work as a team member and contribute information to aid the instructor in making vocational and academic assessments. 12 hours. $75. Fee waiver available for those who qualify.

107629  5/2-5/4      T-Th   8a-12p         CCC
111529  5/16-5/18    T-Th   8a-12p         CCC
111530  6/13-6/15    T-Th   8a-12p         CCC
111531  7/18-7/20    T-Th   8a-12p         CCC

Overcoming Obstacles

This class is designed to help you learn how to overcome barriers both on the job and off the job, and learn to effectively answer interview questions as it relates to blemishes associated with current and previous situations. Learn how to develop employable and transferable skills as well as discover your strengths and set goals. 12 hours. $75. Fee waiver available for those who qualify.

107636  5/9-5/11    T-Th   8a-12p         CCC
111532  5/23-5/25   T-Th   8a-12p         CCC
111533  6/20-6/22   T-Th   8a-12p         CCC
111534  7/25-7/27   T-Th   8a-12p         CCC
Communication Skills
This curriculum is designed to build valuable interpersonal communication skills. Effective communication skills are important both in business interactions as well as personal interactions. Yes, communication takes place all the time, but how effective is it when job searching and during the interview process? 12 hours. $75. Fee waiver available for those who qualify.

<table>
<thead>
<tr>
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<td>8/1-8/3</td>
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Job Interview Skills
This curriculum is designed to enhance your interview skills by exploring personal values and work ethic, job interests, job strengths, and long-term career objectives. 12 hours. $75. Fee waiver available for those who qualify.

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

- Applied Mathematics
- Reading for Information
- Locating Information

Over 500 employers in NC now prefer or require the NCRC for applicants!

GETTING YOUR NCRC IS AS EASY AS 1,2,3!

1. Register
   At one of the NCRC Open Labs held at the Greenville Center.

2. Practice
   In Career Ready 101* to prepare for the NCRC Assessment.

3. Complete
   the NCRC Assessment!

*Career Ready 101 (CR101) is an online study tool that helps individuals prepare for the NCRC Assessment. The CR101 can be performed from any computer that has internet access and at various locations, however you must first register during a NCRC Open Lab.

PCC Greenville Center
3107 S. Memorial Drive | Greenville, NC     252.493.7388

TO VIEW THE LATEST 
JOB LISTINGS:
PCCCRC.BLOGSPOT.COM

FOR MORE INFORMATION OR FOR THE OPEN LAB SCHEDULE:
Visit www.pittcc.edu and search, ‘CRC’
AUTOMOTIVE

Auto Safety Inspection
Pitt Community College is approved by the NC Division of Motor Vehicles to offer the Auto 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.

107214 4/20 Th 2p-10:30p CIT124
111257 5/23 Th 2p-10:30p CIT102
111258 6/13 Th 2p-10:30p CIT102
111259 7/18 Th 2p-10:30p CIT102

DMV Dealer License Pre-Licensing
This course offers the training needed to obtain a dealer’s license in the state of North Carolina. Instructor: Dennis Mauk. 12 hours. $75.
111482 5/24-5/25 WTh 8:30a-3:30p GS401

DMV Dealer License Renewal
This course provides the necessary hours to renew and keep the dealer license current. Instructor: Dennis Mauk. 6 hours. $75.
111479 5/23 T 8:30a-3:30p GS401

OBD Emissions Control Inspections
This eight-hour course is designed to prepare auto technicians and service personnel as OBD Emissions Inspectors. For initial certification, you must attend eight (8) hours of training. Pre-registration and pre-payment is required. The Action Form can be printed from the PCC website under Continuing Education. The original form must be completed and taken to the website under Continuing Education. The Action Form can be printed from the PCC website under Continuing Education. Pre-registration and pre-payment is required. Instructor: Dennis Mauk. 8 hours. $85.
111260 5/24 W 2p-10:30p CIT102
111261 6/14 W 2p-10:30p CIT102
111262 7/19 W 2p-10:30p CIT102

BARBER SCHOOL

Barber School Beginning Day
This course covers the qualifying classroom and clinical education necessary to sit for the NC Barber Licensing examination. 392 hours. $186.25 a semester; additional tools and uniforms are required. Classes are held at the Barber School located at 3700 Charles Blvd. Suite D.
111037 4/3-6/23 M-F 8:30a-5p Barber S.
111983 7/10-9/22 M-F 8:30a-5p Barber S.

Barber School Clinical Day
This course covers the next level of the qualifying classroom and clinical education necessary to sit for the NC Barber Licensing examination. Prerequisite: 800 hours of accredited barber training. Lab hours. $186.25 a semester; additional tools and uniforms are required. Classes are held at the Barber School located at 3700 Charles Blvd. Suite D.
111038 4/3-6/23 M-F 8:30a-5p Barber S.
111984 7/10-9/22 M-F 8:30a-5p Barber S.

Instructor Training for NC Barbers
If you have been a licensed NC Barber for at least 3 years and wish to take the NC State Examination for Instructors, this class is a must! This course will prepare you for the state exam. You will learn what to expect and how to handle the questions and scenarios given. Instructor: Rodney Bullock. 40 hours. $130.
111379 6/5-8/14 M 5:30p-9:30p GS301

COSMETOLOGY

Intro to Cosmetology
This course covers the qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Placement test is required prior to registration. 430 hours. $186.25 a semester; kit and uniform are an additional cost and are required. Classes are held at Mitchell’s Hair Styling Academy located at 426 Arlington Blvd.
110572 4/4-6/24 T-F 8:30a-4p Mitchell’s
Sa 8a-4:30p
110608 6/27-9/16 T-F 8:30a-4p Mitchell’s
Sa 8a-4:30p

Cosmetology Clinical
This course covers the next level of qualifying classroom and clinical education necessary to sit for the NC Cosmetic Arts Board Licensing examination. Prerequisite: 100 hours of accredited cosmetology training. Lab hours. $186.25 a semester; kit and uniform are an additional cost and are required. Classes are held at Mitchell’s Hair Styling Academy located at 426 Arlington Blvd.
110610 4/4-6/24 TWF 8:30a-4p Mitchell’s
Th 8:30a-7p Sa 8a-4:30p
110615 6/27-9/16 TWF 8:30a-4p Mitchell’s
Th 8:30a-7p Sa 8a-4:30p

GENERAL CONTRACTOR

Electrical Pre-Licensing
This course prepares you to take the North Carolina Electrical License Exam. Instructor: Ray Hardee. 40 hours. $255.
111594 6/6-7/11 TTh 6p-10p Ayden VT

Lead Renovation Paint and Repair
This course provides the necessary training to become certified in lead-safe practices in order to renovate, repair or paint a pre-1978 dwelling. Instructor: Ray Hardee. 8 hours. $195.
111589 7/14 F 8a-5p Ayden VT

General Contractors Residential Pre-Licensing
This course is designed to prepare you to take the NC General Contractors Residential Exam. Instructor: Ray Hardee. 40 hours. $255.
111588 5/2-6/1 TTh 6p-10p Ayden VT

NC Plumbing Pre-Licensing
This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances, and fixtures used in plumbing systems. Upon completion, you should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices. Instructor: Ray Hardee. 40 hours. $255.
111598 7/18-8/17 TTh 6p-10p Ayden VT
General Maintenance for HVAC

This course prepares you with the general skills necessary to maintain and troubleshoot HVAC systems. Instructor: Ray Hardee. 40 hours. $255.

111590 7/8-8/5  Sa  8a-5p  Ayden VT

10-Hour OSHA Construction Safety Awareness in Spanish

The NC Department of Labor is pleased to offer this training opportunity for NC employers and employees. This workshop is designed to help NC employers/employees understand the requirements and programs necessary in providing an acceptable safety and health program for the workplace. It will provide an overview of the 29 CFR 1926 Safety and Health Standards for the Construction Industry. At the completion of this class, you will receive a 10-hour certificate of attendance card. Instructor: Reggie Matthews. 10 hours. Free.

111503 6/12 MT 8a-4:30p  GS401

Fire & Emergency Services Training

Emergency Medical Technician

The Emergency Medical Technician 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. The 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. 203 hours. $181.25 plus additional costs. (Fee waived with proper documentation from agency) This is a hybrid course and online content is required.

N/A 8/21-12/6  MW  6p-10p  varies

* Registration Deadline: Aug. 11
* Mandatory Orientation: Aug. 16

N/A 8/22-12/7  TTh  6p-10p  varies

* Registration Deadline: Aug. 11
* Mandatory Orientation: Aug. 17

Complete Fire Academy

Starts January, 2018

8 Month Course

Mon. - Fri. | 8AM - 5PM

You will earn:

NC Firefighter Certification Level II
Hazardous Materials Level I Responder
NC Technical Rescuer
EMT-Basic Certification
NC TR Vehicle Certification
NC Emergency Vehicle Driver Certification

For More Info:
Mekenzie Newkirk
252.493.7742
lnewkirk@email.pittcc.edu
FOOD SERVICE

ServSafe - Basic Food Handler
The five sections taught are Basic Food Safety, Personal Hygiene, Cross-Contamination and Allergens, Time and Temperature, and Cleaning and Sanitation. You will receive a certificate of completion upon successful completion of assessment. Instructor: Scot Elden. 2 hours. $75.
107087 4/13 Th 6p-8p GS202

ServSafe - Food Safety Management
This course covers critical principles including: personal hygiene, cross contamination, time and temperature, receiving and storing, food safety management systems, training hourly employees, and more. Instructor: Joanne Duncan. 12 hours. $75.
107793 4/20-4/21 Th 8a-5p GS401
111346 6/29-6/30 Th 8a-5p GS401

Healthcare

Nursing Assistant I
The Nursing Assistant I course prepares graduates to provide personal care and perform basic nursing skills. It includes classroom, lab, and clinical learning experiences. If you desire to enroll in this class you must meet admission requirements. At the end of the course, the successful graduate will receive a certificate of course completion and assistance with the application process for the NACES/ Pearson Vue NC State Competency Examination ($101). 144 hours. $213; book is approximately $40.
107089 4/29-8/12* Sa 8a-5p GS115
107090 5/1-8/10* MT 6p-10p GS115
107091 5/3-8/10* WTh 8a-12p GS115
107092 5/3-8/10* WTh 1p-5p GS115
107093 5/3-8/10* WTh 6p-10p GS115
107094 5/9-8/14* WTh 2:45p-11:15p GS115
110948 8/21-12/4 MT 6p-10p GS115
110947 8/26-12/9 Sa 8a-5p GS115
110950 8/23-12/9 WTh 8a-12p GS115
110952 8/23-12/7 WTh 6p-10p GS115
110953 8/28-12/12 MT 6p-10p GS303
* Mandatory Orientation:
Monday | April 24 | 10am-12:30pm | GS 404 or Tuesday | April 25 | 6pm-8:30pm | GS 303

Nursing Assistant I Refresher
This course offers a Refresher on Nursing Assistant I materials and skills. You are eligible if your NA I has expired (by no more than 5 years of expiration) or if you are certified in another state and desire 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. Prerequisite: Must be previously listed as an NA I. Instructor: T. Forrest. 40 hours. $135; book is approximately $65 and NACES Testing is $101.
107096 6/1-7/5 WTh 1p-5p GS115
111000 9/6-10/5 WTh 1p-5p GS115

Healthcare

Nursing Assistant II
The Nursing Assistant II course prepares graduates to perform advanced nursing procedures. It includes 80 hours classroom/ lab and 80 hours clinical learning experiences. If you desire to enroll in this class you must meet admission requirements, be CPR certified through an American Heart Association approved CPR course, have a current listing as an NA I with the Division of Health Sciences Regulations in Raleigh. Upon successful completion, the NA II graduate will be listed through 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. Prerequisite: Nursing Assistant I. 160 hours. $215; book is approximately $115.
107094 5/9-8/14* MT 8a-12:30p GS115
107095 5/9-8/14* MT 6:45a-3:15p Vidant
107096 5/9-8/14* MT 2:45p-11:15p Vidant
110953 8/28-12/12 MT 8a-12p GS115
110954 8/28-12/12 MT 6p-10p GS303
110955 8/28-12/12 MT 2:45p-11:15p Vidant
* Mandatory Orientation:
Monday | April 24 | 6pm-8:30pm | GS 303 or Tuesday | April 25 | 10am-12:30pm | GS 404 or Friday | May 2 | 9:30am-12pm | GS 404
** Clinical times may change or vary due to hospital availability
**Nursing Assistant II Competency Testing**

This course is designed to provide the you an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. If you have been off the NA II registry 24 months or less, then you are eligible to take this test. You must be active on the NA I registry and have been listed on the NA II registry. If you successfully demonstrate all required skills, you will be referred to the Board of Nursing for re-listing on the NA II registry. Contact Rosemary Wallace at (252) 493-7733 or rwallace@email.pittcc.edu to schedule.

**BLS (Basic Life Support) Healthcare Provider**

BLS Provider is a basic life support course including relief of foreign body airway obstruction, 1 and 2 rescuers CPR in infant, child, and adult, and use of automated external defibrillators in adult and child. Instructor: S. Premo. 6 hours. $80; book is approximately $16 (AHA-Health Care Providers), face mask is $13 (+tax) at PCC Bookstore; both are required.

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**Phlebotomy (National Certification)**

Phlebotomy training prepares you 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 specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. This course consists of theory and clinical experience in performing blood collections. You must be a high school graduate or have your high school equivalency, be CPR certified or scheduled to take BLS Healthcare Provider, and meet immunization requirements. Forty hours (40) of a clinical rotation is required for each student to complete the program. Clinical times and locations will be designated by instructor and may vary in dates and times. Instructor: N. Moore. 232 hours. $215; book is approximately $75.

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**Medication Aide**

This course is designed to meet the training requirements for becoming qualified to be a Medication Aide. This 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, you should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. You must be a Nursing Assistant I to work as a Medication Aide in a Skilled Nursing Facility. Instructors: N. Bunch and R. Wallace. 24 hours. $80; book is approximately $15.

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<td>110999</td>
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**Pharmacy Technician Training**

This course provides you with the basic knowledge and skills required to work as a technician in a pharmacy and includes compounding, calculations, drug classifications, and review for certification. At the end of the course you will be prepared to sit for the PTCB certification exam. Employing CPhTs allows pharmacies to expand services and enhance patient care, and gives pharmacists more time to spend with patients, providing drug information, answering questions, and promoting compliance with medication regimens. Certification provides the public and pharmacists with greater confidence in their pharmacies. Instructor: Greg Morris. 90 hours. $190; book is approximately $80.

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</table>

**Intro to Natural Healing Remedies using Hand & Foot Reflexology**

You will learn the History of Reflexology, theories on how Reflexology works, Reflexology maps, the benefits and contraindications of Reflexology, success stories using Reflexology, self-help and relaxation tools in Reflexology, preparing for a safe Reflexology session, techniques in Reflexology and how to discriminate a reflexology point from other structures as well as HOW much pressure is needed to treat Reflexology points in the human body. Instructor: Patti Columbe, LMBT #2714. 4 hours. $100. Open to the community. Massage Therapists get 4CE approved by NCMBMT toward license renewal. Register online at www.healingcoursesbypatti.com.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>4/22</td>
<td>Sa</td>
<td>8:30a-12:30p</td>
</tr>
</tbody>
</table>

**Natural Healing Remedies for the Spine & Back using Reflexology**

You will learn HOW to effectively give pressure to the reflexology points in a specific mapped sequence for the bony and soft structures of the full vertebral column including: cranium, cervical, thoracic, lumbar, sacrum, coccyx and surrounding musculature. You will apply knowledge and use techniques learned from the Introductory course on giving and receiving a safe Reflexology session. You will watch a live demo in class followed by giving and receiving a supervised Reflexology trade with a class partner. You will document supervised trade and have an open forum for questions and personal feedback from partner and class instructor. Instructor: Patti Columbe, LMBT #2714. 5 hours. $125. Open to the community. Massage Therapists get 5CE approved by NCMBMT toward license renewal. Register online at www.healingcoursesbypatti.com.

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<td>Sa</td>
<td>1:30p-6:30p</td>
</tr>
</tbody>
</table>
OCCUPATIONAL TRAINING

### Health Care Admission Requirements (Please read all requirements below)

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

* Other acceptable documents: NCRC Scores, SAT Scores, TABC Scores

**Note 1:** Nursing Assistant and Phlebotomy testing is offered strictly on a walk-in basis on Fridays from 8:00 AM - 1:00 PM (the last test must begin no later than 1:00 PM). All students are required to show a photo ID in order to test. The Placement Testing Center is located on PCC’s campus in the Warren Building, Room 2402. Before scheduling testing, please see Healthcare Programs at the Greenville Center (3107 S. Memorial Drive) to receive required testing documentation.

**Note 2:** Nursing Assistant II requires a criminal background check specifically from [https://www.castlebranch.com/](https://www.castlebranch.com/). The cost 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. If you fail to complete the criminal background or have certain crimes or pending cases, 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. The date to complete the criminal background check is May 12, 2017.

**Note 3:** Phlebotomy – The Phlebotomy course requires a criminal background check and drug screening. Criminal background checks and screening will be completed via [https://www.castlebranch.com/](https://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 [https://www.castlebranch.com/](https://www.castlebranch.com/) at a cost of $32.00 for each student. Students should use code pi06dft for the drug screening test. The date to complete the criminal background check and drug screening will be announced to you in class by the instructor. A lab coat is required before you can participate in clinical. The clinical rotation consists of 40 clock hours. The clinical dates & times will vary and will be assigned by the course instructor. If you fail to complete the criminal background, have certain crimes, or pending cases, 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.

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

**NACES (N.A. I Certification Test Fee):** $101.00 payable at the end of the N.A. I Course to Pearson Vue.

**Board of Nursing N.A. II Fee:** $24.00 payable at the end of the N.A. II Course to NCBON. Students must pay fee within 30 days of course completion or student will not be listed as an N.A. II.

**Required 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)

**Other Items:**
- White or Black hose or socks
- Watch with a second hand
- Pocket-size notepad
- Stethoscope
- Blood pressure cuff
- Black ink pen

**Students will be required to purchase an N.A. I supply kit from J.A.’s Uniform to include lab supplies such as gloves, transfer/gait belt, etc.**

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

* Prerequisites and payment are due at registration.

### Asset Scores

<table>
<thead>
<tr>
<th>Reading 34 – 37</th>
<th>Math 34 – 41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Scores</td>
<td>Reading 32 – 51</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>Reading 30+</td>
</tr>
</tbody>
</table>

**Note:** Completion of College English, Completion of College Math
INSURANCE

Property & Casualty Pre-Licensing 54800
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 that will be met with the video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

40 hours. $130 registration and $220 instructional fee.
N/A 1st of every month All days Any time Online

Life & Health Pre-Licensing 54600
This course is designed to prepare you for the N.C. State Life & Health Insurance Agents Examination. There is a 40-hour study requirement by DOI that will be met with the video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

40 hours. $130 registration and $220 instructional fee.
N/A 1st of every month All days Any time Online

Property & Casualty Adjusters Pre-Licensing 54850
This course is designed to prepare you for the N.C. State Property & Casualty Adjusters Examination. There is not a pre-licensing study requirement by DOI; however, by studying this adjuster specific course you will increase your probability of passing the state exam. The course includes a video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

40 hours. $130 registration and $220 instructional fee.
N/A 1st of every month All days Any time Online

Property 54700
This course is designed to prepare you for the N.C. State Property Examination. The course includes a video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

20 hours. $75 registration and $135 instructional fee.
N/A 1st of every month All days Any time Online

North Carolina Medicare Supplement/Long Term Care
54625
This course is designed to prepare you for the N.C. State Medicare Supplement/Long Term Care Insurance Agents Examination. There is a 10-hour study requirement by DOI that will be met with the video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

10 hours. $75 registration and $100 instructional fee.
N/A 1st of every month All days Any time Online

Casualty 54900
This course is designed to prepare you for the N.C. State Casualty Examination. The course includes a video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

20 hours. $75 registration and $135 instructional fee.
N/A 1st of every month All days Any time Online

Life 54200
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 that will be met with the video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

20 hours. $75 registration and $135 instructional fee.
N/A 1st of every month All days Any time Online

Accident/Health 54400
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 that will be met with the video, quizzes, and study recommendations on the video. This online program is available 24 hours a day, seven days a week. 

20 hours. $75 registration and $135 instructional fee.
N/A 1st of every month All days Any time Online

NOTE: Insurance Pre-Licensing Classes – Individuals interested in becoming an insurance producer should review the new changes on the North Carolina Department of Insurance website at www.ncdoi.com.

LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training
This course is designed to prepare you for entry into the workforce as an inexperienced Law Enforcement Officer after successfully passing the state exam. For more information, contact the Law Enforcement Division at 493-7572. 720 hours. Approximately $1600 (includes books and uniforms).

Day 8/15-12/14* M-F 8a-5p LET
Night 8/15-4/19/18* M-F 6p-11p LET

* Registration Day: July 13 - 8:30am, 10am & 11:30am sessions. You will need to bring your completed application packet to the registration session.

Detention Officer Certification
This course is designed to prepare you for entry into the workforce as an inexperienced Detention Officer. *Financial aid is available for qualified individuals. For more information, contact Kellie Mozingo at 493-7214. 180 hours. Approximately $250 (includes book).

N/A 5/15-6/16* M-F 8a-5p LET

* Application packets due May 5.
NOTARY PUBLIC

Notary Public
This course covers information necessary if you want to apply for notary public commissions. Registration requires you to be able to read, write, speak English, and present a government issued photo ID. Prior to being appointed, first-time candidates must successfully complete this course as one of the state requirements. Instructor: Joyce Williams. 8 hours. $75; book is required and must be purchased at the PCC Bookstore prior to class.

107071 5/16 T 8:30a-5:30p FV
107038 6/14 W 8:30a-5:30p GS301
107072 7/18 T 8:30a-5:30p FV
107039 8/17 Th 8:30a-5:30p GS301

REAL ESTATE

Real Estate BICUP
This 4-hour mandatory course is required for all Brokers-in-Charge in order to maintain your eligibility each license year. Instructor: Jim Weese. 4 hours. $45.
107037 5/4 Th 1p-5p GS301
111484 6/8 Th 1p-5p GS301

Real Estate Update
This 4-hour mandatory course satisfies the continuing education requirement required by the NC Real Estate Commission. Instructor: Jim Weese. 4 hours. $45.
107034 5/3 W 8a-12p GS301
111485 6/7 W 8a-12p GS301

Real Estate Pre-Licensing
This course is required to satisfy the educational requirements for a provisional broker and is designed to prepare you to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing, and real estate laws. Instructor: Jim Weese. 80 hours. $185.
107035 5/18-8/15 TTh 6p-10p GS401

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.
107036 5/4 Th 8a-12p GS301
111486 6/7 W 1p-5p GS301
111487 6/8 Th 8a-12p GS301

Providing Workforce Training in Eastern NC for over 50 Years

"PCC customized a training program to meet the growing needs of our company. They helped prepare our employees for a variety of challenges. In March of 2013, CMI Plastics became an ISO 9001-2008 registered company. All of the training for this process came through PCC."

- Steven Hasselbach Jr., President CMI Plastics, Inc.

"Our partnership with PCC has enabled us to offer high quality training that fits the needs of our company and enhances the lives of our employees. They worked with us to design a training plan that is practical for our current needs as well as empowering for our future."

- Sid Bradsher, Director of People & Culture Practicon, Inc.

"The success of the Mestek/PCC partnership hinged on creating meaningful training for our employees. PCC provided job-specific training that increased and/or enhanced the skillsets of our people."

- Emerson Hobgood, Plant Manager Mestek, Inc.

for more information visit www.pittcc.edu/continuing-education
The Small Business Center is dedicated to the training of potential and existing small business owners. Our commitment is to helping you and your business succeed. We offer free weekly training events as well as free confidential one-on-one business consulting that can help you with your business plan, financials, marketing, and more. The Small Business Center also maintains a resource center that provides you with computer access and research tools to help you run your business better.

Register online for our weekly seminars or for an appointment with our business counselor:
https://www.ncsbc.net > Contact Your Local SBC > Pitt County > Click Register

For more information, contact Wendy Dunbar at (252) 493-7528 or SBC counselor, Shareen Berkowitz at (252) 493-7298.

BUILD YOUR ART BUSINESS

How to Use Your Digital SLR for Your Arts Business

You must own and bring your own digital SLR camera to class. This will be a hands-on class that goes over basic camera knowledge and how to get the most from your camera. Explanation of aperture, shutter speed, ISO and other camera functions such as flash, file type/size and modes. Bring your camera and lots of questions! Presenter: Michele Butterfield. 3 hours. FREE.

2017-40  4/26  W  6p-9p  Emerge

Business Branding Critique for the Artist

Bring your logo, business card, brochures and/or website design to class to have a group critique. The critique can/will include any designs individually as well as your entire branding as a whole. The class will be led by an instructor and professional graphic and web designer, however the entire class is encouraged to participate! We will discuss use of color, text, imagery as well as answer any technical design questions you have. Presenter: Michele Butterfield. 3 hours. FREE.

2017-48  5/24  W  6p-9p  Emerge

GETTING STARTED WITH YOUR BUSINESS

How to Start a Small Business

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing, and marketing as well as important information about legal issues, licensing, zoning, operations, and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business. Presenter: Jim Ensor. 3 hours. FREE.

2017-46  5/4  Th  6p-9p  GS301
2017-51  6/15  Th  6p-9p  GS301
2017-60  7/13  Th  6p-9p  GS301
2017-70  8/3  Th  6p-9p  GS301

How to Get the Loan You Need

This seminar gives you an overview of the lending process and how to make it work for you. Discussion will cover what lenders look for and expect with regards to your personal credit, cash flow coverage, collateral requirements, capital injection, and character. Presenter: Robbie Dunbar. 3 hours. FREE.

2017-58  6/29  Th  6p-9p  GS301

Writing a Business Plan

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success. Presenter: Jim Ensor. 3 hours. FREE.

2017-41  4/27  Th  6p-9p  GS301
2017-47  5/11  Th  6p-9p  GS301
2017-54  6/22  Th  6p-9p  GS301
2017-64  7/20  Th  6p-9p  GS301
2017-72  8/10  Th  6p-9p  GS301

Grant Writing II for Non-Profits

This class is for you if you have already taken the basic Grant Writing Class but need a more in depth look into the subject. Presenter: Dawn Morriston. 3 hours. FREE.


Non-Profit Business Fundraising

In this class, you will learn how to research mission-focused grant opportunities, write a goal-focused application, and provide a budget that covers all your expenses. Also included is how to keep from getting starry-eyed at grants that will cost you more than they give you! Presenter: Devra Thomas. 3 hours. FREE.

2017-68  8/1  T  6p-9p  GS301

Finding the Money for My Business

Obtaining funding for your business can be one of the most important resources that a business owner will need. Whether your funding need is for equipment purchases, building purchases, business acquisition or working capital, preparation is the key. A business owner must also understand that securing funding is normally a process and not an event. This course will acquaint you with funding sources for capital and technical assistance. Presenter: Larry Biggs. 3 hours. FREE.

2017-71  8/8  T  6p-9p  GS301
To Franchise or Not to Franchise?  [NEW]
This class will provide you with an overview of (1) how to analyze whether a particular franchise business opportunity makes sense, (2) how franchise businesses operate from the franchisee’s perspective, and (3) the key terms you will want to pay attention to when deciding whether to enter into a particular franchise business. Presenter: Lee Hodge. 3 hours. FREE.
2017-73  8/15  T  6p-9p  GS301

Farmville Lunch-N-Learn
Bring your lunch and join our lunch-n-learn discussions for entrepreneurs and small business owners! Each lunch meeting will feature a different topic and guest speaker. Pre-registration is required. 2 hours. FREE.
2017-56  6/27  T  12p-2p  FV

Round Table Discussion
Bring your lunch and join other Entrepreneurs and Small Business Owners. Each lunch meeting will feature a different topic and guest speaker. Pre-registration is required. 2 hours. FREE.
2017-53  6/21  W  11:30a-1:30p  GS301
2017-62  7/19  W  11:30a-1:30p  GS301
2017-69  8/1  W  11:30a-1:30p  GS301

Retail Round Table Discussion
Calling all Retailers! Bring your dinner and join your fellow retailers to discover solutions to your everyday problems as well as bounce new ideas off of one another! There will be a short presentation by someone that has a true heart for retailers and then there will be time for a traditional round table discussion on the pressing concerns that you would like to discuss with your fellow retailers. These will be held once quarterly. Pre-registration is required. 2 hours. FREE.
2017-74  8/16  W  6p-8p  GS301

FINANCES

Beginning QuickBooks for Business
This class is an introduction to the popular QuickBooks accounting software. You must have basic computer skills – how to use a mouse, etc. Instructor: Jim Weese and Leigh McOmber. 3 hours. FREE.
2017-37  4/24  M  6p-9p  GS402
2017-43  5/8  M  6p-9p  GS402
2017-55  6/26  M  6p-9p  GS402
2017-65  7/24  M  6p-9p  GS402

Payroll & Human Resource Management
This is an area of business that if not done properly, can reap harsh consequences. Implementing the best systems assure one’s success. Learn about the responsibilities of Human Resource Management (HRM) and the Payroll Cycle business activities. Presenter: Kim Beauchamp. 3 hours. FREE.
2017-57  6/27  T  6p-9p  GS301

The Cash Flow Game - Winner Keeps the Money!  [NEW]
You will learn that it’s not how much money you bring in, but it’s how much money you can keep and how long you can keep it! The goals for this class are for you to: Confidently read and create your own financial statements, Define and know the difference between assets and liabilities, Calculate Cash Flow and explain it’s significance, and Gain two action goals to go back and implement in your business. Presenter: Scott Johnson. 3 hours. FREE.
2017-59  7/11  T  6p-9p  GS301

MARKETING

Developing Your Marketing Plan
So you have an idea for a product or service that’s bound to capture the hearts and minds (and wallets) of consumers everywhere! Wait a minute! Have you determined whether there really is a market for your product or service? This course will give you the means to determine your market and your competition, saving you from a death sentence for your product or service. Presenter: Jim Ensor. 3 hours. FREE.
2017-67  7/27  Th  6p-9p  GS301

THE PCC FARMVILLE CENTER IS THE PERFECT FIT FOR PEOPLE WHO:

- Want to earn college credit while enrolled in high school
- Live in Farmville or the surrounding area
- Are graduating from high school
- Applied to PCC in the past but are not currently enrolled
- Desire to improve job prospects and future earning potential
- Want to learn something new and fun

Start any PCC program at the FARMVILLE CENTER... finish in Farmville, on main campus, or online.

Curriculum Programs:
- Criminal Justice Technology
- Healthcare Management Technology
- Medical Office Administration

Continuing Education:
- National Career Readiness Certificate (NCRC), Human Resources Development (HRD), Small Business Center, Notary, DMV Dealer License, Computer/Technology, Personal Enrichment, Fire Academy

Transitional Studies:
- English Language Acquisition
- High School Equivalency (GED®)

Other Classes:
- Study Skills, Introduction to Computers,
- College Transfer Success, Pre-Calculus Algebra, General Statistics,
- Developmental Reading & English,
- Developmental Math, Fundamentals of Computing

252.753.0010
3781 South Main Street
Farmville, NC 27828
Optimizing Your Digital Presence: Getting the Most Out of Your Website  
Learn the essential elements of building, marketing and sustaining a successful website. Topics will include website functionality, design plus SEO, SEM, and Social Media basics. Presenter: Elizabeth Semple. 3 hours. FREE.  
2017-44  5/9  T  6p-9p  GS301

Build Your Marketing Toolkit  
Many small businesses and organizations find themselves seeking the right strategies to make their marketing efforts as effective as possible. But with so many different marketing activities to focus on, it can be easy to miss some of the important marketing concepts. This presentation is designed to uncover some of those core concepts and show that a little bit of marketing knowledge can go a long way. Presenter: Melanie Diehl. 3 hours. FREE.  
2017-42  5/2  T  6p-9p  GS301

DIY Digital Marketing  
You will learn what DIY Digital Marketing is and how to manage all your digital marketing efforts from one strategy document. You will also learn how to use HootSuite to build a social media content calendar as well as the two most effective paid online advertising platforms. Presenter: Guiseppe Getto. 3 hours. FREE.  
2017-61  7/18  T  6p-9p  GS301

Target Your Market from an Evidence-Based Perspective  
The goal of this course is to equip you with the evidence you need to be a notch above the competitors in your industry with valid information to articulate to your population on why they should choose you and not someone else. Your customer is not made from a cookie cutter. Evidence provides you with the ability to fill the gaps based on what the industry research experts recommend from an evidence-based perspective. Presenter: Dr. Evangeline Savage. 3 hours. FREE.  
2017-66  7/25  T  6p-9p  GS301

Using Facebook to Drive Revenue for Small Business  
Facebook advertising is HOT! Businesses can target very specific audiences, but only if they know how to do it right. Join us and learn how Facebook ads can help you get the most out of your marketing budget. This seminar will give you the tools to reach your target market and build lasting relationships, growing your list of potential customers. In this seminar you will learn: How to create a compelling Facebook Ad, How you can customize your ads for a personalized touch unique to viewers, How you can target people most likely to buy your product or service, and more! Presenter: Melanie Diehl. 4 hours. FREE.  
2017-63  7/12  W  9a-1p  FV

Making Your Mark, Branding Your Business  
In this seminar you will be able to understand the root of what makes a brand and differentiate between marketing and advertising. We will discuss and analyze examples of brands and brand creation. You will begin to examine your business for key components of their marketing strategy and begin to develop a marketing plan of your own. Presenter: Marc Morrison. 3 hours. FREE.  
2017-38  4/25  T  6p-9p  GS301

Redes Sociales para Mercadologos en Espanol (Social Media in Spanish)  
Mediante la combinación de un enfoque en las redes sociales con un constante trabajo práctico en relación a cómo usarlas para fines comunicacionales, la clase busca que los participantes puedan emplear las nuevas plataformas sociales de manera estratégica, inteligente y creativa, aprovechando todo su potencial. La finalidad es aumentar la comprensión sobre el mejor uso de las redes sociales, conocer herramientas de administración de redes y de creación de contenidos digitales, con el objetivo de alcanzar una manera más efectiva y fluida de comunicarse con los usuarios. Presenter: Andres Quintana. 3 hours. FREE.  
2017-52  6/20  T  6p-9p  GS301
PERSONAL ENRICHMENT

ARTS

Watercolor Basics
This is an introductory class in the art of watercolor painting. You will be introduced to the very basics of working with watercolor paints and applying various techniques to create art. This class in an excellent outlet opportunity. Instructor: Judy Dye. 15 hours. $49.
111396 4/18-6/6  T  6:30p-9p  COA

Intermediate Watercolor Painting
This class is a continuation of the Watercolor Basics class. It will be held at the Griffon Civic Center. Instructor: Judy Dye. 15 hours. $49.
111397 4/19-6/7  W  9:30a-12p  GCC
111398 4/19-6/7  W  1:30p-4p  GCC

COMPUTER/TECHNOLOGY

Social Media for Seniors
Using your iPad to stay connected with friends and family has never been so fun. This course teaches the basics of some of the most popular social media sites. It will discuss Facebook, Twitter, Google Circles, Pinterest, and much more. If you have always wondered what social media is all about, then this course is just right for you. Start using Social Media today!!!
Instructor: Kimberly Godley. 3 hours. $12.
107502 5/3  W  9a-12p  COA
111401 5/24  W  9a-12p  COA
111402 6/28  W  9a-12p  TBA
111403 7/19  W  9a-12p  COA
111404 8/23  W  9a-12p  TBA

Graphic Design for Beginners: Canva
Want to learn a free, easy-to-use graphic design program that can assist in creating amazing graphics? This seminar will cover the tools, templates, and options available to create and edit graphics for nearly any need including social media, presentations, marketing, and branding. You will use the tools to create graphic designs in class. Please bring your own device. Instructor: Cynthia Saylor. 3 hours. $15.
111242 7/25  T  6p-9p  FV

Digital Camera Basics
Digital cameras come in all sizes and capabilities, with many buttons and dials, and often with thick manuals which are difficult to understand. This seminar will cover the basic functions of a digital camera and how each function works in tandem with the other. Please bring your digital camera. Instructor: Cynthia Saylor. 3 hours. $15.
111246 6/20  T  6p-9p  FV
111247 7/2  Th  9a-12p  FV

Microsoft Paint for Windows 10
This seminar will cover the tools and options available in Microsoft’s free Paint program in Windows 10 to create and edit simple graphic designs. Instructor: Cynthia Saylor. 3 hours. $15.
111248 6/26  M  10a-1p  FV

CREATIVE

Creative Writing 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: Patsy O’Leary. 18 hours. $59.
111452 5/2-6/6  T  6:30p-9:30p  GS104
111454 5/4-6/8  Th  6:30p-9:30p  GS104
111453 6/20-8/1  T  6:30p-9:30p  GS104
111455 6/22-7/27  Th  6:30p-9:30p  GS104

Creative Writing for Beginners
Six Simple Steps to Get Started: If you are passionate about learning to express yourself in the written form, this seminar will provide guidance through six exercises to assist you in gaining a better understanding of the creative writing process and developing a routine for writing.
Instructor: Cynthia Saylor. 3 hours. $15.
111244 5/23  T  6p-9p  FV
111245 7/26  W  1p-4p  FV

Family Stories Workshop
Every family has stories to tell, but many are lost before they are recorded. In this workshop, you will receive guidance in how to write and structure these stories. Through a balance of lecture, stimulating memory exercises, discussion, and class feedback, you will be able to create a permanent record of these stories for posterity.
Instructor: Patsy O’Leary. 30 hours. $69.
111456 5/15-7/31  M  1:30p-4:30p  COA

Creating Your Life Story in Song
Capture your journey in life through song; a wonderful gift for your family. Use songs already written, or create lyrics of your own. Songs can be new or favorites from long ago. Leave a lasting legacy for your loved ones with your treasure of music. 3 hours. $25.
107388 5/1-5/15  M  1p-2p  MAEC

Enameling Workshop
The use of glass on metal has been employed for centuries as a way to add beautiful colors to objects of adornment. In this workshop you will learn the basics of the champlevé enameling technique. You will come to the workshop with an image or drawing that will be transformed into a wearable object through image alteration, etching and enameling. We will be using copper and opaque enamel colors to create bold designs. Instructor: M. Saneholtz. 12 hours. $89.
107817 5/19-5/20  FSa  9a-4p  TBA

All About Patterns
You will get a full tour of the outside envelope and then learn how to purchase all that is needed to complete the pattern project from diagrams to instructions. Instructor: Elizabeth Weidner. 2 hours. $19.
107418 4/25  T  6p-8p  GS401
**PERSONAL ENRICHMENT**

**Quilted Pillow for Beginners**  NEW

In this class, you will learn how to make a 15” custom Quilted Pillow from start to finish using different fabrics and sewing tools. We will also discuss various techniques, as well as how to embellish your project. Fabrics can be brought from home or purchased at local fabric/craft stores. Please bring a portable sewing machine. You will be emailed a list of supplies prior to the start of class. Instructor: Wendy Harrell. 12 hours. $49.

111515 6/6-6/27  T 6p-9p  TBA

**Beyond Basic - Shag**

This course is a continuation of Learn to Shag. You will continue the basic steps as well as adding on more! It is recommended that you wear hard sole shoes, or you are welcome to dance in your socks. A dancing partner is suggested, but not required. Instructors: Rick and Suzanne Burchfiel. 4 hours. $39.

107067 5/9-5/30  T 7:45p-8:45p  AKP
111255 6/6-6/27  T 7:45p-8:45p  AKP
111256 7/11-8/1  T 7:45p-8:45p  AKP

**Salsa Dance**  NEW

Salsa is a popular form of social dance that originated in Puerto Rico and Cuba in 1920. This Salsa dance course will teach you the fundamentals of couple dancing skills that include leading/following and turns that reflect the music. This course will also give you an idea about the music and styles and show you the difference between salsa and other Latin music (Merengue, Bachata). In addition to learning salsa, this course will also improve your coordination and balance as well as provide you a great cardio workout! Instructors: Procopio and Heidi Serrano. 5 hours. $39.

111586 5/23-6/22  Th 7p-8p  TBA

**B4U Sew**

In this class, you will learn about fabric, sewing terminology, how to read a pattern, how to measure for proper fitting, basic hand sewing stitches, and finally there will be a total discussion and demonstration on a sewing machine. Instructor: Elizabeth Weidner. 6 hours. $49.

111543 6/13-6/27  T 6p-8p  TBA

**Buttons, Zippers, Hems... Oh My!**  NEW

In this class, you will learn to make button holes with your machine attachments, insert a simple lap zipper, and learn several different hemming styles. These techniques will be made on samples to keep with complete instructions in a notebook per your machine book. You will need to bring a portable sewing machine, kit, and 1/2 yard of fabric. Instructor: Elizabeth Weidner. 4 hours. $39.

111544 6/15-6/22  Th 6p-8p  TBA

**DANCE**

**Learn to Shag**

Come and learn the “Dance of the Carolinas.” You will learn the basic steps of shag dancing. It is recommended that you wear hard sole shoes, or you are welcome to dance in your socks. A dancing partner is suggested, but not required. Instructors: Rick and Suzanne Burchfiel. 4 hours. $39.

107062 5/9-5/30  T 6:30p-7:30p  AKP
111253 6/6-6/27  T 6:30p-7:30p  AKP
111254 7/11-8/1  T 6:30p-7:30p  AKP

**Beyond Basic - Shag**

This course is a continuation of Learn to Shag. You will continue the basic steps as well as adding on more! It is recommended that you wear hard sole shoes, or you are welcome to dance in your socks. A dancing partner is suggested, but not required. Instructors: Rick and Suzanne Burchfiel. 4 hours. $39.

107067 5/9-5/30  T 7:45p-8:45p  AKP
111255 6/6-6/27  T 7:45p-8:45p  AKP
111256 7/11-8/1  T 7:45p-8:45p  AKP

**BoxFit**  NEW

It’s back and better than ever! Zed Mitchell BoxFit consists of weight training, cardio, and conditioning. You will get a free 30 minute on-one session with Zed that can be scheduled with him. These classes are highly motivating and high intensity. Beginners are more than welcome to work at your own pace. If you have worked with Zed before, come prepared! *There is a required basic gym membership fee of $35 (with the option to upgrade to a 24-hour membership) payable directly to Tier 1. The BoxFit class is $69 each month (payable to PCC). You will not get this experience and knowledge anywhere else in Greenville! Hours vary. $69.

111300 5/1-5/31  MW 5:30p-6:30p  Tier 1
111301 6/1-6/29  MW 5:30p-6:30p  Tier 1
111302 7/5-7/31  MW 5:30p-6:30p  Tier 1

**ONLINE CLASSES**

Not only do we offer online classes to help you professionally, but we also offer many classes for a variety of personal interests and hobbies. Prices start at just $95 a class and new classes start each month.

**Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

**Drawing for the Absolute Beginner**

Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

**Discover Digital Photography**

An informative introduction to the fascinating world of digital photography.

**Write Your Life Story**

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

**Introduction to Digital Scrapbooking**

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

**Handling Medical Emergencies**

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

**Start Your Own Edible Garden**

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

**Beginning Conversational French**

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

**Lose Weight and Keep It Off**

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

**Where Does All My Money Go?**

Learn how to get control of your money once and for all.

**Monthly Start Dates:**

4/12, 5/17, 6/14, 7/12, 8/16, 9/13

[www.ed2go.com/pittcc](http://www.ed2go.com/pittcc)

For registration details, visit pg. 28
PERSONAL ENRICHMENT

HEALTH & WELLNESS

3M - Music, Movement & Meditation
NEW
Do you have trouble with joint stiffness or arthritis? How about high blood pressure? Sign up today! 3M class can help you reduce stress, relieve your aching joints and feel more energy! You will have fun moving and interacting with others, while reducing stress and anxiety through low impact movement, music, and meditation techniques. 2.25 hours. $49.

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Drum Circles
Experience the uplifting power of rhythm! Join in the excitement of a Community Drum Circle! Through drumming, you can experience a sense of belonging, stress management, personal leadership growth, increased personal energy and more! Make it a group night with your family or friends! Bring your friends, family and co-workers along! You can bring your own drum or use one provided at the Music Academy of Eastern Carolina. A Drumming Circle induces harmony, euphoria and rhythm to the chaos of our lives – what are you waiting for? Join today! Attend one or all of the sessions – you will be glad you did! 2 hours. $15.

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Hear My Voice
A group for anyone with life-aging issues (dementia, limited mobility, and others) and your loved ones, families and/or care takers. Create fun experiences through social interaction while engaging in rhythmic movement and music. Hum, sing, laugh, play rhythm instruments and create your own music together while in a nurturing and safe environment. Be a part of making fun life memories. 3 hours. $25.

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Coping with Loss and Grief
This course will help you learn positive skills for dealing with Loss and Grief through providing an understanding of the effects and impacts of loss and grief; understanding our personal emotional needs and identifying healthy means of support and healing while participating in creative and meaningful music therapy groups. Allow the power of music and other creative arts to help you heal. Whether you are dealing with the loss through death, dementia of your loved ones, PTSD or other trauma, cancer or other terminal illness, or life’s ever changing situations such as job loss, music and creative expression can help you find a path of healing and growth. 2/1.5 hours. $25.

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Introduction to Essential Oils
NEW
Essential oils can be used for a wide range of emotional and physical wellness applications. They can be used as single essential oils or in complex essential oil blends. Experience over 40 Pure Therapeutic Grade Essential Oils while learning what an essential oil is, where they come from and production process, discussing aroma and key benefits, along with being provided 2 essential oils for personal use. Instructor: Deborah Long. 2 hours. $150.

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Advanced Essential Oils
NEW
Essential oils can be used for a wide range of emotional and physical wellness applications. They can be used as single essential oils or in complex essential oil blends. Experience over 40 Pure Therapeutic Grade Essential Oils while learning what an essential oil is, where they come from and production process, discussing aroma and key benefits, along with common health concerns and the support and benefits of the oils. Instructor: Deborah Long. 2 hours. $150.

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Stage Fright: Performance Anxiety
Learn to overcome anxiety (a little nervousness or outright terror) when performing before an audience or in an audition. Gain an understanding of your own personality dynamics and how they are related to performance; explore relaxation techniques useful before and during performances or public appearances, and explore how to improve your overall performance health. This class is for musicians, actors, dancers, public speakers and any others who want to improve your public performance skills. 1.5 hours. $15.

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Decrease My Stress: Relaxation through Music
Want to lower your stress or anxiety? Music is a significant mood-changer and reliever of tension, working on many levels at once. Involvement in music has shown to decrease heart rates and to promote higher body temperature - a sign of the body relaxing! Relaxation can lower metabolism and help treat chronic pain and insomnia. Through learning techniques for deep relaxation, you can focus on relaxing the mind and the body at the same time. Come and let our music therapists help you facilitate the experience of rhythm and music, bringing you a calming effect. Learn techniques and skills you can practice at home on your own. Let us help you make the process of relaxation easier for yourself. This is caring for yourself time! 1 hour. $15.

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LANGUAGE

Core Communication
Core Communication is the premier applied interpersonal communication skills course. 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. Instructor: Martha Brown. 10 hours. $59.

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MUSIC

Guitar for Adult Beginners
Singing is fun when you can accompany yourself on the guitar! Learn the basics of playing guitar: chords, strumming, single string playing, finger-picking, tuning, fundamentals of music and technique. Lots of “hands-on” experience in a variety of styles. Folk song literature will be explored, which is ideal for teachers of early childhood through elementary school children and adults who wish to accompany their families. Acoustic guitar is required. Materials not included. 5 hours. $59.

Introduction to Recording
Offering the opportunity to study the equipment and techniques of the recording studio, this class provides a hands-on experience with live recording and mixing down to the final CD. (Limited to 6 participants). 5 hours. $59.

Audio Engineering 101
A continuation of Introduction to Recording, this class offers the opportunity to further study the equipment and techniques of the recording studio. It also provides more hands-on experience with live recording and mixing down to the final CD. 5 hours. $59.

Ukulele for Adult Beginners
The ukulele is a fun and easy to learn instrument! Even if you have never played an instrument before, you will be playing the ukulele after the very first class! Explore basic chords, simple strums, and fun songs together as a group. You will need to bring your own ukulele. 5 hours. $59.

Piano for Adult Beginners
Music Academy of Eastern Carolina believes that every life needs music and anyone can learn to play the piano. The desire to learn is the only prerequisite. The classes are not about the final products but about the joy found in the process along the way. You will learn basic hand positions, simple melodies, note names, and beginning music reading. Each section is different and uses new rolls. Classmates encourage and support one another as they make music together, and the teacher acts as a facilitator who allows you to relax, accept, and enjoy each step in your musical journey. (Enrollment of 4 required.) 5 hours. $59.

Songwriting
Have you ever dreamed of becoming a songwriter, but were unsure where to begin? This course will unlock the mysteries of songwriting. Learn how to turn musical and lyrical ideas into finished songs. Explore a variety of techniques for writing lyrics and melodies, and discover how to develop interesting harmonic accompaniments. And, investigate the business of songwriting; demo recording, music publishing, record release and protecting your songs. (Limited to 6 participants.) 5 hours. $59.

Group Piano for Adults with Prior Experience
This course builds on skills learned in previous piano lessons or classes. You will review piano skills and continue development with two-handed techniques, including basic hand positions, chords, complex melodies, and use music symbols to play the keyboard. (Enrollment of 4 required.) 5 hours. $59.

SAFETY

Basic Pistol Shooting
The NRA Basic Pistol Shooting Course introduces you to the knowledge, skills, and attitude necessary for owning and using a pistol safely. Through this course, you will learn about pistol parts and operation, ammunition, gun safety, pistol shooting fundamentals, and pistol shooting activities. This course will also prepare you for participation in other NRA courses. This course will be taught by a National Rifle Association Basic Pistol Shooting Instructor. If you are bringing your own gun to the range, you must provide your own factory ammo. Also bring safety glasses and hearing protection. For further questions, contact Lisa Webb at 253-7317. Instructor: Robert James. 8.5 hours. $90.

NC Concealed Carry
The purpose of this course is to explain the 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. This course will be taught by an NRA Certified Instructor. Not designed for the first time shooter, so the Basic Pistol class is required before this course. If you plan to “rent” a pistol from the instructor, you will need to bring $30-$40 in cash for the instructor to pay for ammunition. *22 caliber or single action revolvers are not allowed in this class. All firearms must be clean and functioning. For further questions, contact Lisa Webb at 253-7317. Instructor: Robert James. 9 hours. $90.

CCW Legal Update
The purpose of this class is to update citizens who have an NC Concealed Carry permit and need to update or renew their permit. You will be updated on NC laws and will also re-take test. *22 caliber or single action revolvers are not allowed in this course. All firearms must be clean and functioning. Instructor: Robert James. 2.5 hours. $49.
PERSONAL ENRICHMENT

PCSCC/PCC Driver Improvement Training

Pitt County Safe Communities Coalition in conjunction with Pitt Community College offer the AAA approved Driver Improvement course. This course covers a variety of topics for all drivers and is offered over a (2) night period on Monday and Wednesday nights or in an all day setting on Saturdays. Pre-registration and pre-payment is required 3 days prior to the beginning of class. *NOTE: Completion of this course in no way guarantees any privileges or rights under applicable NC laws. **8 hours. $60.**

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Motorcycle Safety Foundation: Basic Rider's Course

This 22-hour course is part of the NC Motorcycle Safety Program. In this class, you will learn the basics of operating a motorcycle. 100% attendance of all scheduled class hours is mandatory... NO EXCEPTIONS! You 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 you are encouraged to bring your own if you have them. Motorcycles are furnished by PCC. Riders 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, you will be able to forgo the driving portion of the NC DMV test for gaining your motorcycle endorsement. Pre-registration at least 3 days prior to the beginning of the class is required. **22 hours. $145.**

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AAA Roadwise

Pitt County Safe Communities Coalition in conjunction with Pitt Community College offer the AAA approved Roadwise course. This course covers a variety of topics for drivers ages 50+. This course is offered in a 4-hour setting on a Saturday. Pre-registration and payment are required. *Note: Completion of this course in no way guarantees any privileges or rights under applicable NC laws. **4 hours. $30.**

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WEALTH MANAGEMENT

Financial Planning for Seniors - Decoded **NEW**

This five-part educational series is designed to help retirees and those close to retirement identify and plan for the many financial challenges and risks facing them today. This class will cover the following: Common myths and truths of investing, Investment strategies and portfolio management, Recognizing and avoiding the common pitfalls of retirement, Estate planning challenges and utilizing trust strategies, Long-term care planning and protecting your nest egg, Investment income planning and the strategies to make it last, Maximizing your Social Security Income, Utilizing annuities in retirement, and much more. Instructor: Matthew Weissman. **10 hours. $19.**

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Coupon 101 **NEW**

Do you wish your grocery budget lasted longer? Want to know how to use coupons? Join this 2-hour class to learn all of the basics to get started! Instructor: Jenna Hollis. **2 hours. $19.**

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ONLINE CLASSES

Not only do we offer online classes to help you professionally, but we also offer many classes for a variety of personal interests and hobbies. Prices start at just $95!

**Music Made Easy**
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

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

**Keys to Successful Money Management**
Certified financial planner shows you how most wealthy people build their fortunes.

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

www.ed2go.com/pittcc
For registration details, visit pg. 28
First Day of Academy: AUGUST 15, 2017

**Admission Requirements:**
- Admission packet
- High school graduate or equivalent
- Letter of sponsorship by an NC Law Enforcement Agency
- At least 20 years old
- No felony convictions
- No major misdemeanors
- Pass physical exam
- Pass required reading test

**Costs:**
- $1600 (includes registration fees, uniforms, books, and activity expenses)
- Financial aid is available for those that qualify

Application packets are available at the PCC Law Enforcement Training Building located at 2096 Central Park Drive in Winterville, NC. For more information, visit www.pittcc.edu and search, ‘blet’ or call 252-493-7571.
Make Your First Video Game Ages 8-10 & 11-14
If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind camp that shows you the keys to designing your first 2D platformer game. Conceptualization, play experience, level design, graphics, sounds, and simple coding are just some of the concepts that we’ll explore. Camper-created video games will be available on a password protected Black Rocket website to share with friends and family! Location: Greenville Center, Room 402.

App Attack! Ages 8-10 & 11-14
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app & game development tool, campers will explore the world of web-based (HTML5) mobile apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App publishing functions. Camper-created apps will be accessible on a private site and can be played on any mobile device or computer. Campers will work in pairs or teams for most of the program. Location: Greenville Center, Room 402.

Minecraft Designers Ages 8-10 & 11-14
If you love the game Minecraft, and always wanted to design your own world, this class is for you! Learn how to create a custom map, the basics of creating 3D models using a new software to design your very own objects, how to build with Redstone and Command blocks, and create custom textures for you to import at home or share with your friends. To access your project from home, campers must own a PC/MAC version of Minecraft. Tablet, phone, and game consoles of Minecraft are not compatible. A parent email address is required for 3D Modeling software. Campers will work in pairs or teams for most of the program. Location: Greenville Center, Room 402.

Make Your First 3D Video Game Ages 8-10 & 11-14
Try this new version of a Black Rocket classic! This camp allows you to develop a game concept that goes beyond the limitations of the traditional 2D game designs and create an immersive 3D world. Campers will learn the physics behind 3D games, explore beginner scripting, level design, controlling flow of gameplay, and story telling. Camper-created games will be available on a password protected Black Rocket website to share with friends and family. Campers will work in pairs or teams for most of the program. Location: Greenville Center, Room 402.
**EXPLORE! SUMMER CAMPS**

**BMX Camp** Ages 6-18
Learn top notch tricks while supporting your skills and greatly enhancing your abilities. Offered by the riders of ProTown BMX, campers will participate in groups of similar skills and age. Camp will offer safety education, bike maintenance, general skatepark etiquette, and skills/tricks using different ramps. You will need to be able to ride a bike without training wheels. Any bike will do, but prefer a BMX type bike with 2 pegs, rear hand brakes, and a free wheel. Also required are proper-fitting helmets and knee pads. ProTown BMX will have some demo bikes available to use with helmets and knee pads for purchase at discounted prices. Location: Varies throughout the week.

**Sounds of Stage & Screen** 3rd - 6th graders
Explore music made for the Silver Screen (movies & TV) and Broadway Stage! See and experience how music creates moods, depicts characters and enhances a story! Then, try your hand at creating music for the theme campers choose for the week! Let there be leitmotifs! Location: Music Academy of Eastern Carolina.

**MAC & Cheese/Mural Painting** 6th - 12th graders
Combine Music, Acting & Choreography with a little Ham, Cheese and a paintbrush and you have a palette for pure fun! Begin the day at Greenville Museum of Art and end the day with Music Academy of Eastern Carolina. Have a week of GLEE, enjoy creating a show choir performance and a mural painting on the Museum’s picket fence by Friday! Come share with your friends in a live arts atmosphere where everyone will be asking for more. Bring a bagged lunch. Locations: GMA & MAEC.

**Beginning Guitar Academy** Ages 7 & up
Do music symbols look like foreign drawings to you? Learn to speak the musical language with your guitar! Unlock the mysteries of music and guitar, get started with chords; rhythm patterns and strums; learn successful practice techniques; and much more. Campers will need your own guitar. MAEC has a limited number of guitars available for use on a first come basis. Location: MAEC.

**Music, Theater, and Art - Making Stage & Screen Come to Life!** K - 6th & 6th - 12th graders
Help create an original production. As a group, campers will select a theme, design, and create a performance in one week! With help from artists and musicians from the Greenville Museum of Art and Music Academy of Eastern Carolina, you will discover and experience how music and art creates moods, depicts characters and enhances a story. Then, we will bring this idea to life, creating the performance through music and art! Be a part of something original and new - don’t forget to sign up with your friends! Bring a bagged lunch. Location: GMA.

**Sculpture Exploration** 3rd - 5th graders
Come be a part of the fun with hands-on creativity! Create your own sculptures using a variety of media including clay, wood, and paper mache. You will also learn about a variety of sculptors and how they created their masterpieces! Materials, tools and technical assistance are provided to accomplish virtually any type of sculpture. Campers are encouraged to use imagination and construct something AMAZING! These camps are in conjunction with The Music Academy of Eastern Carolina and The Greenville Museum of Art. Location: Greenville Museum of Art.

**Sculpt, Paint, Create...Squeaks, Swuawks, & Clangs Galore!** K - 6th graders
Want to try a variety of art mediums and musical instruments? Begin the day exploring musical instruments: woodwinds, brass, strings, percussion, guitar, piano, voice and recorders with the Music Academy of Eastern Carolina. Next, your afternoon is filled with sculpting, painting, drawing, molding and more with the Greenville Museum of Art. The week is a hands-on time for you to learn about and try many art and music instruments while Music Academy faculty, Greenville Art Museum artists and guest artists assist you. What a great opportunity to see what instrument and medium is right for you! Bring a bagged lunch. Locations: GMA & MAEC.
EXPLORE! SUMMER CAMPS

Admission
All camps are open on a first come, first served basis; camp sizes are limited. Call 493-7317 for availability.

Fees
Registration fees vary for each camp and are NON-REFUNDABLE unless cancelled by the college. Fees may be paid by check, money order, or Debit/Credit Card. When paying by check, a separate check must be written for each child enrolled. T-shirt is included in registration fee.

Registration Deadlines
These vary by camp date. Please refer to the Registration Form.

Registration Procedures
1. Complete the registration form in its entirety. A separate form must be completed for each child attending. Make check(s) payable to Pitt Community College.

2. Take completed form(s) along with payment to Pitt Community College’s Greenville Center located at 3107 S. Memorial Drive.

3. Complete additional paperwork required at the time of payment.

Cancelled Camps and Changes
Pitt Community College reserves the right to cancel any camp prior to the first meeting due to limited enrollment. In such a case, you will be notified and your fee will be refunded. We also reserve the right to change instructors.

Insurance
Student Accident Insurance is available for purchase, but is not mandatory, for the term of your child’s enrollment.

Transportation
The parent or guardian is responsible for transportation to and from camps, regardless of camp location. The camper is expected to arrive 15-20 minutes before the camp start time. All campers should be picked up promptly when camp is over.

Breaks
There will be a scheduled break time for each camp. During this time, campers may eat snacks brought from home or purchased from campus drink and snack machines. If your child wants to purchase snacks, you must provide correct change. Explore Camp is not responsible for money lost in machines.

Lunch
Campers must provide their own meals. Campers may not leave campus for lunch unless accompanied by a parent or guardian. Lunch can be eaten in between camps on campus.

Pictures and Video
During camps, pictures and videos may be taken by camp staff. If you do not wish for your child's pictures or videos to be used in future promotional materials posted on our PCC Explore Camp Facebook page, please email Lisa Webb at lwebb@email.pittcc.edu.

Additional Information
Visit www.pittcc.edu and search, 'explore' or contact Lisa Webb, Explore! Camp Coordinator, at 252-493-7317 or lwebb@email.pittcc.edu.
2017 Official Registration Form

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

Child's Name: ___________________________ Birthdate: ___________________________

Social Security Number: ___________________________ Upcoming Grade: ___________________________

Ethnicity of Child: ___________________________ Child's T-Shirt Size (please circle one):

Parent(s): ___________________________

Address: ___________________________ City: ___________________________ Zip: ___________________________

Cell Phone: ___________________________ Email: ___________________________

Indicate your camp choice(s) by checking the appropriate box or boxes.

☐ Make Your First Video Game
  July 10 - July 14 • 9am-12pm • Ages 8-10
  Cost: $144 | Reg. Deadline: July 5

☐ Make Your First Video Game
  July 10 - July 14 • 1pm-4pm • Ages 11-14
  Cost: $144 | Reg. Deadline: July 5

☐ App Attack!
  July 17 - July 20 • 9am-12pm • Ages 8-10
  Cost: $144 | Reg. Deadline: July 10

☐ App Attack!
  July 17 - July 20 • 1pm-4pm • Ages 11-14
  Cost: $144 | Reg. Deadline: July 10

☐ Minecraft Designers
  July 24 - July 27 • 9am-12pm • Ages 8-10
  Cost: $144 | Reg. Deadline: July 17

☐ Minecraft Designers
  July 24 - July 27 • 1pm-4pm • Ages 11-14
  Cost: $144 | Reg. Deadline: July 17

☐ Make Your First 3D Video Game
  July 31 - Aug. 3 • 9am-12pm • Ages 8-10
  Cost: $144 | Reg. Deadline: July 24

☐ Make Your First 3D Video Game
  July 31 - Aug. 3 • 1pm-4pm • Ages 11-14
  Cost: $144 | Reg. Deadline: July 24

☐ 3D Modeling
  July 24 - July 27 • 1pm-4:30pm • 6th graders & up
  Cost: $149 | Reg. Deadline: July 17

☐ Electronics & Robotics
  July 24 - July 27 • 8:30am-12pm • 6th graders & up
  Cost: $149 | Reg. Deadline: July 17

☐ STEAM Camp
  July 17 - July 20 • 8:30am-12pm • 4th-8th graders
  Cost: $149 | Reg. Deadline: July 10

☐ Camp Sew Fun
  June 19 - June 23 • 10am-12pm • Ages 9-13
  Cost: $65 | Reg. Deadline: June 12

☐ Camp Sew Fun
  Aug. 7 - Aug. 11 • 10am-12pm • Ages 9-13
  Cost: $65 | Reg. Deadline: July 31

☐ Kidz Fit & Fun Camp
  June 19 - June 23 • 9am-12pm • Ages 5-7
  Cost: $79 | Reg. Deadline: June 12

☐ Kidz Fit & Fun Camp
  Aug. 7 - Aug. 11 • 9am-12pm • Ages 5-7
  Cost: $79 | Reg. Deadline: July 31

☐ Beginning Golf
  July 25 - July 28 • 9am-12pm • Ages 8-16
  Cost: $79 | Reg. Deadline: July 10

☐ BMX Camp
  July 17 - July 21 • 9am-1pm • Ages 6-18
  Cost: $189 | Reg. Deadline: July 10

☐ Sounds of Stage & Screen
  July 10 - July 14 • 1pm-4pm • 3rd-6th graders
  Cost: $90 | Reg. Deadline: July 5

☐ MAC & Cheese/Mural Painting
  July 17 - July 21 • 9am-4pm • 6th-12th graders
  Cost: $180 | Reg. Deadline: July 10

☐ Beginning Guitar Academy
  July 10 - July 14 • 9am-12pm • Ages 7 & up
  Cost: $90 | Reg. Deadline: July 5

☐ Music, Theater, & Art
  July 24 - July 28 • 9am-4pm • K-6th graders
  Cost: $180 | Reg. Deadline: July 17

☐ Music, Theater, & Art
  July 24 - July 28 • 9am-4pm • 6th-12th graders
  Cost: $180 | Reg. Deadline: July 17

☐ Sculpture Exploration
  July 17 - July 21 • 9am-4pm • 3rd-5th graders
  Cost: $90 | Reg. Deadline: July 5

☐ Sculpt, Paint, Create...
  July 17 - July 21 • 9am-4pm • K-6th graders
  Cost: $180 | Reg. Deadline: July 10

☐ 3D Modeling
  July 30 - Aug. 3 • 1pm-4:30pm • 6th graders & up
  Cost: $149 | Reg. Deadline: July 17

☐ Electronics & Robotics
  July 30 - Aug. 3 • 8:30am-12pm • 6th graders & up
  Cost: $149 | Reg. Deadline: July 17

☐ STEAM Camp
  July 17 - July 20 • 8:30am-12pm • 4th-8th graders
  Cost: $149 | Reg. Deadline: July 10

☐ Camp Sew Fun
  June 19 - June 23 • 10am-12pm • Ages 9-13
  Cost: $65 | Reg. Deadline: June 12

☐ Camp Sew Fun
  Aug. 7 - Aug. 11 • 10am-12pm • Ages 9-13
  Cost: $65 | Reg. Deadline: July 31

☐ Kidz Fit & Fun Camp
  June 19 - June 23 • 9am-12pm • Ages 5-7
  Cost: $79 | Reg. Deadline: June 12

☐ Kidz Fit & Fun Camp
  Aug. 7 - Aug. 11 • 9am-12pm • Ages 5-7
  Cost: $79 | Reg. Deadline: July 31

☐ Beginning Golf
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☐ BMX Camp
  July 17 - July 21 • 9am-1pm • Ages 6-18
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☐ MAC & Cheese/Mural Painting
  July 17 - July 21 • 9am-4pm • 6th-12th graders
  Cost: $180 | Reg. Deadline: July 10

☐ Beginning Guitar Academy
  July 10 - July 14 • 9am-12pm • Ages 7 & up
  Cost: $90 | Reg. Deadline: July 5

☐ Music, Theater, & Art
  July 24 - July 28 • 9am-4pm • K-6th graders
  Cost: $180 | Reg. Deadline: July 17

☐ Music, Theater, & Art
  July 24 - July 28 • 9am-4pm • 6th-12th graders
  Cost: $180 | Reg. Deadline: July 17

☐ Sculpture Exploration
  July 10 - July 14 • 9am-12pm • 3rd-5th graders
  Cost: $90 | Reg. Deadline: July 5

☐ Sculpt, Paint, Create...
  July 17 - July 21 • 9am-4pm • K-6th graders
  Cost: $180 | Reg. Deadline: July 10

Total Cost: ___________________________

Parent/Guardian Permission

I/we give permission for the above named child to participate in 2017 PCC Explore! Camps and for any pictures/videos of my child to be shared/used for marketing purposes by Pitt Community College.

__________________________________________
Signature of parent/guardian

Emergency Medical Information

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

Name: ___________________________ Phone: ___________________________ Relationship to child: ___________________________

Pre-existing medical conditions: ___________________________ Allergies: ___________________________

Physician: ___________________________ Phone: ___________________________

Insurance Company: ___________________________ Policy Number: ___________________________

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

__________________________________________
Signature of parent/guardian

Date

Please bring this completed form along with payment to the PCC Greenville Center at 3107 S. Memorial Dr. Greenville, NC.
WIOA PROGRAMS

WORKFORCE INNOVATION & OPPORTUNITY ACT

What is WIOA?
The Workforce Innovation & Opportunity Act (WIOA) is a federally-funded program that is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

3 Core Programs:
- Youth at Work
- Adult Program
- Dislocated Worker Program

WIOA YOUTH SERVICES

Are you between the ages of 16 and 24 years old, living in Pitt County, and meet one or more of the following criteria?

- Attending high school but have low grades
- Attending GED classes or not enrolled in school
- Unemployed or have limited job skills
- Trouble maintaining employment
- Homeless
- Pregnant or Parenting
- Youth with a Disability
- Low-income and need assistance to enter or complete an educational program or to secure employment

Services Include (but not limited to):
- School/Tuition and Textbook Assistance
- On-The-Job Training (OJT)
- Paid/Unpaid Work Experience
- Assistance with Occupational Skills Training and Short-Term Certifications
- Tutoring/Remediation
- Financial Literacy
- Leadership Development
- Entrepreneurship Skills Training
- and more....

Sheena Roberson
WIOA Youth Specialist
Pitt County
252.531.2375 | sroberon@email.pittcc.edu

Mandisa Cook
WIOA Job Developer/Youth Program
Greenville Center
252.493.7838 | mcook@email.pittcc.edu
WIOA ADULT & DISLOCATED WORKER PROGRAMS

Are you a Pitt County resident and meet at least one of the following criteria?

- Receive or are a member of a family that receives food stamps
- Your income or total family income is at or below 70 percent Lower Living Standard Income Level
- You are homeless
- You have been terminated or laid off through no fault of your own
- Were self-employed and now unemployed because of economic conditions
- A displaced homemaker
- A spouse of a veteran who is unemployed, underemployed, or has experienced a loss of employment due to relocation

Assistance may include:

- Tuition/Textbook Assistance with no repayment
- Travel Reimbursement
- Tools/Uniform Assistance
- Childcare Assistance

Services may include:

- Assessment
- Counseling
- Job Search Assistance
- Academic/Basic Skills Training
- Vocational Classroom Training
- On-The-Job Training
- Transportation Assistance

Through WIOA, you may be eligible to receive funding for career and training services. This could include financial assistance to attend school at a local community college.

Let us help you earn the certification or degree you need to land that next job!

Linda Booth
WIOA Case Manager/Career Advisor
NCWorks Career Center
252.355.9067 ext. 203
lbooth@email.pittcc.edu

Tammie Bell Moore
WIOA Case Manager/Career Advisor
NCWorks Career Center
252.355.9067 ext. 208
tamoore@email.pittcc.edu
ONLINE CLASSES

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/pittcc

2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Start Dates:

New course sessions begin each month. Our upcoming sessions begin:

4/12, 5/17, 6/14, 7/12, 8/16, 9/13

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements.

Contact:

Lisa Webb
Program Coordinator
252.493.7317
lwebb@email.pittcc.edu

ACCOUNTING & FINANCE

Accounting Fundamentals - $95
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to QuickBooks 2016 - $95
Gain control of the financial accounting of your business using this powerful software program, including how to create statements and invoices and track payable and receivables.

QuickBooks 2015 for Contractors - $95
Learn how to use the Premier Contractor Edition of QuickBooks 2015 for your construction business to create contract estimates, perform time tracking and job costing, generate powerful reports, and more.

Stock Trading Suite - $240
Learn how to make wise investment decisions and discover valuable techniques that show you step-by-step how to research and value stocks.

Personal Finance - $95
Protect your assets and discover how best to achieve all your financial goals.

Where Does All My Money Go? - $95
Learn how to get control of your money once and for all.

Real Estate Investing - $95
Build and protect your wealth by investing in real estate.

Keys to Successful Money Management - $95
Certified financial planner shows you how most wealthy people build their fortunes.

BUSINESS

Start Your Own Online Business - $95
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

Supervision & Management Series - $160
Whether you’re new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

Writing Effective Grant Proposals - $95
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Effective Selling - $95
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.
For a full list of classes offered, visit www.ed2go.com/pittcc

For a full list of classes offered, visit www.ed2go.com/pittcc

**BUSINESS** cont.

**Effective Business Writing - $95**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

**Administrative Assistant Applications - $95**
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

**Business Finance for Non-Finance Personnel - $95**
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

**Creating a Successful Business Plan - $95**
Turn your business ideas into a solid plan for financing and long-term success.

**PMP Certification Prep I - $115**
Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

**Achieving Top Search Engine Positions - $95**
Learn proven, step-by-step strategies to achieve higher positions with major search engines.

**COLLEGE READINESS**

**GRE Prep Series - $160**
With GRE Preparation - Part 1 and Part 2, you will be prepared for all aspects of the computerized GRE® revised General Test.

**GED Preparation - $95**
Want to pass the GED® test? This course will help you develop the skills you’ll need to succeed.

**SAT/ACT Prep Series - $160**
This series will prepare you to excel in all sections of the undergraduate college entrance exams.

**Introduction to Statistics - $95**
Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

**Introduction to Chemistry - $95**
Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

**GMAT Preparation - $95**
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

**COMPUTER APPLICATIONS**

**Introduction to Microsoft Excel 2013 - $95**
Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

**Introduction to Windows 10 - $95**
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

**Intermediate Microsoft Word 2013 - $95**
Learn how to use the advanced features of this desktop publishing program to add graphics to a document, merge data into form letters, and use macros and shortcuts to make using Word easier and faster.

**Intermediate Photoshop CC - $95**
Explore the more advanced features of Intermediate Photoshop CC so you can re-edit photos and graphics, resize images, and create reusable page layout templates.

**Introduction to InDesign CC - $95**
Learn how to use Adobe InDesign CC software to create professional quality letterhead, brochures, forms, eBooks, business materials and more.

**Introduction to Illustrator CS6 - $95**
Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

**HEALTH CARE & MEDICAL**

**Medical Terminology: A Word Association Approach - $95**
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

**Medical Coding - $95**
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

**Medical Spanish Series - $160**
Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses that teach Spanish for medical professionals.

**Handling Medical Emergencies - $95**
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

**Certificate in Nutrition, Chronic Disease, and Health Promotion - $105**
Learn about the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic disease.

**Certificate in Infectious Diseases and Infection Control - $85**
This certificate program offers insights into common infectious diseases and procedures for controlling their spread.

**LANGUAGE & ARTS**

**Drawing for the Absolute Beginner - $95**
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

**Speed Spanish - $95**
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

**Discover Sign Language - $95**
Discover the fun of learning sign language and using your hands to communicate with deaf people.

**Conversational Japanese - $95**
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

**Introduction to Guitar - $95**
Master basic guitar skills and become the musician you’ve always wanted to be.
ONLINE CLASSES

For a full list of classes offered, visit www.ed2go.com/pittcc

LAW & LEGAL

Introduction to Criminal Law - $95
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Real Estate Law - $95
Learn the basics of real estate law, including investing, title searching, and mortgages.

LSAT Preparation - $95
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.

Workers' Compensation - $95
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Legal Nurse Consulting - $95
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation I - $95
Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

PERSONAL DEVELOPMENT

Genealogy Basics - $95
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

Lose Weight and Keep It Off - $95
Discover how to establish a healthy approach to successful weight loss and weight management for life.

Resume Writing Workshop - $95
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Introduction to Digital Scrapbooking - $95
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

Assisting Aging Parents - $95
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Twelve Steps to a Successful Job Search - $95
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

TEACHING & EDUCATION

Teaching Smarter with SMART Boards - $95
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention.

Creating Classroom Centers - $95
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Understanding Adolescents - $95
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, & how you can best meet their needs.

Integrating Technology in the Classroom - $95
In this professional development course for teachers, you will learn the secrets of technology integration in the classroom and across the curriculum, gaining the skills educators need to use tools such as apps, assistive technology, wikis, podcasts, and blogs effectively.

Spanish in the Classroom - $95
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Singapore Math Strategies: Grades 6-9 - $95
Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

Response to Intervention: Reading Strategies That Work - $95
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Teaching Students With ADHD - $95
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

TECHNOLOGY

Creating Mobile Apps with HTML5 - $95
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

Wireless Networking - $95
Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

TECHNOLOGY cont.

Introduction to PC Troubleshooting - $95
Learn to decipher and solve almost any problem with your PC.

Basic CompTIA A+ Certification Prep - $120
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Introduction to Windows 10 - $95
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Introduction to Java Programming - $95
An experience Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to SQL - $95
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to PC Security - $95
Security expert teaches the fundamentals of PC and network security.

WRITING & PUBLISHING

Write Like a Pro - $95
A published author teaches you how professional writers use story outlines to structure any type of story.

The Keys to Effective Editing - $95
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Publish and Sell Your E-Books - $95
Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world’s largest online bookstores.

Grammar Refresher Series - $160
These online courses will help you gain confidence in your ability to produce clean, grammatically correct work.

Travel Writing - $95
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

The Craft of Magazine Writing - $95
If you’re a determined new writer, this class will provide you with the skills you need to get published.
Don't just find a job...Start a Career!

Learn Online With Over 100 Programs!

Pitt Community College
ONLINE CAREER TRAINING PROGRAMS

Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

http://careertraining.ed2go.com/pittcc/

LEARN FROM HOME!

1-on-1 Instructor assistance from expert instructors
Externship opportunities available for many programs
Flexible Schedule study anytime, anywhere

Affordable Payment plans available
Books Included All materials are included in cost
Certification Most programs lead to industry certifications

REQUIREMENTS: must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.

252.493.7317 | lwebb@email.pittcc.edu

http://careertraining.ed2go.com/pittcc/
REGISTRATION

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

REFUND POLICY

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

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. This form is available in the Continuing Education & Community Development Division office.

INCLEMENT WEATHER

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

4 WAYS TO REGISTER

In Person
Register in person at the Greenville Center:
Registration desk hours:
Monday - Thursday 7:45am - 6:00pm
Friday 7:45am - 5:00pm
May 15 - August 11
Summer Registration desk hours:
Monday - Thursday 7:45am - 6:00pm
Friday 7:45am - 1:00pm

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

Online
Available for a select number of classes. To view classes available and to register, visit:
www.pittcc.edu/continuing-education
Click on "Registration Information"
LOCATION KEY

AKP - Alice Keene Park
4561 County Home Rd., Greenville

Ayden PD
4144 West Ave., Ayden

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

Barber School - Altitude Academy
3700-D Charles Blvd., Greenville

CCC - Community Crossroads Center
207 Manhattan Ave., Greenville

CIT – Craig M. Goess Construction & Industrial Technology Building
PCC Campus

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

Emerge
404 Evans St., Greenville

FV - Farmville Center
3781 Main St., Farmville

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

GHL - G. Henry Leslie Building
PCC Campus

GS - Greenville Center
3107 S. Memorial Dr.

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

MAEC – Music Academy of Eastern Carolina
811 Evans St., Greenville

Mitchell’s Hair Styling Academy
426 E. Arlington Blvd., Greenville

NCWorks
3101 Bismarck St., Greenville

Tier 1 - CrossFit Tier 1
1820 Old Firetower Rd., Greenville

Kristin S. Braswell, Dean of Continuing Education ........................................ 493-7260
Sherry Bullock, Administrative Assistant to the Dean ................................ 493-7260
JoAnn Elkins, Assistant Registrar ............................................................... 493-7657
Angela Moore, Admissions & Registration ................................................. 493-7388

COMMUNITY OUTREACH
Ernis Lee, Director, College Outreach .......................................................... 757-3980

BUSINESS & INDUSTRY SERVICES/WIOA
Jerry Jones, Director, Business & Industry Services/WIOA ...................... 493-7216
Elizabeth Midyette, Administrative Assistant, Bus. & Industry ............. 493-7266
Zack Cleghorn, Industrial Instructor/Coordinator .................................... 493-7584
Sonya Douglas, CRC Instructor ................................................................. 493-7549
Glenda Joyner, Coordinator, Human Resources Development (HRD) .... 493-7551
Tammie Bell Moore, WIOA Career Advisor, NCWorks ....................... 355-9067x208
Linda Booth, WIOA Career Advisor, NCWorks .................................... 355-9067x203
Sheena Roberson, WIOA Youth Specialist, NCWorks ......................... 531-2375
Mandisa Cook, WIOA Job Development ................................................... 493-7838
Mary Higgs, Administrative Assistant, WIOA ......................................... 493-7576

HEALTH CARE SERVICES
Sidette Boyce Brown, Director, Healthcare Programs .......................... 493-7233
Rosemary Wallace, Nurse Aide Program Coordinator ............................ 493-7733
Tonya Forrest, Nursing Assistant Instructor ............................................ 493-7402

LAW ENFORCEMENT TRAINING
Thomas Forrest, Director, Law Enforcement Training ............................ 493-7572
Wendy Wooten, Administrative Assistant BLET ...................................... 493-7572
Alexandra McCoy, Administrative Assistant, Moodle ......................... 493-7238
John McNeill, Coordinator, BLET ............................................................ 493-7723
David Johnson, Instructor, BLET .............................................................. 825-9919
Doug Bennett, Day BLET Coordinator/Instructor .................................. 493-7571
Robert Browning, Night BLET Coordinator/Instructor ......................... 493-7571
Kellie Mozingo, Law Enforcement/Detention Coordinator ..................... 493-7214

FIRE & EMERGENCY SERVICES TRAINING
Vacant, Director, Fire & Emergency Services Training .......................... 493-7519
Mekenzie Newkirk, Coordinator, Fire/Rescue/EMS & Emergency Management Training ................................................................. 493-7742
Lorri Brewer, Administrative Assistant Fire & EMS .............................. 493-7648
Ray Smith, Coordinator, Fire/EMS Moodle Training .............................. 493-7583
Jeremy Cleaton, Program Coordinator, EMS Training .......................... 493-7596

ENTREPRENEURSHIP AND COMMUNITY DEVELOPMENT
Jim Ensor, Director, Small Business Center .......................................... 493-7541
Gail Nichols, Coordinator, Entrepreneurial Education ......................... 493-7625
Wendy Dunbar, Administrative Assistant, Small Business Center ........... 493-7528
Shareen Berkowitz, Counselor, Small Business Center ......................... 493-7298
Lisa Webb, Coordinator, Community Development ............................. 493-7317

MARKETING
Beth Perkins, Marketing Specialist ............................................................ 493-7660
SELF-SUPPORTING REFUND POLICY
There are NO REFUNDS OR TRANSFERS for Self-Supporting courses unless they are canceled by Economic & Community Development. 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 Continuing Education & Community Development. 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.
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.

Colleague ID __________________________

Name ____________________________ Last First Middle/Maiden

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 ☐ Employed 1-10 hours per week ☐ Employed 40 or more hours per week

☐ Unemployed-Not Seeking Employment ☐ Employed 11-20 hours per week

☐ Unemployed-Seeking Employment ☐ Employed 21-39 hours per week

Address ____________________________

Highest educational level completed: Please check one.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ High School Equivalency ☐ One Year Vocational Diploma

☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Adult High School Diploma ☐ Associate Degree

☐ Adult High School Diploma ☐ Bachelor’s Degree

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

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

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

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 ____________________________
Your SOURCE for WORKFORCE Training & Personal ENRICHMENT.

252.493.7388
www.pittcc.edu/continuing-education