JANUARY 2013 - MAY 2013 CLASS SCHEDULE

SPRING 2013
CLASS SCHEDULE
FOR CONTINUING EDUCATION

CONTACT US
www.piedmontcc.edu/conted

Person County Campus
(336) 599-1181

Caswell County Campus
(336) 694-5707

Allied Healthcare Training
(336) 694-5707 - Caswell

Business Development and Entrepreneurship Center
(336) 599-0032

Customized Training Program
Corporate Training
(336) 599-6622

EMS Training
(336) 322-2183

GED® Testing/ESL/ACE
(336) 322-2155 – Person
(336) 694-5707, ext. 238 – Caswell

HRD/WIA/NCCRC
(336) 322-2133 – Person
(336) 694-5707, ext. 247 – Caswell

Law Enforcement Training
(336) 694-4013

Personal Enrichment
Occupational Extension
(336) 322-2156

Workforce Certification Academy®
(336) 599-4620

Continuing Education Website
Continuing Education Schedule

© Piedmont Community College
WWW.PIEDMONTCC.EDU
Whether you are looking for ways to enhance your professional skills, have fun learning something new, or exploring new lifelong learning ideas, Piedmont Community College remains committed to helping you achieve your goals! Throughout this brochure you will find information about the importance of lifelong learning, course offerings, an awareness that PCC faculty and staff are here to help YOU, and insights into the happiness that our students have when they reach their goals! YOUR FUTURE IS CALLING. Follow the steps below to register:

1. Download the registration form* on www.piedmontcc.edu/ce/register
2. Complete the form and submit to appropriate department
3. Submit your payment prior to the start of the course

* ABS/GED®/ACE requires registration to be done in person

Education Pays
in higher earnings and lower unemployment rates

Piedmont Community College offers a broad selection of courses. Enjoy selecting from a wide range of courses that enhance your professional skills and/or enrich your personal, “fun” skills. The College is committed to offering lifelong learning opportunities that afford you the venue for meeting your personal and professional goals.

Courses and Services:
- Adult Basic Skills
- Business Courses
- Computer Courses
- GED® Testing
- English as a Second Language
- Public Safety: EMS, BLET, Fire
- Free Courses and Seminars
- Online Learning Opportunities
- Certification and Credentials
- Personal Enrichment Courses
- Resume and Job Search
- Workforce Development

Showcase your skills and earn your
North Carolina Career Readiness Certificate

The NC Career Readiness Certificate is recognized statewide and shows EMPLOYERS that YOU have the skills necessary to be SUCCESSFUL in today’s workforce.

Contact Jody Blackwell at (336) 599-4620 for more information.

Need Financial Assistance with Training Costs?
HRD has a variety of programs that may assist with training expenses for eligible students. Contact Jeanette Godsey at (336) 322-2133 or jeanne.t.godsey@piedmontcc.edu on the Person Campus and Judy Newcomb at (336) 694-5707, ext. 247 or judy.newcomb@piedmontcc.edu on the Caswell Campus.

Workforce Investment Act
If you’ve been laid-off, had your work hours reduced, been dismissed from a job, or are new to the job market, you may qualify for financial assistance through this federally funded program. Funding is available to assist you in attaining a Certificate, Diploma, or Associate’s Degree.

Project Skill-Up
Worked in tobacco? Lose your main source of income and need to train for a new career? This special grant assists those negatively affected by the decline in the tobacco industry by assisting with up to $500 of tuition, books and fees for short-term training.

Person Campus: Contact Jeanette Godsey at (336) 322-2133.
Caswell Campus: Judy Newcomb at (336) 694-5707, ext. 247.
Piedmont Community College’s

Workforce Certification Academy©

Striving to meet workforce needs and to prepare individuals for employment by providing demand-driven, short-term training that leads to national, state, or industry-recognized certifications.

If you are unemployed and looking for local jobs in manufacturing, shipping and receiving or warehousing, the Workforce Certification Academy© may be just what you need to get back to work.

For those who meet eligibility requirements, tuition, books and fees are provided at no charge to the student. Assistance with applying for local job vacancies is part of the Academy.

Certified Logistics Technician

This 99-hour course provides instruction in logistics life cycle and environment, safety, material handling, product receiving and storing, packaging, shipment and hands on forklift training. Students interested in becoming a Certified Logistics Technician must report to the Workforce Training Center for one of these required classes:

Orientation to Certified Logistics Technician (CLT) 48 hours
Jan. 8-Jan.23 on Tues. Wed. Thurs. from 9 a.m. to 4 p.m.
Apr. 2-Apr. 25 on Tues. and Thurs. from 9 a.m. to 4 p.m.

Certified Production Technician

This 174 hr. course provides national certification in four areas: Safety Awareness, Manufacturing Processes, Quality Practices and Maintenance Awareness and prepares students to obtain employment in advanced manufacturing facilities. Students interested in becoming a Certified Production Technician must report to the Workforce Training Center for one of these required classes:

Orientation to Certified Production Technician (CPT) 48 hours
Mar. 11-Apr. 22 on Mon.-Thurs. from 8:30 a.m. to 4:30 p.m.
May 1-May 23 on Wed. and Thurs. from 9 a.m. to 4 p.m.

Forklift Training: 6 hours
Jan. 17-Jan. 29 on Thurs. 1-4 p.m. Fri. and Sat. 10 a.m.-4 p.m.
Feb. 7-Feb. 9 on Thurs. 1-4 p.m. Fri. and Sat. 10 a.m.-4 p.m.
Apr. 25- Apr. 27 on Thurs. 1-4 p.m. Fri. and Sat. 10 a.m.-4 p.m.

Contact Ann Kirby at (336) 599-4620 or (336) 504-5524 for more information.
Need a job, a better job or a new career?

The Human Resources Development (HRD) program specializes in serving individuals looking for work. This program operates in each county at the following sites:

**Caswell Joblink Career Center**
PCC’s Caswell County Campus
Yanceyville, NC
(336) 694-5707

**Workforce Training Center**
303 S. Morgan St.
Roxboro, NC
(336) 599-4620

The following services are provided at NO CHARGE!*

*Free classes are available at both sites if you meet one of the following requirements:
- Unemployed
- Received a notice of lay-off
- Low Income

- HRD Classes
- WorkKeys Assessments
- NC Career Readiness Certificate
- Financial Assistance for Continuing Education and Curriculum classes
- Workplace skills improvement in Reading and Math through KeyTrain

We also invite you to use our telephone, fax machine, and printer/copier for your job search needs.

See pages 15-16 for the list of Free HRD Classes!

These free classes, offered through HRD, provide training in computer skills, life skills, career exploration and job search techniques.

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**BioWork Certification Prep Training**

Jobs in the pharmaceutical industry are among the highest paid manufacturing jobs in the state, and you can get started in the field at PCC! Entry-level technicians typically earn $25,000 to $30,000 with basic training and often earn more than $50,000 after five years of experience. Earnings vary based on the individual’s skills and experience. The registration and payment deadline is **January 11** and limited to 16 students. **$55 BioWork certification exam (optional)**

For more information, contact
Debra Seamster at (336) 599-6622
or by e-mail at debra.seamster@piedmontcc.edu

See the bottom of page 17 for more information on BioWork Training
Complete what you started on your GED® test before a new test series begins January 2014. If you have not completed the current version of the GED® test by January 2014, you will have to start all over again. There is no time like the present! See the timeline below of North Carolina’s GED® test changes.

**January 2013**
Price increase for paper/pencil GED® testing from $25 to $35

**July 2013**
Computer based testing begins; paper/pencil option; possible price increase

**December 2013**
Current edition of GED® testing ends

**January 2014**
All GED® testing is computer based; no paper/pencil testing; possible price increase

PCC offers classes and blended (online and face-to-face) instruction for you to prepare for your GED® testing. You can attend day or night or anytime online.

**Person County**
Sylvia Gault
(336) 322-2155
or sylvia.gault@piedmontcc.edu

**Caswell County**
Lori Watlington
(336) 694-5707
or lori.watlington@piedmontcc.edu

GED® Testing & Preparation

The clock is ticking on the close out of the 2002 SERIES GED® TEST

GED® Testing Fee: $35
Adults & Children in Education (ACE)

This adult education course has two purposes:

Who is it for?
- If you are a parent or guardian of a young child and want to help your child get ready for school, this is your class!
- If you are a parent or guardian of a young child and want to prepare for or complete your GED® testing and earn your high school equivalency certificate, this is your class!

What is offered?
GED® study and family-focused sessions

Where is it offered?
Earl Bradsher Preschool

How much is it?
ACE cost: FREE!
GED® Test (on campus): $35

When is it offered?
Tues., Wed. & Thurs. 8:30 a.m. – 2 p.m.

Contact
Sylvia Gault at (336) 322-2155 or sylvia.gault@piedmontcc.edu

English as a Second Language Classes

What is ESL?
ESL classes are for adults whose native language is not English. Instruction includes speaking, reading, listening and writing. Register at your first class.

Where is it offered?
Workforce Training Center, 303 South Morgan Street, Roxboro

How much is it? FREE!

When is it offered? Tues. & Thurs. 5:30 p.m. – 8:30 p.m.

Contact
Sylvia Gault at (336) 322-2155 or sylvia.gault@piedmontcc.edu

See page 11 for ACE and ESL class listings
PCC's Business Development and Entrepreneurship Center

Here to help you and your business succeed

The Business Development and Entrepreneurship Center (BDEC) has offices in both Roxboro and Yanceyville. At the BDEC, we offer a wide variety of training, counseling, information and other services for business clients. We are a part of a network of Small Business Centers established by the North Carolina Community College System. Services include: one-on-one business counseling for start-ups and existing businesses; training and technical assistance in starting a business; assistance with loan applications and the NC Micro-enterprise Loan Program; seminars, workshops and courses on a wide variety of business topics; referral to specialized advisors; and a business resource library.

For more information about any of our programs, or to schedule an appointment with our counselor, call (336) 599-0032, or visit us on the web at www.pccbusiness.com. Your information is confidential.

Services offered by the Center include:

- Seminars, workshops and courses on a wide variety of business topics
- Referral to specialized advisors
- A business resource library
- ProfitCents Business Analysis
- One-on-one business counseling
- Training and technical assistance in starting a business
- Assistance with applications to the NC Micro-enterprise Loan Program

Need a place to get your business off and running?

We have the space available to make it happen!

Are you planning to start a business or has your business success created the need for more space? If the answer to either of these questions is yes, you might benefit from incubating your business in our business incubator.

To help small businesses get started, we provide office space at a reasonable rent, along with business counseling and assistance and shared business services. We make it easier for you to concentrate on growing your business during the early years.

Space is limited
Give us a call to get started (336) 599-0032
The Nurse Aide I training program prepares you to be able to provide personal care and perform basic nursing skills for the elderly and other adults. Upon successful completion of this 140-hour course, you will be eligible to take the North Carolina Nurse Aide I Competency Examination. The successful completion of the exam is required for listing on the North Carolina Nurse Aide I Registry. Individuals must be listed on the Nurse Aide Registry to fulfill employment requirements in the health care industry as a Nurse Aide I in North Carolina.

The following items are required on the first day of class:

- Tuberculosis (TB) skin test results;
- Original signed social security card; and
  - Valid driver’s license or government issued ID.
- Name on ID and social security card must match.

**COURSE FEES**

$175 Registration Fee*
$8 Student Liability Fee*
$61 Textbook
$23 Blood Pressure Cuff
$15 Stethoscope
$101 State Board Exam

**$383 TOTAL**

*due at registration

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<thead>
<tr>
<th>Section</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>24063</td>
<td>Jan. 7 - Feb. 25</td>
<td>MTWTH</td>
<td>8 a.m. - 2 p.m.</td>
</tr>
<tr>
<td>24071</td>
<td>Jan. 7 - March 27</td>
<td>MTWTH</td>
<td>2:15 p.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>24073</td>
<td>Jan. 14 - April 9</td>
<td>MTWTH</td>
<td>5:45 p.m. - 9 p.m.</td>
</tr>
<tr>
<td>24074</td>
<td>Jan. 11 - April 26</td>
<td>Fri</td>
<td>5 p.m. - 9 p.m.</td>
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<tr>
<td>24075</td>
<td>March 4 - April 22</td>
<td>MTWTH</td>
<td>8 a.m. - 2 p.m.</td>
</tr>
<tr>
<td>24076</td>
<td>April 2 - June 24</td>
<td>MTWTH</td>
<td>2:15 p.m. - 5:30 p.m.</td>
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<td>24077</td>
<td>April 29 - June 17</td>
<td>MTWTH</td>
<td>8 a.m. - 2 p.m.</td>
</tr>
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For more information, visit www.piedmontcc.edu/ah

Caswell County Campus
Lori Watlington
(336) 694-5707, ext. 238
lori.watlington@piedmontcc.edu

Tammy Duncan
(336) 694-5707, ext. 235
tammy.duncan@piedmontcc.edu

Person County Campus
Tammy Duncan
(336) 322-2261
tammy.duncan@piedmontcc.edu
Below is a listing of Continuing Education courses for Spring 2013. There are multiple sections for most offerings. Additional courses are added throughout the Spring term. Call for more information on dates and times. We hope that you enjoy your learning experience.

PCC = Person County Campus, 1715 College Dr., Roxboro  
CCC = Caswell County Campus, 331 Piedmont Dr., Yanceyville  
BDEC = Business Development & Entrepreneurship Center, 105 N. Main St., Roxboro  
CJCC = Caswell JobLink Career Center,  
PCC Caswell Campus, 331 Piedmont Dr., Yanceyville  
EBP = Earl Bradsher Preschool, 404 S. Morgan St., Roxboro  
PSTCC = Public Safety Training Center, 337 Wall St. Yanceyville  
WTC = Workforce Training Center, 303 S. Morgan St., Roxboro

### ADULT BASIC SKILLS

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Basic Skills/ GED® Prep. Math Levels 1, 2, 3 | Jan. 7 - May 9, Mon.-Thurs., 8:30-10:30 am | Free; PCC | Sylvia Gault  
(336) 322-2155  
sylvia.gault@piedmontcc.edu |
|                                    | Jan. 8 - May 9, Tues. & Thurs., 5:30-8:30 pm |               |                                              |

Improve your math skills to earn your high school equivalency in order to become college or career ready.

| Basic Skills/ GED® Prep. Science & Social Studies Level 1, 2, 3 | Jan. 7 - May 9, Mon.-Thurs., 10:35 am-12:05 pm | Free; PCC | Sylvia Gault  
(336) 322-2155  
sylvia.gault@piedmontcc.edu |

Improve your science and social studies skills to earn your high school equivalency in order to become college or career ready.

| Basic Skills/ GED® Prep. Language Arts Levels 1, 2, 3 | Jan. 7 - May 9, Mon.-Thurs., 12:35-2:35 pm | Free; PCC | Sylvia Gault  
(336) 322-2155  
sylvia.gault@piedmontcc.edu |
|                                                      | Jan. 7 - May 9, Mon. & Wed., 5:30-8:30 pm |               |                                              |

Improve your reading and writing skills to earn your high school equivalency in order to become college or career ready. Computer skills included.

| Basic Skills/ GED® Prep., Multi-level & All Subjects | Jan. 7 - May 9, Mon.-Thurs., 8:30 am - 11:30 am and 12:00 - 2:00 pm | Free; CCC, K162 | Lori Watlington  
(336) 694-5707  
lori.watlington@piedmontcc.edu |
|                                                      | Jan. 7 - May 8, Mon. & Wed., 5:30-8:30 pm |               |                                              |
|                                                      | Jan. 8 - May 9, Tues. & Thurs., 5:30-8:30 pm |               |                                              |

Improve your reading, writing, math, social studies and science skills to earn your high school equivalency in order to become college or career ready.
## ADULT BASIC SKILLS

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<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
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<tbody>
<tr>
<td><strong>Adults &amp; Children Education</strong> (ACE)</td>
<td>Jan. 8 - May 9, Tues., Wed. &amp; Thurs., 8:30 am - 2:00 pm</td>
<td>Free; Earl Bradsher Preschool, Roxboro</td>
<td>Sylvia Gault (336) 322-2155 <a href="mailto:sylvia.gault@piedmontcc.edu">sylvia.gault@piedmontcc.edu</a></td>
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<tr>
<td><strong>Compensatory Education</strong> (CED)</td>
<td>TBA</td>
<td>Free; WTC</td>
<td>Sylvia Gault (336) 322-2155 <a href="mailto:sylvia.gault@piedmontcc.edu">sylvia.gault@piedmontcc.edu</a></td>
</tr>
<tr>
<td><strong>English as a Second Language</strong> (ESL)</td>
<td>Jan. 8 - May 9, Tues. &amp; Thurs., 5:30-8:30 pm</td>
<td>Free; WTC</td>
<td>Sylvia Gault (336) 322-2155 <a href="mailto:sylvia.gault@piedmontcc.edu">sylvia.gault@piedmontcc.edu</a></td>
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<tr>
<td><strong>College Prep. Math, Basic Math Skills</strong></td>
<td>Jan. 8 - May 9, Tues. &amp; Thurs., 2:45 - 4:45 pm</td>
<td>Free; PCC</td>
<td>Sylvia Gault (336) 322-2155 <a href="mailto:sylvia.gault@piedmontcc.edu">sylvia.gault@piedmontcc.edu</a></td>
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<td></td>
<td>Jan. 7 - May 8, Mon. &amp; Wed., 6 - 8 p.m.</td>
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<tr>
<td><strong>College Prep. Math, Basic Math Skills</strong></td>
<td>Jan. 7 - May 8, Mon. &amp; Wed., 3:15 - 5:15 p.m.</td>
<td>Free; CCC</td>
<td>Lori Watlington (336) 694-5707, ext. 238 <a href="mailto:lori.watlington@piedmontcc.edu">lori.watlington@piedmontcc.edu</a></td>
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<tr>
<td><strong>GED® testing</strong></td>
<td>Call for Date/Time</td>
<td>$35; PCC, CCC</td>
<td>Cynthia Worth (336) 322-2142 (PCC) <a href="mailto:cynthia.worth@piedmontcc.edu">cynthia.worth@piedmontcc.edu</a></td>
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<td>Barbara Currier (336) 322-2142 (PCC) <a href="mailto:barbara.currier@piedmontcc.edu">barbara.currier@piedmontcc.edu</a></td>
</tr>
<tr>
<td><strong>Online Blended Instruction</strong> (Online &amp; Classroom Combined)</td>
<td>Jan. 2 - May 15</td>
<td>Free; PCC</td>
<td>Sylvia Gault (336) 322-2155 <a href="mailto:sylvia.gault@piedmontcc.edu">sylvia.gault@piedmontcc.edu</a></td>
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<tr>
<td></td>
<td></td>
<td>Free; CCC</td>
<td>Lori Watlington (336) 694-5707, ext. 238 <a href="mailto:lori.watlington@piedmontcc.edu">lori.watlington@piedmontcc.edu</a></td>
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</tbody>
</table>

Parents/guardians who want to improve their academic skills, employability skills and participate in their child’s/children’s education will want to enroll in this class. Participants may also earn a high school equivalency diploma. Academics & family focused sessions are offered.

Compensatory education is a program for intellectually disabled adults to learn basic life skills.

If you are foreign born and want to learn or improve your English speaking, listening & reading skills, this course is for you.

This course is for High School graduates who need basic math skills for college entry.

High school equivalency testing in reading, writing, math, social studies and science. Upon meeting scores required, candidates are awarded a high school equivalency diploma.

Academics with a flexible schedule; high school equivalency prep. Available 24/7.
## ALLIED HEALTH CARE TRAINING

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<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Nurse Aide I</td>
<td>Jan. 7-Feb. 25, Mon.-Thurs., 8 a.m.-2 p.m.</td>
<td>$183; CCC</td>
<td>Lori Watlington (336) 694-5707, ext. 238 <a href="mailto:lori.watlington@piedmontcc.edu">lori.watlington@piedmontcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jan. 7-Mar. 27, Mon.-Thurs., 2:15-5:30 p.m.</td>
<td></td>
<td>Tammy Duncan (336) 694-5707, ext. 235 <a href="mailto:tammy.duncan@piedmontcc.edu">tammy.duncan@piedmontcc.edu</a></td>
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<tr>
<td></td>
<td>Jan. 14-Apr. 9, Mon-Thurs., 5:45-9 p.m.</td>
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<td></td>
<td>Jan. 11-Apr. 26, Fri., 5 p.m.-9 p.m. Sat., 8 a.m.-2:30 p.m.</td>
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<td>Mar. 4-Apr. 22, Mon.-Thurs., 8 a.m.-2 p.m.</td>
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<td>Apr. 2-June 24, Mon.-Thurs., 2:15-5:30 p.m.</td>
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<td>Apr. 29-June 17, Mon.-Thurs., 8 a.m.-2 p.m.</td>
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<tr>
<td>Nurse Aide I Refresher</td>
<td>TBA</td>
<td>$183; CCC</td>
<td>Lori Watlington (336) 694-5707, ext. 238 <a href="mailto:lori.watlington@piedmontcc.edu">lori.watlington@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Medication Administration Exam Prep for Unlicensed Personnel (Med Tech)</td>
<td>March 16- April 13, Sat., 8:30 a.m.- 3 p.m.</td>
<td>$65; CCC</td>
<td>Tammy Duncan (336) 694-5707, ext. 235 <a href="mailto:tammy.duncan@piedmontcc.edu">tammy.duncan@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Medication Aide</td>
<td>TBA, Mon.-Thurs., 8:30 a.m.-3 p.m.</td>
<td>$65; CCC</td>
<td>Tammy Duncan (336) 694-5707, ext. 235 <a href="mailto:tammy.duncan@piedmontcc.edu">tammy.duncan@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

Upon the successful completion of this 140 hour course, the student will be eligible to take the North Carolina Nurse Aide I Competency Examination required for listing on the North Carolina Nurse Aide I Registry.

Refresher course for eligible students who seek recertification for the North Carolina Nurse Aide I Registry.

Course prepares unlicensed personnel to take the North Carolina Adult Care Medication Test that enables them to give medications in adult care homes, assisted living facilities and group homes.

This course prepares individuals to take the state exam for listing on the N.C. Medication Exam Registry. Pre-requisite: Listing as an NA I on the NC Registry and a high school/G.E.D. diploma.
COMPUTER CLASSES

**Computers for New Users/Beginners**

- **Feb. 11-April 1**
  - Mon., 6:30-9:30 p.m.
  - March 12-May 7
  - Tues., 9 a.m.-12 noon

Cost: $65, plus textbook; BDEC

This course is designed for the brand new computer user. It will introduce you to the parts of a personal computer and some common computer terminology. You will learn general concepts that will help you work in a Windows environment on the computer as well as practice using a mouse and keyboard. You will also learn the basics of sending, receiving, and replying to email messages using a webmail account. No prior computer knowledge is needed for the class, but a USB flash drive is required.

**Searching on the Internet**

- **Jan. 29-March 5**
  - Tues., 9 a.m.-12 noon

Cost: $65; BDEC

This course will introduce you to the World Wide Web for today’s more popular uses including terminology and the basics of browsing/searching the web pages. A solid foundation in Windows and a working knowledge of the computer keyboard and mouse are needed.

**Microsoft Excel 2010 Introductory**

- **April 22-May 13**
  - Mon., 6:30-9:30 p.m.

Cost: $65, plus textbook; BDEC

Need to solve numerical problems? Track numerical data? Excel is the program for you! Excel is an electronic spreadsheet. In the Excel class, we’ll introduce you to the terminology concepts and practical uses of an electronic spreadsheet. You’ll learn how to set up a basic spreadsheet, perform calculations using formulas and functions, and format the output for presentation purposes. Students taking this class should have a working knowledge of the computer keyboard and mouse. A USB flash drive is required.

EMS EDUCATION

**CPR for Health Care Providers**

- **Feb. 1, Fri., 9 a.m.-1 p.m.**
- **March 1, Fri., 9 a.m.-1 p.m.**
- **April 5, Fri., 9 a.m.-1 p.m.**
- **May 3, Fri., 9 a.m.-1 p.m.**

Cost: $68; WTC

American Heart Association course on Basic Life Support for the health care provider.

**EMT Basic**

- **1/14-5/18, Mon./Wed., 6-10 p.m.**

Cost: $183/WTC

Instruction on basic life support skills necessary to provide emergency medical care with an ambulance or other specialized service. Prepares the student to take the N.C. EMT-Basic Exam.

**EMT-CE Topic TBA**

- **January**
- **February**
- **March**
- **April**

Cost: $65; Caswell/Person Fire Departments

Fulfills the annual continuing education requirement for EMT-Basics, Medical Responders, and local First Responders. Meets 3 hours each month.

Contact Kathleen Kersey, (336) 599-0032, kathleen.kersey@piedmontcc.edu or visit www.pccbusiness.com/computers for more information.
### EMS EDUCATION

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT Technical Scope of Practice Evaluation</td>
<td>May</td>
<td>Free;Caswell/ Person Fire Departments</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

- **EMT Scope of Practice Exam** for individuals who have earned their EMT Continuing Education hours through Piedmont Community College and are due local and/or state recertification.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heartsaver</strong></td>
<td>Feb. 11-13, Mon./Wed., 6-9 p.m.</td>
<td>$68; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

- American Heart Association course that includes adult, child, and infant CPR, AED training, and first aid.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor Methodology</strong></td>
<td>Jan. 10, 16, 22, 28, 31 Feb. 12, 14, 21, 27 9 a.m.-5 p.m.</td>
<td>$175; PCC</td>
<td>John Wilson (336) 322-2183 <a href="mailto:john.wilson@piedmontcc.edu">john.wilson@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

- Prepares the EMS or Firefighter professional for certification as an instructor in the EMS or Fire Protection field.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paramedic (A)</strong></td>
<td>Jan. 8-May 18, Tue./Thurs.; 6-10 p.m.</td>
<td>$175; WTC</td>
<td>John Wilson (336) 322-2183 <a href="mailto:john.wilson@piedmontcc.edu">john.wilson@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

- First semester of 5-semester training program for individuals who seek certification as a Paramedic by the North Carolina Office of Emergency Medical Services and/or as an EMT-P National Registry.

### FIRE RESCUE TRAINING

**contact Phyllis Gentry, (336) 322-2156, or phyllis.gentry@piedmontcc.edu or visit www.pcconlinecourses.com for more information**

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1403 Fire Academy</strong></td>
<td>Jan. 19- May 19, Sat./Sun., 8 a.m.-6 p.m.</td>
<td>$175; PSTC</td>
</tr>
</tbody>
</table>

- For individuals who desire 1403 certification to qualify to enter the fire scene as a volunteer or paid firefighter. *Registration fee waivers may apply

### PUBLIC SAFETY TRAINING

**contact Lee Tate, (336) 694-4013, lee.tate@piedmontcc.edu**

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Law Enforcement Training</strong></td>
<td>Coming Soon</td>
<td>$175 plus cost of textbooks and supplies; PSTC</td>
</tr>
</tbody>
</table>

- Instruction will be provided on Basic Law Enforcement Training as required by the N.C. Education Standards & Training.
**FREE CLASSES**  
*Free to those who are unemployed, underemployed or received notice of lay-off.*

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
</table>
| AIM for Work (Am I Marketable)    | Jan. 30- Apr. 24 Wednesdays only 9 a.m.-12 noon | Free; PCC     | Jeanette Godsey  
(336) 322-2133  
jeanette.godsey@piedmontcc.edu |
|                                  |                                            |               |                                       |
| Computer Skills for the Job Seeker| Jan. 7-Feb. 27 Mon./Wed. 9 a.m.-12 noon    | Free; WTC     | Jeanette Godsey  
(336) 322-2133  
jeanette.godsey@piedmontcc.edu |
|                                  | Mar. 6-Apr. 24 Mon./Wed. 9 a.m.-12 noon    |               |                                       |
|                                  | Mar. 27-May 15 Mon./Wed. 1-4 p.m.         | Free; CCC     | Judy Newcomb  
(336) 694-5707, ext. 247  
judy.newcomb@piedmontcc.edu |
|                                  |                                            |               |                                       |
| Interviewing Skills              | Jan. 9-Feb. 13 Mon./Wed. 1-4 p.m.         | Free; WTC     | Jeanette Godsey  
(336) 322-2133  
jeanette.godsey@piedmontcc.edu |
|                                  | Apr. 3-May 6 Mon./Wed. 1-4 p.m.           |               |                                       |
|                                  | Feb. 20-Mar. 25 Mon./Wed. 1-4 p.m.        | Free; CCC     | Judy Newcomb  
(336) 694-5707, ext. 247  
judy.newcomb@piedmontcc.edu |
|                                  |                                            |               |                                       |
| Ready to Work                    | Feb. 20-Mar. 25 Mon./Wed. 1-4 p.m.        | Free; WTC     | Jeanette Godsey  
(336) 322-2133  
jeanette.godsey@piedmontcc.edu |
|                                  | Jan. 9-Feb. 13 Mon./Wed. 1-4 p.m.         | Free; CCC     | Judy Newcomb  
(336) 694-5707, ext. 247  
judy.newcomb@piedmontcc.edu |
|                                  |                                            |               |                                       |
| Mission Employment               | Jan. 7-May 9 Mon./Tues./Thurs. 9 a.m.-12 noon | Free; WTC     | Jeanette Godsey  
(336) 322-2133  
jeanette.godsey@piedmontcc.edu |
|                                  | Jan. 7-May 9 Mon./Wed. 9 a.m.-12 noon     | Free; CCC     | Judy Newcomb  
(336) 694-5707, ext. 247  
judy.newcomb@piedmontcc.edu |

Job Seekers meet weekly to discuss and evaluate their own job search strategies. Barriers to obtaining employment are discussed and strategies for overcoming these barriers are provided through instruction and peer support.

Every job today requires computer skills. Learn how to use the computer in conducting a successful job search.

Make sure your interviewing skills are up to par so that you can land the job you really want.

Do you have the skills to successfully obtain a new job? Review job seeking and keeping strategies and look for work.

This lab provides assistance in preparing resumes and cover letters, filling out job applications and preparing to take the WorkKeys assessments to qualify for the NC Career Readiness Certificate.
### FREE CLASSES

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Search for Certified Production Technician</td>
<td>Jan. 31-Feb. 12 M/T/Th, 1-4 p.m.</td>
<td>Free; WTC</td>
<td>Jeanette Godsey (336) 322-2133</td>
</tr>
<tr>
<td></td>
<td>Feb. 28-Mar. 12 M/T/Th, 1-4 p.m.</td>
<td></td>
<td><a href="mailto:jeanette.godsey@piedmontcc.edu">jeanette.godsey@piedmontcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jan. 8-Jan. 22 M/T/Th, 1-4 p.m.</td>
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<tr>
<td></td>
<td>Apr. 30-May 13 M/T/TH, 1-4 p.m.</td>
<td></td>
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</tr>
<tr>
<td>Orientation to Certified Logistics Technician</td>
<td>Jan. 8-Jan. 23 T/W/TH, 9 a.m.-4 p.m.</td>
<td>Free; WTC</td>
<td>Jeanette Godsey (336) 322-2133</td>
</tr>
<tr>
<td></td>
<td>Apr. 2-Apr.25 T/TH, 9 a.m.-4 p.m.</td>
<td></td>
<td><a href="mailto:jeanette.godsey@piedmontcc.edu">jeanette.godsey@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Orientation to Online Learning</td>
<td>Apr. 29-May 20 Mon.Tues.Wed. 9 a.m.-12 noon</td>
<td>Free; WTC</td>
<td>Jeanette Godsey (336) 322-2133</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jeanette.godsey@piedmontcc.edu">jeanette.godsey@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Job Search for Certified Production Technician</td>
<td>Jan. 31-Feb. 12 M/T/Th, 1-4 p.m.</td>
<td>Free; WTC</td>
<td>Jeanette Godsey (336) 322-2133</td>
</tr>
<tr>
<td></td>
<td>Feb. 28-Mar. 12 M/T/Th, 1-4 p.m.</td>
<td></td>
<td><a href="mailto:jeanette.godsey@piedmontcc.edu">jeanette.godsey@piedmontcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jan. 8-Jan. 22 M/T/Th, 1-4 p.m.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Apr. 30-May 13 M/T/TH, 1-4 p.m.</td>
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</tr>
<tr>
<td>Orientation to Certified Production Technician</td>
<td>Feb. 7-Mar. 5 T/TH, 9 a.m.-4 p.m.</td>
<td>Free; WTC</td>
<td>Jeanette Godsey (336) 322-2133</td>
</tr>
<tr>
<td></td>
<td>May 1-May 23 W/TH, 9 a.m.-4 p.m.</td>
<td></td>
<td><a href="mailto:jeanette.godsey@piedmontcc.edu">jeanette.godsey@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

This class is designed to assist those who have previously participated in the Certified Production Technician class in obtaining full-time employment.

You must enroll in this class if you are interested in attending the Certified Logistics Technician class to be held in late January (or May if taking the April course). This class is provided at no charge for those who are unemployed.

### ONLINE CLASSES

**e-Real**

- Jan. 14-May 10
- $120; Online

REAL is a unique hands-on approach to facilitate entrepreneurs through the planning, owning and operating of their own businesses. Prior business experience is not required. The program helps individuals to start, expand and improve their own small business.

**Teacher Professional Development**

- Varying start times
- Cost varies; Online

If you wish to take the course for renewal credit, please consult with your school district for approval prior to enrolling.
### ONLINE CLASSES

**contact** Kathleen Kersey, (336) 599-0032, kathleen@pcconlinecourses.com or visit www.pcconlinecourses.com for more information

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ed2go - Select from over 300+ courses</strong></td>
<td>Classes usually begin the 3rd Wednesday of each month</td>
<td>Courses start at $65; Online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UGotClass - Select from courses and certificates</strong></td>
<td>Classes offered 4 times per year</td>
<td>Cost varies; Online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization’s bottom line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Step-Inpatient/Outpatient Medical Coding and Billing</strong></td>
<td>Classes begin the 4th Thursday of each month</td>
<td>$175; Online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Career Step’s Inpatient and Outpatient Medical Coding and Billing course is designed to help you gain the knowledge and skills for both inpatient and outpatient medical coding and billing, making you more flexible and marketable after completion!</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Step-Outpatient Medical Coding and Billing</strong></td>
<td>Classes begin the 4th Thursday of each month</td>
<td>$175; Online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outpatient medical coding and billing is one of the fastest growing and most secure professions in the country. Through Piedmont Community College, you can enroll in Career Step’s Medical Coding and Billing online career training program, a course that allows you to study at home, at work, or on the go.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Step-Medical Transcription Editor</strong></td>
<td>Classes begin the 4th Thursday of each month</td>
<td>$175; Online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Career Step’s premier medical transcription education program, Medical Transcription Editor, is designed to help you gain the knowledge and skills of both a medical transcriptionist and a medical transcription editor, making you more flexible and marketable after completion!</td>
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</tbody>
</table>

### CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioWork Certification Prep Training</td>
<td>Jan. 19 - May 11 Sat., 9 a.m.-1 p.m. classroom plus online</td>
<td>$176.25 ($120 Book Fee)</td>
<td>Debra Seamster (336) 599-6622 <a href="mailto:debra.seamster@piedmontcc.edu">debra.seamster@piedmontcc.edu</a> or Kathleen Kersey (336) 599-0032 <a href="mailto:kathleen.kersey@piedmontcc.edu">kathleen.kersey@piedmontcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Registration and payment deadline Jan. 11</td>
<td>PCC, F203</td>
<td></td>
</tr>
</tbody>
</table>

This course brings together the basics of manufacturing technology, the fundamentals of science, and the job-seeking essentials needed to provide marketable skills for manufacturing technicians in the biotechnology, pharmaceutical, and chemical manufacturing industries. $55 BioWork Certification exam (optional)
## CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notary Public Certification Training</strong></td>
<td>April 16 &amp; 18 Tues./Thurs., 6-9 p.m.</td>
<td>$65, plus textbook; BDEC</td>
<td>Kathleen Kersey (336) 599-0032 <a href="mailto:kathleen.kersey@piedmontcc.edu">kathleen.kersey@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

Required for individuals interested in obtaining a North Carolina commission as a Notary Public. Students must be 18 years of age, possess a high school diploma or equivalent, and speak and write English. For more information, visit www.secretary.state.nc.us/notary.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
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<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welding Training with AWS Prep</strong></td>
<td>Jan. 28-May 9 Mon.-Thurs. 6-10 p.m.</td>
<td>$176.25 ($299 Supplies, $140 Estimated Book Fee); PCC, F106</td>
<td>Debra Seamster (336) 599-6622 <a href="mailto:debra.seamster@piedmontcc.edu">debra.seamster@piedmontcc.edu</a> or Kathleen Kersey (336) 599-0032 <a href="mailto:kathleen.kersey@piedmontcc.edu">kathleen.kersey@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

This 240-hour course includes an introduction to welding, safety in welding, and the basics in Stick, Mig, and Tig welding processes and applications. Requirements to pass the American Welding Society (AWS) certification exam will be covered. Students will receive hands-on welding training to learn how to make welds that meet a standard. **$175 AWS Certification Exam (optional)**

## WORKFORCE CERTIFICATION ACADEMY®

**Contact** Ann Kirby, (336) 599-4620 or (336) 504-5524 or call the Workforce Training Center at (336) 599-4620

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW Certified Logistics Technician</strong></td>
<td>Jan. 29-Feb. 23 Mon.-Thurs. 8:30 a.m.-4:30 p.m. Fri. from 8:30-11:30 a.m. May 6-Jun.1 Mon.-Thurs. 8:30 a.m.-4:30 p.m. Forklift training held on last Friday and Saturday of scheduled class.</td>
<td>$175/WTC</td>
</tr>
</tbody>
</table>

This new class prepares unemployed workers for jobs in shipping and receiving and warehousing. It includes forklift training as well. You must attend the Orientation to CLT prior to enrolling in this class (see Free Job Seeking classes for schedule). Sponsorship is available for those who are unemployed.

<table>
<thead>
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<th>Type/Name of Class</th>
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</thead>
<tbody>
<tr>
<td><strong>Certified Production Technician</strong></td>
<td>Mar. 11- Apr. 22 Mon.-Thurs. 8:30 a.m.-4:30 p.m.</td>
<td>$175/WTC</td>
</tr>
</tbody>
</table>

This class prepares unemployed workers for jobs in local advanced manufacturing jobs. You must attend the Orientation for CPT prior to enrolling in this class (see Free Job Seeking Classes for schedule). Sponsorship for this class is available for those who are unemployed.

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
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</thead>
<tbody>
<tr>
<td><strong>Forklift Training</strong></td>
<td>Jan. 17-Jan. 29; Thurs. 1-4:00 p.m. Fri. &amp; Sat. 10:00 a.m. 4:00 p.m. Feb. 7-Feb. 9, Thurs. 1-4:00 p.m. Fri. &amp; Sat. 10:00 a.m. 4:00 p.m. Apr. 25-Apr. 27, Thurs. 1-4:00 p.m. Fri. &amp; Sat. 10:00 a.m. 4:00 p.m.</td>
<td>$65/WTC</td>
</tr>
</tbody>
</table>

This class provides a three hour class on forklift rules and regulation and an additional three hours hands on driving simulation that results in a PCC forklift experience certification.
<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Upholstery</td>
<td>Jan. 19- March 16, Sat., 8:30-11:30 a.m. No class on 2/9</td>
<td>$49; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Cake Decorating Course I</td>
<td>Jan 29-Feb. 26, Tues., 7-9 p.m.</td>
<td>$39; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Cake Decorating Course II</td>
<td>March 12-April 16 Tues., 7-9 p.m. No class on April 2</td>
<td>$39; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
<tr>
<td>French for the Traveler</td>
<td>Jan. 17- March 14, Thurs., 5-7 p.m. No class on 3/7</td>
<td>$65; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Jewelry Making</td>
<td>Feb. 21-28, Thurs., 6:30-8:30 p.m.</td>
<td>$49; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>March 21-28, Thurs., 6:30-8:30 p.m.</td>
<td>$49; CCC</td>
<td>Tammy Duncan (336) 694-5707, ext. 235 <a href="mailto:tammy.duncan@piedmontcc.edu">tammy.duncan@piedmontcc.edu</a></td>
</tr>
<tr>
<td>How to Decorate a Grapevine Wreath Using Spring Flowers</td>
<td>Feb. 16, Sat., 9 a.m.-12 noon</td>
<td>$49; PCC</td>
<td>Tammy Duncan (336) 322-2261 <a href="mailto:tammy.duncan@piedmontcc.edu">tammy.duncan@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Spanish for Beginners II</td>
<td>Jan. 17- March 14, Thurs., 7-9 p.m. No class on March 7</td>
<td>$65; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
<tr>
<td>Sign Language for Beginners II</td>
<td>Jan. 22- April 23, Tues., 7-9 p.m. No class on 3/5 &amp; 4/2</td>
<td>$65; PCC</td>
<td>Phyllis Gentry (336) 322-2156 <a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
</tr>
</tbody>
</table>

Students will learn basic upholstery methods and may bring small items from their home such as chairs or ottomans to upholster.

A beginning course for students who have little or no experience decorating cakes. A supply list will be given to students the first night of class.

For students who have completed Course I or have cake decorating experience. The focus will be on designing and making flowers.

This course is designed for students who have completed a prior Sign Language course or who have a working knowledge of basic sign language.

Course will include basic conversational French as well as provide highlights on the French culture, history and geography.

A workshop on how to make a Spring wreath using a grapevine wreath. A supply list will be given to students during registration.

This course is for individuals who have some knowledge of the Spanish language or have completed a previous course.
## PERSONAL ENRICHMENT

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watercolor Painting - Beginning</td>
<td>Jan. 26, Sat. 9 a.m.-12 noon</td>
<td>$30; PCC</td>
<td>Phyllis Gentry (336) 322-2156</td>
</tr>
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<td><a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
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<tr>
<td>Watercolor Painting - Basic</td>
<td>Feb. 9- Feb.10, Sat. 10 a.m.-4 p.m., Sun. 2-4 p.m.</td>
<td>$45; PCC</td>
<td>Phyllis Gentry (336) 322-2156</td>
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<td></td>
<td></td>
<td></td>
<td><a href="mailto:phyllis.gentry@piedmontcc.edu">phyllis.gentry@piedmontcc.edu</a></td>
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</tbody>
</table>

Watercolor painting instruction for students who are beginners.

Basic instruction on watercolor painting for students who have little/limited experience using watercolors.

## FREE BUSINESS SEMINARS

**contact Kathleen Kersey**

(336) 599-0032
kathleen.kersey@piedmontcc.edu
scan this QR code or visit www.pccbusiness.com/seminars for more information

<table>
<thead>
<tr>
<th>Type/Name of Class</th>
<th>Section/Date/Time</th>
<th>Cost/Location</th>
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</thead>
<tbody>
<tr>
<td>Getting to Yes - Unlocking Funding Resources for Your Small Business</td>
<td>Jan. 17, Thurs., 6-8 p.m.</td>
<td>Free; BDEC</td>
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<tr>
<td></td>
<td>April 11, Thurs., 2-5 p.m.</td>
<td>Free; PSTC</td>
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Need money to start or expand your small business? Come learn about the NC Rural Center’s Microenterprise loan program and other funding resources that may be available to you.

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<tbody>
<tr>
<td>How to Grow Your Business</td>
<td>Jan. 31, Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
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</table>

Learn 8 specific Success Strategies that will provide you with a structured approach that will help you achieve your business goals and Grow Your Business.

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<tbody>
<tr>
<td>Becoming an Employer of Choice</td>
<td>Feb. 5, Tues., 6-9 p.m.</td>
<td>Free; BDEC</td>
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This interactive seminar is intended to help employers determine what they can do to get the most out of their employees and help them become more effective and valuable to their employer.

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<tbody>
<tr>
<td>MS Excel for Small Business Owners</td>
<td>Feb. 7, Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
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</table>

Track accounts payable and accounts receivable on a spreadsheet. Track spending, interest rates and more.
## FREE BUSINESS SEMINARS

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<tr>
<td><strong>The Best Small Business to Start Right Now</strong></td>
<td>Feb. 21&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td><strong>Make Money Online While You Sleep</strong></td>
<td>Feb. 28&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td><strong>Every Door Direct Mail</strong></td>
<td>March 5&lt;br&gt;Tues., 6-7 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td><strong>How to Write an Effective Business Plan</strong></td>
<td>March 12&lt;br&gt;Tues., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td><strong>Be Your Own Boss</strong></td>
<td>March 13 &amp; 14&lt;br&gt;Wed. &amp; Thurs., 1-4 p.m.</td>
<td>Free; PSTC</td>
</tr>
<tr>
<td><strong>Getting Started with Facebook</strong></td>
<td>March 21&lt;br&gt;Thurs., 1-4 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td><strong>Achieving Small Business Goals</strong></td>
<td>March 21&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
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This seminar will list over 50 types of businesses that should grow rapidly in the 21st century. Service, retail and manufacturing businesses will be covered. Ways to create ideas for a business, how to decide what type of business is best for you and the basics of starting a business will all be explored.

The internet can work for you 24 hours a day 7 days per week. In this 3 hour seminar, you’ll discover multiple ways to make money online and many of the ways have nothing to do with selling a tangible product. Best of all, most of the ways have a low startup cost with a high income potential.

Find out how Every Door Direct Mail from the USPS can help you market your business. EDDM lets you market to every address in the neighborhoods near your business without the need for names or street addresses.

You will learn the ingredients of a winning business plan. We will cover: how to prepare your plan, doing your own market research, developing sales forecasts and breakeven analyses and preparing your marketing plan.

A wide range of topics including: what personal qualities and skills are needed to be successful, how to find a business idea that fits you, how to evaluate a business opportunity and determine if your business idea will support you, where to find funding, what a business plan is and why you need one will be covered.

Don’t have a Facebook page? In this hands on session you will learn how open your account, setup your profile, post pictures, connect with your friends and family and most importantly to control your privacy.

Is your business stagnating? Do you or your employees need motivation? A new level of success can be achieved by adjusting your mindset! This seminar delivers focused training on the five keys to success - a positive attitude, people skills, self-esteem, overcoming fears, and setting smart business goals.
### Free Business Seminars

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<tr>
<td>Low Cost Marketing in a Tight Economy</td>
<td>April 2&lt;br&gt;Tues., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td>Advanced Facebook for Business</td>
<td>April 4&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td>Art Business 101 - Professional Practices</td>
<td>April 11&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td>Google Local Business Center – Claim Your Listing!</td>
<td>April 25&lt;br&gt;Thurs., 2-5 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td>Sell Like an Entrepreneur Soft Selling Your Way to Success.</td>
<td>April 25&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td>The Basics of Selling on Ebay</td>
<td>May 2&lt;br&gt;Thurs., 6-9 p.m.</td>
<td>Free; BDEC</td>
</tr>
<tr>
<td>Getting Paid to Talk</td>
<td>May 9&lt;br&gt;Thurs., 6-8:30 p.m.</td>
<td>Free; BDEC</td>
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**When times are tight don't make the mistake of slowing down your marketing efforts. Increase your marketing, but do it for LOW, OR NO DOLLARS! From cheap market research to no-cost ways to increase positive word-of-mouth, you will learn proven ways to increase your income.**

**Advanced Facebook for Business**

This course gives you proven strategies to drive revenue with your Facebook business page. Including: how to use the advanced features, having promotions that are allowed by Facebook, what to stay away from that can get your page shut down, how to deal with problem people, and building a custom landing page.

**Art Business 101 - Professional Practices**

This class is an introduction to the business side of being an artist. Students will learn the steps to market their work through low-cost web-based methods and how to tap their existing networks as well as develop new relationships with galleries, patrons and other artists.

**Google Local Business Center – Claim Your Listing!**

Did you know that Google provides a free business “Place Page” to all businesses? All you have to do is claim it. You don’t even need to have a business website to do this. Besides information about your business, you can also post coupons and event information. In this hands on seminar we work together to create your business “Place Page”. You will learn how to update it and understand the usage statistics they provide. Sign up fast! Space is limited to 10 participants.

**Sell Like an Entrepreneur Soft Selling Your Way to Success.**

Every business needs to sell but you don’t have to be pushy or outgoing to succeed at sales. Come learn techniques that will boost your sales and your income.

**The Basics of Selling on Ebay**

Get started selling on eBay. This seminar will cover eBay features and policies, registering an account, choosing formats & categories, writing descriptions that sell, submitting photos, feedback, using PayPal, and shipping tips.

**Getting Paid to Talk**

This exciting workshop will explore voice over work for television, film, radio audio books and the Internet.
General Information

Registration
Registration is open to anyone at least 18 years of age or older. Registration may be completed in person, by mail or by phone. Individuals who are 16-17 years of age may enroll with written permission from their parent/guardian and the principal of the high school they are attending. Registration for minors in Adult Basic Skills requires parent/guardian, the school superintendent, and the principal’s written permission. To register go to www.piedmontcc.edu/ce/register

Registration Fees and Fees
Payment of the registration fee prior to the first class is encouraged so that a space for you is held. Some courses have a limited enrollment and are filled on a first-paid basis. No student shall be permitted to register for a new course with an outstanding balance unless payment of such outstanding balance has been guaranteed in writing by a financially responsible person or organization. For more information on outstanding balances, please contact the Cashier at (336) 599-1181, ext. 2125.

Registration Fees for Occupational Extension Courses (unless otherwise denoted) are:

<table>
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<tr>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>1-24 hours</td>
<td>$65</td>
</tr>
<tr>
<td>25-50 hours</td>
<td>$120</td>
</tr>
<tr>
<td>51+ hours</td>
<td>$175</td>
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</table>

Additional fees may be required for certain courses. There is an $8 student liability fee required for nursing and medical services course. Students also have the option of purchasing Student Accident Insurance at a cost of $1.25.

Waivers
- Piedmont Community College waives tuition for persons 65 years of age or older who are NC residents for up to 96 contact hours per semester, with one exception. If a senior citizen enrolls in only one course in a given semester and that course exceeds 96 contact hours, he/she shall receive the waiver of the registration fee ($175) for this course only. A senior citizen may receive waivers for both curriculum and occupational extension courses in a given academic semester. If a senior citizen takes a self-supporting course (s)he must pay for the course.
- Registration fee waivers apply to volunteer and county/municipal fire departments, rescue squads, EMS agencies and law enforcement departments as long as the course is applicable to the training needs of the agency/department.

Refund and Course Repeat Policies

Refunds
Refunds for Continuing Education courses are made as follows: 100% if requested before course begins or if the course is cancelled, 75% if requested after a course begins but before 10% of the total course meetings. No refund if after this date. In order to receive a refund, the student must officially withdraw from the class.

Course Repeats
State regulations require that students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on self-support rates. For job-related course taken more than twice in a five-year period, students must pay additional charges for the course at the self-support rate, unless the student is required to repeat the course for certification or license renewal.
Accounting
Learn basic skills in bookkeeping, financial reporting & more
Small Business
Learn how to get started and be successful
Multimedia
Design web sites, make movies, discover digital photography, and more
Writing & Publishing
Effective techniques to accomplish correct procedures for every type of communication
Computer Applications
A variety of MS window programs + Outlook

Continuing Education for Teachers
Plenty of practical information that you can apply to your students and classroom immediately
Start today.
Each six-week class is composed of 12 lessons, followed by a final exam and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

For more information call
(336) 599-0032

For complete listing of online classes, course outline, requirements, and registration, visit our website at:
www.pccbusiness.com/online