



SUMMER 2010
Continuing Education
Schedule

Continuing Education

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General Registration Information

LOCATION ABBREVIATIONS:

BC-BAYBORO CENTER

ORI-ORIENTAL

SCC- SENIOR CITIZENS' CENTER

DHS-DEPARTMENT OF HUMAN SERVICES

ALL CLASSES HELD ON CAMPUS UNLESS OTHERWISE INDICATED

HOW TO REGISTER: All Continuing Education students will register at the first class meeting. Pre-registration is **required** for designated classes. Students are encouraged to pre-register by calling 249-1851, ext. 3013, coming to the Continuing Education Department, Johnson Building, Room 124, or by e-mailing tspain@pamlicocc.edu.

REGISTRATION FEES: Occupational Extension (job skill) registration fees have been restructured by the 2009 NC Legislature as follows:

\$65.00 for 1-24 hours

\$120.00 for 25-50 hours

\$175.00 for 51+ hours

Registration fees do not include the cost of books, insurance, supplies, and/or other fees associated with the course. Senior citizens (age 65 or older), who are qualified as legal residents of North Carolina, do not pay registration fees for up to 96 contact hours of occupational instruction per academic semester. This does not apply to self-supporting courses. Senior citizens are required to submit a registration form, to pay any required technology fees, and to buy any required supplies or textbooks. Students between the ages of 16 and 17 may register with special permission. There are no registration fees for Adult Basic Education, GED, Compensatory Education, or English as a Second Language classes. There are no registration fee waivers for self-supporting classes.

CLASS CANCELLATION: The College reserves the right to cancel classes at any time due to insufficient enrollment or attendance. We apologize for the inconvenience this may cause you. We hope you will understand the necessity for cancellation and will continue your education at PCC.

NO CLASSES: Unless indicated otherwise, there will be no classes held May 31 and July 5.

REFUND: For Occupational Extension classes that are scheduled to meet four times or less, a 75% refund of the registration fee shall be made upon the request of the student if the student officially withdraws from the class on the first day. For classes that are scheduled to meet five or more times, a 75% refund of the registration fee shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10% point of class. Requests for refunds will not be considered after the 10% point.

REPEAT CLASS POLICY: Students who take the same Occupational Extension course more than twice within a five-year period will pay the full student cost, approximately \$6.19 per hour or the cost for the course, whichever is greater. There is no waiver of fees for senior citizens taking an occupational course for the third time. This provision is waived if standards governing certification licensing programs require course repetition.

CONTACT INFORMATION: Instructional Services staff members are Amanda Bennett, Myra Blue, Gena Messer-Knode, Carol Phillips, Misty Rasmussen, Tammy Spain, Selva Staub, and Kenny Weatherington. We welcome your comments and suggestions. Please call to share your ideas with us at 249-1851, ext. 3013.

GED, ABE, & ESL (Classes are FREE)

Take the first step toward your goal

OPEN ENROLLMENT YEAR ROUND

General Education Development (GED)

An individualized pace & supportive instructor will help you study for your GED.

Adult Basic Education (ABE)

Learn to read & write or improve your reading, writing, or math skills.

English as a Second Language (ESL)

Non-native speakers learn or improve your English for your community and work. Aprende ingles. Ofrecemos clases gratuitas los dias lunes y miercoles a las seis de la tarde.



If you would like to become a Basic Skills instructor or substitute instructor, please contact Amanda Bennett, 249-1851 ext. 3083 or abennett@pamlicocc.edu for more information.

Course	Date	Day	Time	Location
GED Prep & ABE	May 17-Aug 11	MTW	6:00pm-8:30pm	BC
GED Prep & ABE	May 17-Aug 12	MTWTH	9:00am-2:00pm	Campus
GED Prep & ABE	May 17-Aug 12	TTH	6:00pm-8:30pm	Broad Creek Christian Church
GED Prep & ABE	May 17-Aug 12	Online	Online	Online
ABE	May 17-Aug 12	MTWTH	10:00am-12:00pm	SCC
ESL	May 20-Aug 12	TH	6:00pm-8:00pm	Campus

For more information on GED, ABE or ESL contact Amanda Bennett, 249-1851 ext. 3083

STUDENT SUCCESS CENTER

All students are welcome to the new Student Success Center for additional tutoring in Math, Reading, Writing, and Computer Skills. Designed to help you prepare for upcoming classes or be successful in your current class, the tutors are ready for you.

May 17-Jul 29 M-TH 10:00am-3:00pm Campus

For more information contact Jamie Gibbs, 249-1851 ext. 3001

COMPENSATORY EDUCATION

Compensatory Education is a program designed to compensate adults with intellectual disabilities and help the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily living. Students must be age 17 or older.

May 17-Aug 12 M-TH 8:15am-2:45pm Campus

For more information on Compensatory Education contact Amanda Bennett, 249-1851 ext. 3083

Registration fees do not include the cost of books, insurance, supplies, and/or other fees. All courses are located on campus unless otherwise indicated. Students must pre-register.

Contact Dr. Gena Messer-Knode, 249-1851 ext. 3045 or gmknode@pamlicocc.edu for more information.

COMPUTERS FOR THE ABSOLUTE BEGINNER

Jun 23-Aug 11 (W) 6:00pm-9:00pm \$65

This course is designed for the student who knows nothing or very little about computers. This course will serve as a foundation to understand personal computers (PCs) today and beyond. Students will be exposed to many benefits, fun, and problems that personal computers can provide. *A Universal Serial Bus (USB) storage device, also known as Thumb/Flash drive (at least 1GB) with no preinstalled security software is required.*

Instructor: Jim Glenn

INTERNET AND EMAIL BASICS

Jun 22-Aug 10 (T) 6:00pm-9:00pm \$65

This course will provide an introduction to the Internet via the World Wide Web (www) and some communication tools: Electronic mail (known as email or e-mail) and chat programs. Microsoft Internet Explorer will be used in the classroom with references and use of Firefox and Google (Chrome). The E-mail programs that will be discussed are: Yahoo and Gmail. *A Universal Serial Bus (USB) storage device, also known as Thumb/Flash drive (at least 1GB) with no preinstalled security software is required.*

Instructor: Jim Glenn

MICROSOFT WORD 2007 BASICS

Jun 24-Aug 12 (TH) 6:00pm-9:00pm \$65

Microsoft Word 2007 has become the standard for all word processing software. This course will allow you to create a variety of professional-looking documents and use features that make them special. *A Universal Serial Bus (USB) storage device, also known as Thumb/Flash drive (at least 1GB) with no preinstalled security software is required.*

Instructor: Jim Glenn

SOCIAL NETWORKING 101

May 17-Jul 12 (Online) \$65

Designed for entry-level to moderate social networkers. Topics include: WebPages, blogs, message boards, Twitter, Facebook, MySpace, Ebay, and Etsy. Networking for business and pleasure will be covered as well as safety, privacy issues and e-commerce.

Instructor: Gena Messer-Knode

DO-IT-YOURSELF MARKETING

May 18-Jul 13 (Online) \$65

Simple, easy-to-use procedures for the small business person interested in practical, inexpensive methods to improve business, conduct research, and develop a profitable image.

Instructor: Gena Messer-Knode

EFFECTIVE TEACHER TRAINING

May 4-Jun 8 (TTH) 6:00pm-9:00pm \$120

This course is required for all North Carolina teachers, and most counties substitute teaching staff. Lecture-discussions, lesson plan development that includes multi-sensory activities and time and behavior management skills focus the course content. This course is also recommended for teaching assistants and child-care workers.

Instructor: Stephanie Edwards

WATER DISTRIBUTION

*For more information contact Dr. Gena Messer-Knode,
249-1851 ext. 3045 or email gmknode@pamlicocc.edu*

TRENCHING/SHORING (WATER DISTRIBUTION)

Jun 12 (S) 9:00am-4:00pm \$65

This course teaches the safety, terms and necessary information needed to proceed towards taking the state approved Grade C-Distribution exam.

Instructor: Tom Beasley

A-DISTRIBUTION

May 18-Jun 15 (TTH) 6:00pm-8:00pm \$65

"Needs to Know", knowledge, math, safety, water distribution techniques necessary to pass a state approved A-Distribution exam for water certification.

Instructor: Tom Beasley

B-DISTRIBUTION

For dates, times, and tuition rates please contact Dr. Gena Messer-Knode, 249-1851 ext. 3045.

Course will include technical terms, math, safety, public relations and "Needs to Know" for water distribution techniques needed to pass a state approved B-Distribution exam.

Instructor: Tom Beasley

C-DISTRIBUTION

May 17-Jun 14 (MW) 6:00pm-8:00pm \$65

This course offers basic concepts such as terms, safety, math and general knowledge needed to pass the state approved C-Distribution exam for water distribution.

Instructor: Tom Beasley

If you are interested in the following courses please contact

Dr. Gena Messer-Knode,

249-1851 ext. 3045 or email gmknode@pamlicocc.edu

BASIC WOODMANSHIP SKILLS

This course offers identification of basic plants, animals, insects, reptiles, and much more. The course will also cover general knowledge, survival skills, navigation, and environmental issues pertaining to the ecosystem.

Instructor: Tom Beasley

BASIC COOKING/FOOD PREPARATION

This course offers basic cooking skills, meal preparation, kitchen safety for home or business applications. This course will also cover recipes, cooking time, tips, and tricks of the trade.

Instructor: Tom Beasley

CO-CURRICULUM CLASSES

(Self-Supporting)

Co-curriculum classes are college level classes taught by curriculum faculty which allow Continuing Education students to enroll. The classes are held on a semester basis and are part of the college curriculum. These classes will not give Continuing Education students credit towards a degree. These classes are offered as self-supporting; therefore, there are no fee waivers.

Registration will be held May 11 from 9:00 am to 7:00 pm in room 123.

Please call 249-1851 ext. 3045 for more information.

SPREADSHEETS

\$175

May 17 - Jul 29 (Online)

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Instructor: Lisa Evans

INTRODUCTION TO COMPUTERS

\$175

May 17 - Jul 29 (Online)

This course introduces computer concepts, including fundamental functions and operations. Topics include identification of hardware components, basic computer operations, security issues, and the use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Instructor: Lisa Evans

BUSINESS COMMUNICATIONS

\$175

May 17 - Jul 29 (Online)

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

Instructor: Dr. Gena Messer-Knode

*For more information on Life Enrichment Classes please contact
Myra Blue, 249-1851 ext. 3033 or mblue@pamlicocc.edu or*

BLACKSMITHING (Self-Supporting)

May 4-May 7 (TTH) 6:00pm-10:00pm \$125

This class will introduce the student to the process of using fire, iron, anvil, and hammer to create useful and artful articles. Learn the secrets of this ancient art from a master of ironworking.

Instructor: Steve Phillips

BOAT BUILDING (Self-Supporting)

Apr 20-Jun 15 (TTH) 7:00pm-10:00pm \$125
Jul 27-Oct 26 (TTH) 7:00pm-10:00pm \$125

Build your own dingy, canoe, or kayak in wood with a master boat builder.

Instructor: Graham Byrnes

PERFORMANCE LIGHTING (Self-Supporting)

May 19-Jun 2 (W) 7:00pm-9:00pm \$30

In this class, you will learn how to set up a light show for a play, lecture or musical group performance. The instructor has years of experience setting up lighting shows in the local theater and in the Delamar Center.

Instructor: Mike Guzzo

SEWING (Self-Supporting)

May 4-May 25 (T) 1:00pm-4:00pm \$55
May 6-May 27 (TH) 6:00pm-9:00pm \$55

Bring that sewing machine you haven't taken out of the box or is collecting dust to this crash course on: What's a presser foot, Where's the tension, Do you feed the feed dogs and more. During this class you will make a Cosmetic Bag, Napkin, Dinner Placemat, and Pillow Sham using Martha Pullen designs. The cost of the class does not include supplies.

Instructor: Claudia Hughes

HEALTH OCCUPATIONS

Students must pre-register: call Kenny Weatherington, 249-1851 ext. 3017

Registration fees do not include the cost of books, insurance, supplies, and/or other fees

NURSING ASSISTANT II

May 19 - Aug 4 (MW) 8:30am-5:00pm \$175

This course prepares graduates to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency.

PREREQUISITE: High school diploma or GED and listed on the North Carolina Nurse Aide I Registry.

Instructor: Gwen Gibbs

FIRE/RESCUE/EMS

EMERGENCY MEDICAL CLASSES

Continuing Education For Basic & Advanced Life Support Personnel

Gynecology/Obstetrics/Neonatology	May 13
Pulmonary/Cardiology/Anaphylaxis, O2, Nebulizer and Epinephrine Skills	Jun 10
Ambulance Operations/Incident Command/Hazardous Materials/Crime Scene Awareness	Jul 8

All classes are held at 7:00pm on the Main Campus in the Delamar Building (Room 112).

Pamlico Community College is now offering EMS courses online. For a complete list of online courses and directions on how to register view our website:

www.pamlicocc.edu

RUFUS E. BRINSON, JR. FIREFIGHTER TRAINING ACADEMY

The Rufus E. Brinson, Jr. Firefighter Training Academy is a 7-1/2 month program that allows students to complete their NC Firefighter I & II Certification as well as the Emergency Vehicle Driver course. Students may enroll in all or some of the academy course offerings. Any interested individual, 18 years of age or older, may attend the Rufus E. Brinson, Jr. Firefighter Training Academy. Registration fees will be waived for students who are rostered members of a fire/rescue department. For more information please call Kenny Weatherington at (252) 249-1851 ext. 3017.



Fire Service training is designed to provide firefighters the opportunity to gain technical information and skills in modern firefighting through a variety of learning experiences.

All classes are held on campus.

Classes are open to all firefighters

*Contact Kenny Weatherington
249-1851 ext. 3017 or email*

kweatherington@pamlicocc.edu for more information.



Learn More

Take ed2go online courses from the comfort of your home or office at the times that are most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from Anatomy to Web Design. Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow student, and plenty of practical information that you can put to immediate use. All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the **day or night, seven days a week.**

HOW TO GET STARTED:

1. Visit our Online Instruction Center: www.ed2go.com/pamlico
2. Click the Courses link, choose the department and course title you are interested in and select **Enroll Now** button. Then follow the instructions to enroll and pay for your course. You will choose a username and password that grants 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 the username and password you selected during enrollment.

SAMPLE OF COURSES OFFERED:

COMPUTER APPLICATIONS

Intro to Microsoft 2007 Word
Learn how to create and modify documents in Word 2007, the most popular word processing program available.

Intro to Microsoft 2007 Excel
Work with numbers? Then you need to learn Excel 2007. In this unique six-week online workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

MEDICAL

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. This course teaches medical terminology from an anatomical approach.

WRITING

The Craft of Magazine Writing
Ever read a nonfiction magazine article and said, I can write better than that? With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer.

STARTING YOUR OWN BUSINESS

Learn to Buy and Sell on EBay
Learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling.

Customer Service Fundamentals

Discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business.

*Contact Tammy Spain,
249-1851 ext. 3013*

or email

*tspain@pamlicocc.edu
for more information.*

TEACHING PROFESSIONALS

Creating K-12 Learning Materials

Increase student performance on standards important to your district by learning how to develop your own workbooks, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards

Survival Kit for New Teachers

Increase student performance on standards important to your district by learning how to develop your own workbooks, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards

DIGITAL PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

SESSION START DATES:

May 19	Aug 18
Jun 19	Sept 15
Jul 20	Oct 20

www.ed2go.com/pamlico



Responding to North Carolina's need to get people back to work.

Responding to North Carolina's need to get people back to work and to the call from Governor Bev Perdue that the North Carolina Community Colleges undertake her Job-sNOW initiative, the community college and the NC Department of Commerce joined together to develop and fund "12 in 6", the infrastructure and resources necessary to help train North Carolinians in needed job skills and help rebuild North Carolina's economy.

NCDOC's Workforce Development Division set aside American Recovery and Reinvestment Act (ARRA) funds to support this initiative. These grant funds will be used to provide an infusion of instructional resources to support training activities in occupational areas that could be completed in less than 6 months.

Pamlico Community College will offer: Nurse Aide I
 Phlebotomist/Medical Lab Assistant
 Welding
 Medical Billing/Coding Technician
 Medical Office Assistant
 Food Service Management

Nurse Aide I May 20-Aug 26 (TTH) 8:30am-4:30pm \$270.00

Course Title	Hours
Nurse Aide I	165
Employability Skills	20
Total Hours	185

After successful completion of the course, the student is eligible to apply for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

Phlebotomist/Medical Lab Assistant May 20-Aug 18 (WTH, Online) 8:30am-3:00pm \$390.00

Course Title	Hours
Phlebotomy Education & Clinical Experience	90
Medical Terminology	40
Employability Skills	20
Total Hours	150

After successful completion of the course, the student is eligible to take the National Healthcareer Association Certification Exam.

Welding May 18-Aug 5 (TTH) 6:00pm-10:00pm \$270.00

Course Title	Hours
Basic Welding	60
Employability Skills	20
Total Hours	80

After successful completion of the course, the student will have the opportunity to test as a American Welding Society Qualified Welder.

Funding for this initiative was supported by:
 The American Recovery and Reinvestment Act Funds, The Department of Commerce, Division of Workforce Development, and the local Workforce Development Board.

Medical Billing/Coding Technician May 25-Aug 12 (TTH, Online) 8:00am-11:30am \$390.00

Course Title	Hours
Healthcare Billing and Coding	90
Medical Terminology	40
Employability Skills	20
Total Hours	150

After successful completion of the course, the student is eligible to take the National Healthcareer Association Certification Exam.

Medical Office Assistant May 19-Aug 2 (MW) 8:00am-11:30am \$390.00

Course Title	Hours
Medical Office Assistant	90
Computer Applications	40
Employability Skills	20
Total Hours	150

After successful completion of the course, the student is eligible to take the National Healthcareer Association Certification Exam.

Food Service Management May 25- Aug 10 (TTH) 5:30pm-7:30pm \$400.00

Course Title	Hours
Hospitality & Human Relations	40
Serv Safe	16
Catering	30
Employability Skills	20
Total Hours	120

After successful completion of the course, the student is eligible to take the Serv Safe Food Protection Manager Certification Exam.

Career Readiness Certificate (CRC)

In addition to participating in the JobsNOW "12 in 6" training, each student will be given the opportunity to earn the Career Readiness Certificate (CRC). The CRC is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills.

North Carolina Career Readiness Certificate (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy.

- For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy and problem solving skills to be "job ready."
- For job seekers, the CRC serves as a portable credential.

ADMISSIONS

The first step in applying for JobsNOW is to contact:

Misty Rasmussen

Director of Occupational Extension & Community Service

(252) 249-1851 ext. 3015
or
mrasnussen@pamlicocc.edu



FINANCIAL ASSISTANCE

Financial Assistance may be available based upon eligibility. Please contact:

Cristy Lewis

JobLink Coordinator/Recruiter

(252) 745-9934
or
clewis@pamlicocc.edu





SMALL BUSINESS CENTER

I am the new the Small Business Center Director at Pamlico Community College. Six years ago, on a Christmas trip from Michigan to Eastern North Carolina, my husband and I drove through Pamlico County. The plan was to have lunch and move on to the next destination. That one stop turned into three days in the County, the purchase of a circa-1900 home and a destiny for both of us. In this trip, we were looking for a community where we can grow in our careers and also have a sense for family environment. Since our initial move, Pamlico County not only provided what we were looking for, but also provided to us a progressive community with positive development. All with its natural beauty, I believe this community will provide opportunities for many more families.

I am looking forward to working with current and future business owners of Pamlico County. The Small Business Center provides a wide range of consulting, training, and feasibility analysis programs for start-up and existing businesses. In the Small Business Center, we serve small business owners/managers, pre, start-up & expanding businesses, inventors and potential entrepreneurs, home-based businesses, manufacturing, retail, wholesale, service, production, value added agriculture business, and E-Commerce and tech based businesses and many more.

I am looking forward to working closely with the community and developing programs to help bring and improve small businesses in Pamlico County. The Small Business Center is located at Bayboro next to Pamlico High School.

I am pleased to serve as the director of the Small Business Center. If you have any ideas, questions and/or training needs, please visit me in my new location or call me at (252) 745 7348 or e-mail me at ssraub@pamlicocc.edu. You can also visit us at www.pamlicocc.edu for our programs and classes.

Dr. Selva Staub
Small Business Center Director
Pamlico Community College

SMALL BUSINESS CENTER SEMINARS

REAL ESTATE FINANCE TODAY

May 5 (W) 1:00pm – 4:00pm PCC Main Campus FREE

In this seminar come and join us when we are defining basics of real estate finance, reviewing government influences, discussing current issues in lending, describing conventional and government loan programs, calculating monthly mortgage payments and examining special financing alternatives.

Instructor: Larry Federer

E-BAY YOUR WAY TO SUCCESS: THE BASICS OF SELLING

Jun 17 (TH) 1:00pm – 4:00pm PCC Main Campus FREE

A great seminar for the “dabbler” or the entrepreneur wanting to make eBay a primary marketing tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay features and policies, registering an account, choosing formats & categories, writing descriptions that sell, submitting photos, feedback, using PayPal, and shipping tips.

Instructor: Nick Hawks

HOW CAN MICROSOFT EXCEL HELP IN BUSINESS?

May 20-Jun 24 (TH) 6:00pm – 9:00pm Bayboro Center \$50

Many companies, from big corporations to small companies use Excel for their budgeting. Excel provide many functions and formulas that will not only help you manage your data records efficiently, but will also make sure that you could analyze your data based on your constantly changing business environment. In this 6-week program, you will get a good detailed analysis of your stock movement and also your inventory level at any point in time. Excel is a very powerful calculator. You can program cells to as simple as adding numbers to more extreme functions such as pulling data from a number of pages and cells and outputting a prescribed formulary number. Join us for budgeting your operations and for balancing your checkbook.

Instructor: Ruzalia Davis

REAL ESTATE UPDATES AND ELECTIVES

May 26 (W) 8:00am – 5:00pm Full day \$55 (Lunch included)
PCC Main Campus Half day \$35 (Lunch not included)

Are you interested in what is going on in real estate? Or you have been too busy and did not get to renew your license this year! This one day workshop you can get your elective and update renewed.

Elective topic: Environmental Issues in your RealEstate Practice (2119)

Instructor: Larry Federer

For more information about other services offered by the Small Business Center, customized onsite training and additional information, please contact Dr. Selva Staub at 252-745-7348 or email ss Staub@pamlicocc.edu