

f.y.i.

Continuing Education Spring 2016



Beekeeping p. 15



Distress Furniture p. 13



Welding p. 11



BLET p. 9

 **Edgecombe**
COMMUNITY COLLEGE

**Get More Than An Education.
Get The Edge.**

What's Inside...

REGISTRATION INFORMATION	2
• Registration Form.....	3
• Credit Card Form	4
OCCUPATIONAL TRAINING	5
• Automotive	5
• Fire & Emergency Services Training.....	5
• EMS & Rescue.....	6
• Funeral Professionals	6
• Health Care	6
• Law Enforcement Training	9
• Natural Hair Care	10
• Notary Public.....	10
• Real Estate.....	10
• Effective Teacher Training.....	10
• Banking-Today's Bank Teller	10
• Tourism/Ambassador.....	11
• Welding	11
• Blueprint Reading.....	11
SMALL BUSINESS CENTER	11
LIFELONG LEARNING	13
• Alive@25	13
• Arts	13
• Creative	13
• Culinary Arts.....	14
• Fitness.....	14
• Historic Preservation	14
• Horticulture/Gardening	15
• Language	16
• Music.....	16
• Safety	16
• Technology	17
BUSINESS & INDUSTRY SERVICES	18
ONLINE CLASSES ED2GO	19
HUMAN RESOURCES DEVELOPMENT	20
• HRD Courses	20
• Career Readiness Certification	20
COLLEGE AND CAREER READINESS	21

REGISTRATION INFORMATION

We have a seat for you!

4 Ways to Register

1. Phone Registration

Students may call Samantha Trejo at 252-823-5166 ext. 293 or Gwen Hyman at 252-823-5166 ext. 357 to register for classes. Please have credit card information available. MasterCard, Visa and Discover are accepted.

2. Mail-In Registration

Print and complete the registration form. The form is available in this publication and also by using the following link: <http://www.edgecombe.edu/component/rsform/form/20-continuing-education-student-application> Please include your payment. Cash, money orders, checks and credit cards are accepted. If using a credit card, please include credit card information sheet that appears on page 4 of this publication.

Mail to:

Edgecombe Community College
ATTN: Samantha Trejo
2009 W. Wilson Street
Tarboro, NC 27886

or

Edgecombe Community College
ATTN: Gwen Hyman
225 Tarboro Street
Rocky Mount, NC 27801

3. Fax Registration

Fax the registration form to 252-823-6817 Attention Samantha Trejo or fax the registration form to 252-985-2212 Attention Gwen Hyman. Payment must be made by credit card for fax registration. Registration form and credit card form are pages 3-4.

4. Walk-In Registration

Walk-in registration allows you to register in person at the Tarboro or Rocky Mount campus. On the Tarboro campus, Samantha Trejo is located in the Nina Fountain wing of the H building at 2009 W. Wilson Street in Tarboro, NC. On the Rocky Mount campus, Gwen Hyman is located in the Barnes Building, 225 Tarboro Street in Rocky Mount, NC. Registration Desk Hours are Monday-Thursday, 8:00am to 5:00pm, and Friday, 8:00am to 4:00pm.

REFUND POLICY

The College may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, then the student will receive 100% refund.
2. A student will receive a 100% refund if a class is cancelled due to insufficient enrollment.
3. If a student officially withdraws from the class prior to or on the 10% date of the class, the student will receive a 75% refund of the registration fees only.
4. Registration fees for self-supporting classes are non-refundable once the class starts.

Important Notes

Please register and pay 3 business days prior to the first class to assure a seat for all Continuing Education courses. We reserve the right to cancel a course based on enrollment.

Students ages 16-18 must have a signed Dual Enrollment form PRIOR to enrolling in class.



CONTINUING EDUCATION STUDENT REGISTRATION

CLASS TITLE _____ STUDENT ENTRY DATE _____

1. SOCIAL SECURITY OR ECC ID NUMBER _____

2. NAME: LAST _____ FIRST _____ MIDDLE _____

3. ADDRESS _____

Check here if new address

4. CITY _____ STATE _____ ZIP _____

5. COUNTY OF RESIDENCE _____ E-MAIL _____

6. HOME PHONE (_____) _____ BUSINESS PHONE (_____) _____ EXT _____

7. BIRTH DATE Month _____ Day _____ Year _____

8. RACE (Circle One) White-1 Black-2 Indian-3 Hispanic-4 Asian-5 Other-6

9. GENDER (Circle One) Male Female

10. STUDENT TYPE (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Paid Firefighter | <input type="checkbox"/> Paid First Responder | <input type="checkbox"/> Inmate |
| <input type="checkbox"/> Volunteer Firefighter | <input type="checkbox"/> Volunteer First Responder | <input type="checkbox"/> ECC Full-time Employee |
| <input type="checkbox"/> Paid Rescue Squad | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Other |
| <input type="checkbox"/> Volunteer Rescue Squad | <input type="checkbox"/> Inspector fire/bldg/mech/elec/plumb | |

11. EMPLOYMENT STATUS (Check One)

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Unemployed - Seeking | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Part Time List Hours Per Week _____ | <input type="checkbox"/> Unemployed - Not Seeking | |

12. EDUCATION LEVEL (Check One)

- | | |
|---|--|
| <input type="checkbox"/> GED Diploma | <input type="checkbox"/> One Year Vocational Diploma |
| <input type="checkbox"/> Adult High School | <input type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> Completed High School | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> OR Highest Grade Completed _____ | <input type="checkbox"/> Master's Degree |

13. CITIZENSHIP (Circle One) US Citizen Permanent Resident Alien Alien Authorized to Work

14. JOB TITLE / EMPLOYER _____

15. STUDENT SIGNATURE _____ DATE _____

DO NOT WRITE IN THIS AREA UNLESS DIRECTED

Tuition _____	Contract # _____
Books _____	Term _____
Fees _____	Class Start Date _____
Total _____	

I hereby give permission to Edgcombe Community College and the NC Dept. of Community Colleges to release my grades/transcripts to the following credentialing agencies and affiliated chief officer of my agency/department:

- NC Dept. of Insurance Fire/Rescue Commission
- NC Criminal Justice Training & Standards Commission
- NC Sheriff's Training & Standards Commission
- NC Office of Emergency Medical Services
- Student's Affiliated Agency / Dept. Chief Officer (Written Request)



CREDIT CARD BILLING FORM

Name of cardholder: _____

Credit card type: MasterCard Visa

Credit card #: _____

Expiration date: _____

Fees to be billed to credit card:

Tuition for _____ \$ _____

Books for _____ \$ _____

Other _____ \$ _____

TOTAL TO BE BILLED TO CREDIT CARD: \$ _____

I authorize Edgewcombe Community College to bill the above referenced credit card for the above indicated amount.

Signature of cardholder

Date

I request a receipt be mailed to me at the following address:

Name: _____

Address: _____

City, State, Zip: _____

OCCUPATIONAL TRAINING

Automotive

NCDMV OBDII Emissions Inspection

Hours 8

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.

Fee \$70

1/10	Sun	8am-5pm	E 445, TB
2/14	Sun	8am-5pm	E 445, TB
3/13	Sun	8am-5pm	E 445, TB
4/10	Sun	8am-5pm	E 445, TB
5/15	Sun	8am-5pm	E 445, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

NCDMV OBDII Emissions Re-certification

Hours 4

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau.

Fee \$70

1/26	T	5:30-9pm	E 445, TB
2/23	T	5:30-9pm	E 445, TB
3/22	T	5:30-9pm	E 445, TB
4/19	T	5:30-9pm	E 445, TB
5/24	T	5:30-9pm	E 445, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

NCDMV Vehicle Safety Inspection

Hours 8

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.

Fee \$70

1/9	Sat	8am-5pm	E 445, TB
2/13	Sat	8am-5pm	E 445, TB
3/12	Sat	8am-5pm	E 445, TB
4/9	Sat	8am-5pm	E 445, TB
5/14	Sat	8am-5pm	E 445, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

NCDMV Vehicle Safety Re-certification

Hours 8

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau.

Fee \$70

1/19 & 1/21	T/Th	5:30-9pm	E 445, TB
2/16 & 2/18	T/Th	5:30-9pm	E 445, TB
3/15 & 3/17	T/Th	5:30-9pm	E 445, TB
4/12 & 4/14	T/Th	5:30-9pm	E 445, TB
5/17 & 5/19	T/Th	5:30-9pm	E 445, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Introduction to Auto Body Repair

Hours 80

Upon completion, students will have the knowledge base to perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Fee \$180

1/12-3/31	T/Th	5:30-9pm	D, TB
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For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Small Engine Repair

Hours 24

Become familiar with the components and operating principles of the small engine. Topics covered include the similarities and differences in 2-stroke and 4-stroke engines, engine part identification and definitions of terms, such as torque and horsepower.

Fee \$70

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Fire & Emergency Services Training

The Fire Service program at ECC is designed to provide full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, and certification in modern firefighting, rescue, officer development, and fire department management skills. Programs are open to all fire departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various fire departments. Fire Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed fire service personnel only.

Courses Available

- Firefighter Orientation & Safety 16hr
- Alarms & Communication 16hr
- Fire Behavior 12hr
- Personal Protective Equipment 20hr
- Forcible Entry 12hr
- Ventilation 20hr
- Ropes 12hr
- Ladders 15hr
- Fire Hose, Streams, & Applications 20hr
- Foam Fire Streams 8hr
- Fire Control 36hr
- Loss Control 16hr
- Emergency Medical Care 12hr
- Rescue 20hr
- Water Supplies 20hr
- Sprinklers 16hr
- Fire & Life Safety Preparedness 12hr
- Building Construction 16hr
- Health & Wellness 8hr
- Safety & Survival 16hr
- Mayday 8hr

- Emergency Vehicle Driver 20hr
- Pump Operations
- Aerial Operations
- HazMat Level 1 Responder 36hr
- Fire Office I & II combo 64hr
- Chief 101 12hr
- Fire Instructor I & II combo 64hr
- TR-GEN (Series) 88hr
- TR-VMR (Series) 60hr
- TR Ropes (Series) 75hr
- TR Water (Series) 48hr
- TR Confined Spaces (Series) 64hr
- TR Trench (Series) 64hr
- TR Structural Collapse (Series) 88hr
- TR Wilderness (Series) 90hr
- TR Agriculture (Series) 28hr

EMS and Rescue

The EMS and Rescue program at ECC is designed to provide certification in a wide variety of emergency medical and rescue related programs. It provides full time and volunteer Rescue Squads with the opportunity to gain knowledge, practical skills, and advanced skills based on pre-hospital emergency situations. Programs are open to all EMS departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various departments. Any of these classes may be offered to interested citizens, however Emergency Medical Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed EMS personnel only.

CPR/AED

Hours 4

Heartsaver® CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking on an adult. This course teaches skills with AHA's research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students' learning of skills.

Fee \$70 for course, \$7 for card

3/17	Th	1-5pm	RM
3/23	W	6-10pm	TB
4/20	W	6-10pm	TB
6/16	Th	1-5pm	RM
7/13	W	6-10pm	TB
8/18	Th	1-5pm	RM
9/14	W	6-10pm	TB
9/22	Th	1-5pm	RM

For more information, contact Brittany Harrelson at 252-823-5166 ext. 113 or harrelsonb@edgecombe.edu

Robert Whistler at 252-823-5166 ext. 120 or whistlerr@edgecombe.edu

CPR/First Aid

Hours 8

Heartsaver® First Aid CPR AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Fee \$70 for course, \$7 for card

1/9	Sat	9am-6pm	TB
2/6	Sat	9am-6pm	TB

3/5	Sat	9am-6pm	TB
4/9	Sat	9am-6pm	TB
5/7	Sat	9am-6pm	TB
7/2	Sat	9am-6pm	TB
8/6	M	9am-6pm	TB
9/3	Sat	9am-6pm	TB

For more information, contact Brittany Harrelson at 252-823-5166 ext. 113 or harrelsonb@edgecombe.edu

Robert Whistler at 252-823-5166 ext. 120 or whistlerr@edgecombe.edu

Emergency Medical Technician (EMT) Basic

Hours 203 classroom + 48 clinical hours

The Emergency Medical Technician Program is designed to certify the technician to the entry level of pre-hospital basic life support care available in North Carolina. This program fulfills all the requirements of the National Standard Curriculum for Emergency Medical Technician. The program covers basic patient assessment and treatment techniques.

Fee \$320.50 (Additional costs for textbooks, testing supplies & uniforms)

3/14	M&W & Every Other Sat	M&W 6:30-10pm	Sat 9am-5pm
			TB

For more information, contact Brittany Harrelson at 252-823-5166 ext. 113 or harrelsonb@edgecombe.edu

Robert Whistler at 252-823-5166 ext. 120 or whistlerr@edgecombe.edu

Funeral Professionals

Surviving the Epidemic

Hours 5

This course is designed to provide funeral professionals with the information they need to stay safe when dealing with infectious blood borne pathogens. The course covers proper handling of infectious pathogens such as HIV, TB, Ebola and others.

Fee \$50

3/8	T	8am-1pm	Aud., RM
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For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Health Care

General Health Occupations Programs

Interested student candidates may contact Laura Clark at clarkl@edgecombe.edu with any questions regarding Health Occupation programs at Edgecombe Community College.

Students may register on Rocky Mount or Tarboro campuses in the Continuing Education Department. Please bring required items listed under each course to be eligible to complete the application and registration process.

The Division of Continuing Education at Edgecombe Community College supports clinical agencies that require drug screening and criminal background checks. Cost of this testing is the student's responsibility.

Background checks and drug screens must be performed through the vendor contracted with by Edgecombe Community College. Background checks must be completed by the 3rd day of class. Information about drug screening will be provided during course orientation.

Community Health Coach (HEA3120)

This course is designed to provide individuals the knowledge, tools, and resources to work in a variety of health care settings (hospitals, FQHC, public health departments, free clinics, churches) under the supervision of licensed professionals (RN, PA, FNP, DNP, MD) supporting community individuals to improve their personal health.

Instructional topics include: leadership & coaching; case management; emotional literacy; communication and confidentiality; servant leadership; clinical signs and symptoms of chronic disease; risk factors and disease complications; vital signs and clinical skills proficiency; nutrition and cardiovascular disease; oral health and tobacco use; foot care; DASH diet; food safety; nutrition and cancer; community outreach; computer skills; physical activity and stress; community engagement and community health assessment processes.

Students interested in Community Health Coach should have a general interest in community health and improving chronic disease in our region. Courses may be offered on either campus of Edgecombe Community College or arrangements may be made to provide instruction off campus.

Each class is limited to twenty (20) students who will be placed in desired class on a first come basis.

Requirements

- Written documentation of high school diploma or equivalency
 - Complete application process
- Fee \$180 (Additional costs for textbooks, supplies, and/or items that may be needed to participate in class)
- For more information, contact Laura Clark at clarkl@edgecombe.edu

Community Health Coach Trainer (HEA3115)

This course is designed to provide individuals with a minimum of an associate degree in nursing or baccalaureate degree in public health or health education the knowledge, tools, and resources to provide instruction to community health coach student participants.

Instructional topics include: leadership & coaching; case management; emotional literacy; communication and confidentiality; servant leadership; clinical signs and symptoms of chronic disease; risk factors and disease complications; vital signs and clinical skills proficiency; nutrition and cardiovascular disease; oral health and tobacco use; foot care; DASH diet; food safety; nutrition and cancer; community outreach; computer skills; physical activity and stress; community engagement and community health assessment processes.

Qualified candidates wishing to participate in this course should have a general interest in community health and the improvement of health in our region. Successful completion of this instruction will prepare the candidate/individual to serve as a Community Health Coach Trainer.

Each class is limited to twenty (20) students who will be placed in desired class on a first come basis.

Requirements

- Written documentation of RN licensure or minimum of a bachelor's degree in Public Health or Health Education.
 - Complete application process
- Fee \$125 (Additional costs for textbooks, supplies, and/or items that may be needed to participate in class)
- For more information, contact Laura Clark at clarkl@edgecombe.edu

Geriatric Aide Training

The course is focused on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon completion, students are eligible for listing as a geriatric nurse aide with the North Carolina Nurse Aide Registry.

Registration for Geriatric Aide Training is by application process. Geriatric Aide training provides advanced training for the Nurse Aide I.

Each class is limited to twelve (12) students who will be placed in desired class on a first come basis.

Requirements

- Career Readiness Certificate (CRC)→Applied Math=3; Locating Information=4; Reading for Information=4
 - Must be able to lift a minimum of 50 pounds and perform clinical responsibilities.
 - Completed application process
 - Copy of proof of Nurse Aide Registry
 - Copy of Negative PPD to remain current through duration of clinical
- Fee \$195.50 (Additional costs for uniforms, criminal background checks, or drug screen expenses when they are required.) Uniforms will be discussed during orientation to the class.
- For more information, contact Laura Clark at clarkl@edgecombe.edu

Home Care Aide Training (NUR 3218)

Home Care Aide Training provides advanced training for the Nurse Aide I. The course focuses on enhancing specific skills needed when working in the home care setting including person-centered care, nutrition/hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

Each class is limited to twelve (12) students who will be placed in desired class on a first come basis.

Requirements

- Career Readiness Certificate (CRC)→Applied Math=3; Locating Information=4; Reading for Information=4
 - Must be able to lift a minimum of 50 pounds and perform clinical responsibilities.
 - Completed application process
 - Copy of proof of Nurse Aide Registry
 - Copy of proof of Nurse Aide Registry from ncnar.org
- Fee \$195.50 (Additional costs for uniforms, criminal background checks, or drug screen expenses when they are required.) Uniforms will be discussed during orientation to the class.
- For more information, contact Laura Clark at clarkl@edgecombe.edu

Medication Aide Instructor Training (PHM 4900)

This course is designed to meet the training requirement to become a Medication Aide Instructor. To participate in the course individuals must have a current, unrestricted license to practice as a registered nurse in North Carolina and have had at least two (2) years of practice experience as a registered nurse that includes medication administration. Upon successful completion an individual is eligible to apply for certification listing with the North Carolina Board of Nursing.

Each class is limited to ten (10) students who will be registered for class on a first come basis.

Requirements

- Completion of application process
- Copy of Nursing License Verification from NCBON verifying 2years RN Status
- Verification of medication administration as a registered nurse

Fee \$70 Books are available in the bookstore and should be bought before the class starts.

1/11-1/14	M-Th	8:30am-3:15pm	Rm 255, RM
2/2-2/25	T/Th	1-4pm	C 61, TB
4/5-4/28	T/Th	1-4pm	C 61, TB
4/26-5/5	T/Th	8:30am-3:15pm	Rm 255, RM

5/2-5/11 M/W 8:30am-3:15pm Rm 255, RM
Registration forms and pre-requisites will be reviewed for accuracy by the Health Occupations Coordinator. Please email Laura Clark at clarkl@edgecombe.edu in order to determine the best way to verify this information.

Nurse Aide I Training (NUR3240)

Nurse Aide I is designed to prepare graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis on aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure and function and related common disease/disorders, communication and documentation, death and dying, and roles of the nursing assistant and health team members. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course, then successful skill/competency evaluation (National Nurse Aide Assessment Program, NNAAP), the candidate will be listed as a Nurse Aide I by the N.C. Division of Facility Services.

Each class is limited to fourteen (14) students who will be placed in desired class on a first come basis

Requirements

- Career Readiness Certificate (CRC)→Applied Math=3; Locating Information=4; Reading for Information=4
- Must be able to lift a minimum of 50 pounds and perform clinical responsibilities.
- Completed application process
- Copy of Picture ID (ex. Driver's license) and government issued identification (ex. social security card). First and last names must match on both documents.
- Copy of Negative PPD must remain current through duration of clinical

Fee \$195.50 (Additional costs for textbook, uniforms, criminal background expenses or drug screens if they are required by the clinical agency.)

Uniforms will be discussed during orientation to the class.

1/13-5/11	M-W & 1 Sat	5:45-9:45pm	C 44, TB
1/14-4/21	T/Th	8:15-11:30am & 12:15-3:30pm	C 44, TB
1/20-4/27	M/W	8:15-11:30am & 12:15-3:30pm	RM
1/25-5/11	M-W & 2 Sat	5:45-9:45pm	RM

For more information, contact Laura Clark at clarkl@edgecombe.edu

Nurse Aide I Refresher Training (NUR3242)

The student is required by N.C. Board of Nursing to be a Level I Nursing Assistant and to list with N.C. Division of Facility Services and N.C. Board of Nursing. The course consists of primarily review and testing to assess student knowledge. Each student must complete course with passing academic and attendance requirements to maintain registry with N.C. Division of Facility Services and N.C. Board of Nursing. Hours and course content is dictated by above listed governing bodies.

Each class is limited to fourteen (14) students who will be placed in desired class on a first come basis.

Requirements

- Completed application process
- Copy of Picture ID (ex. Driver's license) and government issued identification (ex. social security card). First and last names must match on each document.

• Students eligible for this course must meet one of the following requirements:

1. Written proof of completion of an approved North Carolina Nurse Aide I Training program within the last 3 years
2. Written proof of registry listing on a state recognized or military health care credential via nurse aide listing # or other credential identifier
3. Currently listed on a Nurse Aide registry or hold a state recognized health care credential from another state
4. Unsuccessful nurse aide competency candidate (National Nurse Aide Assessment Program, NNAAP)

Fee \$120 (Additional costs for textbooks or uniforms.)

1/11-3/7 M/W 1-4pm C 44, TB

For more information, contact Laura Clark at clarkl@edgecombe.edu

Nurse Aide Training II (NUR 3241)

The Nurse Aide II course prepares graduates to perform more complex skills for patients regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences.

Upon satisfactory completion of the course and skill/competency evaluation, then verification by the college, the candidate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing, Nurse Aide II Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel.

Each class is limited to twelve (12) students who will be placed in desired class on first come first serve basis

Requirements

- Career Readiness Certificate (CRC)→Applied Math=3; Locating Information=4; Reading for Information=4
- Must be able to lift a minimum of 50 pounds and perform clinical responsibilities.
- Copy of Picture ID (ex. Driver's license) and government issued identification (ex. social security card). First and last names must match on both documents.
- Copy of high school transcript or GED
- Proof of active Nurse Aide I Registry –student must bring a copy from ncnar.org
- Required immunizations (Tdap or adult tetanus less than 10 years ago; 2-step PPD; 2MMRs; Hepatitis B series started or positive titer; Varicella series started or positive titer, and Flu vaccine)
- A background check through the vendor contracted with Edgecombe Community College must be completed prior to the 3rd day of class or students will be de-enrolled.
- Drug Screens may be required by clinical agencies—guidelines will be discussed during orientation to class.

Fee \$195.50 (Additional costs for textbook, uniforms, criminal background checks, or drug screens when they are required.)

1/26-4/21 T/Th 8:30am-12pm 12:45-3:15pm 6:30am Clinical RM

For more information, contact Laura Clark at clarkl@edgecombe.edu

Nurse Aide II Refresher Training (NUR3242)

The student is required by N.C. Board of Nursing to be a Level I Nursing Assistant and to list with N.C. Division of Facility Services and N.C. Board of Nursing. The course consists of primarily review and testing to assess student knowledge. Each student must complete course with passing academic and attendance requirements to maintain registry with N.C.

Division of Facility Services and N.C. Board of Nursing. Hours and course content is dictated by above listed governing bodies.

Each class is limited to twelve (12) students who will be placed in desired class on a first come basis.

Requirements

Completed application process

Copy of Picture ID (ex. Driver's license) and government issued identification (ex. social security card). First and last names must match on each document.

The NAII refresher candidate is only eligible for a refresher course in one of the two ways:

1. The NA II must have been eligible for renewal of NA II Listing prior to the listing expiration.
 - a. The NA II must have worked at least eight hours for compensation during the past 24 months performing nursing care activities under the supervision of a Registered Nurse.
 - b. The NA II must have no substantiated findings of abuse, neglect, or misappropriation of funds on the DHSR Nurse Aide Registry.
2. The NA II has had a continuous period of 24 months during which nursing care activities were not performed for monetary compensation, but patient care activities were performed for compensation.

Fee \$120 (Additional costs for textbooks or uniforms)

3/14-5/9 M/W 1-4pm C 44, TB

For more information, contact Laura Clark at clarkl@edgecombe.edu

PHCAST Training

Students are referred to this program through Workforce Development, OIC, and/or other third party entities. This program is designed to serve students who are un/under employed and assist them in developing skills needed to obtain and retain positions in health care. The program is taught in four (4) phases.

Each class is limited to twelve (12) students who will be placed in desired class on a first come basis after completing necessary requirements with their third party agency and Edgecombe Community College. .

- Phase I: Introduction to Direct Care Work-HRD 3003-Focuses on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing.
- Phase II: Direct Care Basics-HRD 3004-Focuses on non-nurse aide personal care tasks and soft skill development; this is an expansion of nurse aide (NA-1). Phase II enables one to become a limited home care aide.
- Phase III:NUR 3240-Nurse Aide I Training-see Nurse Aide I information sheet
- Phase IV & Phase IV (May consist of 1 or more courses which may include: Medication Aide, Nurse Aide II, Phlebotomy, Home Care Aide, and Geriatric Aide). Students may also opt to apply to the college to enter curriculum programs at Edgecombe Community College.

See individual course information for the courses listed under Phase IV.

Tuition varies depending on student progression and approval through the application process.

For more information, contact Laura Clark at clarkl@edgecombe.edu

Phlebotomy Training (MLA3022)

Phlebotomy Training provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic

testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians.

Each class is limited to sixteen (16) students who will be placed in desired class on first come first serve basis.

Requirements

- Must be 18 years of age
- Career Readiness Certificate (CRC)→Applied Math=3; Locating Information=4; Reading for Information=4
- Copy of Picture ID (ex. Driver's license) and government issued identification (ex. social security card). First and last names must match on both documents.
- Copy of high school transcript or GED
- Required immunizations (Tdap or adult tetanus less than 10 years; 2-step PPD; 2MMRs; Hepatitis B series started or positive titer; Varicella series or positive titer, and Flu vaccine)
- A background check through the vendor contracted with Edgecombe Community College must be completed prior to the 3rd day of class or students will be de-enrolled.
- Drug Screens may be required by clinical agencies—guidelines will be discussed during orientation to class.

Fee \$195.50 (Additional costs for textbooks, uniforms, criminal background checks, or drug screens when required)

1/25-6/30 M/W & Th 9am-6pm C 44, TB

For more information, contact Laura Clark at clarkl@edgecombe.edu

Law Enforcement Training

The Law Enforcement program at ECC is designed to provide Sworn Credentialed Law Enforcement Officers, Detention Officers, and Communication Personnel with the opportunity to gain knowledge and skills based on new and existing technology. Programs are open to all Law Enforcement Agencies in the Edgecombe County area. A broad range of Mandated and Specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various department locations.

Basic Law Enforcement Training, (BLET)

Hours 19-week program consisting of 720 hours of training

Basic Law Enforcement Training is an accredited program of the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission.

BLET is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. Successful graduates earn 18 credits towards an associate degree in criminal justice technology, receive a certificate, and are qualified to take the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission.

Fee per course: Tuition waived for students sponsored by a law enforcement agency (required)

2/8 M-F 8am-5pm H, TB

For more information and to set up an interview, please contact Bernie Taylor at 252-823-5166 ext. 175 or taylorb@edgecombe.edu
Find us on Facebook at: <https://www.facebook.com/ECCBLET>

Natural Hair Care

Natural Hair Care Licensure: Completion 7 Months

This course provides an understanding in the study and practice of chemically free hair styling that includes working with textured hair, braiding, extensions, twists, locks, and weaves.

Fee \$180 (Additional costs for textbook & kit needed)

6/3-12/17 Fri & Sat 5:30-9:30pm F 8am-5pm Sat I, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Notary Public

Hours 7

This course is designed to provide instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical and procedural requirements of the Notary Act. NC requires a minimum of: successful completion of final exam at 80% or higher, submission of application and fee to NCSOS, and taking the "oath" at the Register of Deeds office. Successful candidates must purchase their seal and stamp. Upon completion of ALL, the individuals are then commissioned to perform notarial acts. Must have high school diploma or GED.

Fee \$70 (Additional cost for textbook)

1/12 & 1/14 T&Th 6-9:30pm H 173, TB

1/12 & 1/14 T&Th 6-9:30pm Rm 247, RM

2/9 & 2/11 T&Th 6-9:30pm Rm 247, RM

2/23 & 2/25 T&Th 6-9:30pm H 173, TB

3/8 & 3/10 T&Th 6-9:30pm Rm 247, RM

3/22 & 3/24 T&Th 6-9:30pm H 173, TB

4/12 & 4/14 T&Th 6-9:30pm Rm 247, RM

4/19 & 4/21 T&Th 6-9:30pm H 173, TB

5/24 & 5/26 T&Th 6-9:30pm Rm 247, RM

5/24 & 5/26 T&Th 6-9:30pm H 173, TB

6/14 & 6/16 T&Th 6-9:30pm Rm 247, RM

6/21 & 6/23 T&Th 6-9:30pm H 173, TB

7/12 & 7/14 T&Th 6-9:30pm Rm 247, RM

7/19 & 7/21 T&Th 6-9:30pm H 173, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Real Estate

Real Estate Post Licensing Series

Hours 90

This course is designed to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. Course modules include the following:

Broker Relationships (30hrs)

Broker Contracts & Closing (30hrs)

Broker Special Topics (30hrs)

Fee \$180

Real Estate Post Licensing Series Broker Relationships

4/19-5/11 Boardroom, RM

Real Estate Post Licensing Series Broker Contracts & Closing

5/24-6/15 Boardroom, RM

Real Estate Post Licensing Broker Special Topics Series Broker Relationships

6/28-7/20

Boardroom, RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Real Estate Appraisal – USPAP

Hours 8

This course is designed for instructional areas related to aspects of the appraisers' conduct, ethics and competency: 1) appraisal standards, 2) reviews reports, and 3) the confidentiality provisions as set forth by the Appraisal Standards Board. Upon completion, students should be able to sit for the National USPAP examination.

Fee \$70

3/2 W 9am-5pm Aud., RM

3/9 W 9am-5pm Aud., RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Real Estate BICUP

(This course is designed for Appraisers to update their continued education credits per year)

Hours 4

This course is designed for the Broker who has BIC status or eligibility will receive the four hours of Update course credit for the Broker-in-Charge Update course.

Fee \$50

3/16 W 8am-12pm Aud., RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Real Estate Mandatory Update

Hours 4

This course is mandatory continuing education course for all real estate brokers. (All BIC must take the BICUP course to keep BIC status.)

Fee \$50

3/16 W 1-5pm Aud., RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Effective Teacher Training

Hours 7

This course is designed to provide teacher assistants and substitutes with principles and practices of effective teaching. Core topics will focus on skills for basic classroom management, childhood development, and instructional techniques.

Fee \$70

1/11-1/15 M- Th 9am-4pm RM

3/14-3/18 M- Th 9am-4pm RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Banking-Today's Bank Teller

Hours 24

This course is designed for instructional areas related to banking teller operations: 1) bank profitability, 2) cash and cash handling, 3) checks and other transactions, 4) balancing and setting, and 5) security threats and their detection.

Fee \$70

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Tourism/Ambassador

This course provides an overview of the hospitality and tourism industry. Topics include the history, career opportunities, economic impact, customer service, LEED/Green Hospitality, customer services, applied math, and the North Carolina Responsible Alcohol Seller Program (RASP). Upon completion, students will be prepared for entry level positions in hotels, restaurants and other customer service industry.

Fee \$70 (includes 8 classes)

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Welding

Hours 96

The Welding Technology provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Our programs offer students the choice to learn welding skills in Arc Welding, Gas Tungsten Arc Welding (TIG), Gas Metal Arc Welding (MIG), Pipe Welding and Shielded Metal Arc Welding (SMAW or Stick) welding.

Fee \$180, Certification \$75

ARC	1/30-4/30	Sat	8am-4pm	D, TB
ARC	2/2-4/20	T, W	5:30-9:30pm	D, TB
ARC	5/17-8/10	T, W	5:30-9:30pm	D, TB
ARC	5/21-8/27	Sat	8am-4pm	D, TB
MIG	1/30-4/30	Sat	8am-4pm	D, TB
MIG	2/2-4/20	T, W	5:30-9:30pm	D, TB
MIG	5/17-8/10	T, W	5:30-9:30pm	D, TB
MIG	5/21-8/27	Sat	8am-4pm	D, TB
PIPE	1/30-4/30	Sat	8am-4pm	D, TB
PIPE	2/2-4/20	T, W	5:30-9:30pm	D, TB
PIPE	5/17-8/10	T, W	5:30-9:30pm	D, TB
PIPE	5/21-8/27	Sat	8am-4pm	D, TB
TIG	1/30-4/30	Sat	8am-4pm	D, TB
TIG	2/2-4/20	T, W	5:30-9:30pm	D, TB
TIG	5/17-8/10	T, W	5:30-9:30pm	D, TB
TIG	5/21-8/27	Sat	8am-4pm	D, TB

For more information, contact Laura Otrimiski at 252-823-5166 ext. 121 or otrimiskil@edgecombe.edu

Blueprint Reading

Hours 24

This course covers basic shop math and measurement skills. Explains how to read, use, and make blueprints. Discusses various welds, weld joints, and weld symbols. Explains advanced shop math and measurement skills.

Fee \$70 (Additional costs for textbook)

For more information, contact Laura Otrimiski at 252-823-5166 ext. 121 or otrimiskil@edgecombe.edu

SMALL BUSINESS CENTER

All services provided by the Small Business Center are FREE.

The Edgecombe Community College Small Business Center is part of a statewide network designed to promote and support small business ownership and create new jobs. The Small Business Center offers no-cost seminars, workshops and panel discussions designed to assist prospective and existing small business owners develop their ideas into realities, and to expand the knowledge of all business owners, managers and employees that will lead to growth and prosperity.

In addition, free, confidential one-on-one counseling is provided during regular office hours or by appointment at both the Tarboro and Rocky Mount campuses. We will also meet with you at your business location if it is more convenient. Special-interest seminars can be arranged for existing businesses and their employees, on or off-site. Contact the SBC Director for more information.

New Business Development Seminar Series

The New Business Development Series is designed for individuals considering starting a new business, and for existing small business owners looking for ways to grow and prosper. Topics covered in this series include traits of successful entrepreneurs, personal assessment, how to decide on a business, reasons businesses fail, organizational structures, and stages of implementation, business planning, financing, marketing, record keeping, tax issues and more. Upon completion of this series, participants should be able to conduct research, determine the feasibility of their business idea, and develop a formal business plan. SBC consultants are available for assistance on an on-going basis, and all SBC services are provided at no charge.

For more information, to pre-register for one or more seminars, or to set up a confidential appointment with a small business specialist, visit our website at smallbusiness.edgecombe.edu or call 252-823-5166, ext. 220 or 247.

How to Start a Small Business—the ABCs

Hours 2-3

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.

1/20 W 6-9pm H 173, TB

How to Write a Business Plan

Hours 2-3

A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

1/27 W 6-9pm H 173, TB

3/15 T 6-9pm Rm 247, RM

How to Finance a Small Business

Hours 2-3

Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea and what do they need from me, to, How will this business make money and will

it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

1/26 T 6-9pm Rm 247, RM
2/3 W 6-9pm H 173, TB

E-Commerce for Small Business

Hours 2-3

Are you thinking about starting a business where you sell your products online? Do you have an existing business and want to take your products and services to millions of online customers? If so, then you'll be joining the millions of entrepreneurs who have carved out a niche in the world of e-commerce. Join us for this informational seminar into the world of e-commerce! Topics included: Email marketing, website development, social media, e-commerce strategy, and much more!

2/10 W 6-9pm H 173, TB

Social Network Marketing for Small Businesses – Part 1

Hours 2-3

Social media marketing is the process of gaining awareness, driving traffic and engaging your customers and prospects using social media channels. Many organizations just assume customers are using social media channels. Before you jump in with both feet, stop and consider how social media will work for your business goals. This two-part seminar series will help you determine how it can work best for you.

3/1 T 6-9pm Rm 247, RM
3/2 W 6-9pm H 173, TB

Social Network Marketing for Small Businesses – Part 2

Hours 2-3

Social media marketing is the process of gaining awareness, driving traffic and engaging your customers and prospects using social media channels. Many organizations just assume customers are using social media channels. Before you jump in with both feet, stop and consider how social media will work for your business goals. This two-part seminar series will help you determine how it can work best for you.

3/8 T 6-9pm Rm 247, RM
3/9 W 6-9pm H 173, TB

Grant Writing 101 – How to Write a Grant

Hours 2-3

Don't let the process of writing a grant scare you away from potential funding. This two-part seminar series is designed to encourage and build confidence of current and potential nonprofits leaders concerning the process of grant writing. If you're looking for a place to begin, or you want to investigate what is involved in the grant writing process, this seminar is for you. Bring your board members, or potential board members, directors and volunteers.

2/9 T 6-9pm Rm 247, RM
3/30 W 6-9pm H 173, TB

Grant Writing 102 – How to Write a Grant

Hours 2-3

Don't let the process of writing a grant scare you away from potential funding. This two-part seminar series is designed to encourage and build confidence of current and potential nonprofits leaders concerning the process of grant writing. If you're looking for a place to begin, or you want to investigate what is involved in the grant writing process, this seminar is for you. Bring your board members, or potential board members, directors and volunteers

2/16 T 6-9pm Rm 247, RM
4/6 W 6-9pm H 173, TB

Recordkeeping and Tax Issues for Small Businesses

Hours 2-3

Many businesses require permits and licenses from local, county, state and even federal agencies. Federal and state tax requirements are not the only reason to keep good, up-to-date records in your business. While the last thing you want to do is have the IRS or State Department of Revenue hassling you, good record keeping habits will allow you to focus on generating revenue rather than worrying about catching up on your bookkeeping. Both new and existing business owners will benefit from this seminar.

3/29 T 6-9pm Rm 247, RM
4/13 W 6-9pm H 173, TB

How to Increase Your Credit Score to Over 740 Points: Prepare for a Bank Business Loan

Hours 2-3

An excellent credit score is now considered to be 740 points or higher. Should you have one credit card or four? Should you pay off your balances every month or carry a balance? Do you know how to read your credit report and what factors are used in calculating your FICO or Beacon score? This seminar will include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now!

5/4 W 6-9pm H 173, TB

How to Improve Your Credit (so you can get a loan)

Hours 2-3

In order to qualify for financial assistance, a small business owner must have acceptable credit. And a good credit score can save thousands in interest costs. This seminar is designed to explain the mystery of credit reports and scores and give ideas of improving them. No matter what your score, there is always room for improvement.

2/2 T 6-9pm Rm 247, RM

Get Your Mind Right! Entrepreneurial Mindset

Hours 2-3

One of the most undersold and underrated skills any great entrepreneur has is mental strength and awareness. In this seminar we will discuss what it takes to transition from the "employee" mindset to the "entrepreneur" mindset. So get your mind right, come ready to learn and let's tap into the power of the human brain!

4/12 T 6-9pm Rm 247, RM

Getting Social: How to Make Friends and Money Online!

Hours 2-3

One of the more intimidating spaces as a business owner is definitely social media. We all see companies using Facebook, Twitter, YouTube and many more mediums effectively, yet we are stuck wondering "How do they do it?" We wonder no more! In this seminar, we will tackle the monster we call social media and learn how to tame it to work for us. So come ready to make friends, get likes, see thumbs go up and watch revenues jump!

5/3 T 6-9pm Rm 247, RM

For more information, to pre-register for one or more seminars, or to set up a confidential appointment with a small business specialist, visit our website at smallbusiness.edgecombe.edu or call 252-823-5166, ext. 220 or 247.

LIFELONG LEARNING

Alive@25

Hours 4

Alive at 25 is a unique classroom training program. It speaks directly to young people about the dangers they face while driving without pulling any punches. Participants are actively involved in frank, open discussions about peer pressure, attitudes, substance abuse, rules of the road, and taking responsibility. Topics include: speeding, following distance, sharing the road with large trucks and other vehicles, cell phone use, and safety belts. All students receive a 28-page course guide and certificate of completion.

This program may allow you to receive a reduction from the charged infraction to a nonmoving violation, Improper Equipment – Speedometer (N.C.G.S. 20-123.2).

To be eligible

- Must be between the ages of 16-24
- Must be recommended by one of the Assistant District Attorneys
- Must complete class by the second court date (can only take every 3 years)

Fee \$60 AND MUST preregister before the class have the referral form from the Assistant District Attorney and your driver's license or photo ID.

1/25	M	4:45-9pm	H 173, TB
2/22	M	4:45-9pm	H 173, TB
3/21	M	4:45-9pm	H 173, TB
4/18	M	4:45-9pm	H 173, TB
5/23	M	4:45-9pm	H 173, TB
6/20	M	4:45-9pm	H 173, TB
7/18	M	4:45-9pm	H 173, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Arts

Beginner's Tap Dancing

Hours 11

In this class, we will learn the basics of one America's classic dance forms – tap. Start from the beginning and learn to make complicated rhythms, all while having fun. All levels are welcome to join. Please wear comfortable clothes and bring your tap shoes!

Fee \$40

1/27-3/2 M/W 7:30-8:30pm Aud., TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Introduction to Stage Dancing

Hours 11

In this class, we will take the time to focus on a variety of stage dancing styles, including classic and modern jazz, and contemporary dance. You can expect to expand your flexibility, get your heart rate going, and to learn to really enjoy the music, all while learning about the history and meaning behind the movement. All levels welcome to join. Please wear comfortable clothing and come prepared to move!

Fee \$40

1/27-3/2 M/W 6:30-7:30pm Aud., TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Storytelling

Hours 24

This course introduces the art of storytelling and the oral traditions of folk

literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore.

Fee \$65

For more information, contact Roberta Cashwell at 252-823-5166 ext. 281 or cashwellr@edgecombe.edu

Creative

Crochet for Beginners Class

Hours 10

This fun, interactive course is designed to teach the basics of the art of crochet to beginners in a small class setting. The course meets 2.5 hours each week for 4 consecutive weeks. No prior experience is necessary. If you can hold a hook and yarn, you'll be creating your own handmade projects in no time!

Fee \$25

1/14-2/4	Th	6-8:30pm	Boardroom, RM
2/9-3/1	T	6-8:30pm	H, TB
3/8-3/29	T	6-8:30pm	Boardroom, RM
4/7-4/28	Th	6-8:30pm	H, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Crochet Handmade Gifts Project Class

Hours 10

Need some ideas and help with taking your crochet skills to the next level. In this class, you will make various gifts by using different techniques of crocheting.

Fee \$25

1/12-2/2	T	6-8:30pm	H, TB
2/11-3/3	Th	6-8:30pm	Boardroom, RM
3/10-3/31	Th	6-8:30pm	H, TB
4/5-4/26	T	6-8:30pm	Boardroom, RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Distress Furniture with Southern Strokes Design

by Jennifer Cooke

Hours 12

Want to add some character to your furniture without spending a fortune? Distressing wood furniture is the answer! Vintage, antique, and worn-down furniture will add that charm to your house. This course will cover the steps to learn how to distress wood furniture to achieve that aged look. Bring your furniture and let Jennifer Cooke teach you how to achieve the look!

Fee \$40(Additional costs for required supplies)

2/2-2/23 T 6-9pm D, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

DIY Wooden Pallets Furniture Design

Hours 18

This is an interactive class that students will work with the instructor to reuse wooden pallets to create a unique furniture item. The students will disassemble wood pallets that can be used for his/her furniture projects. You will stay busy in this class. The pallets are provided.

Fee \$60

1/14-2/18 Th 6-9pm D, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Gunsmithing Metal Finishing

Hours 96

A vital part of any gunsmith's repertoire is the ability to apply protective finishes to metal parts of firearms. These not only protect the integrity of the metal but enhance the overall esthetics of the piece. This course will cover the following topics: basic metal preparation, touch-up or spot finishing (repairing a finish) and completely finishing / refinishing a firearm.

Fee \$180(Additional costs for course)

F1/11-6/29 M&W 7-10pm E 452, TB

For more information, contact Laura Otrimski at 252-823-5166 ext. 121 or otrimskil@edgecombe.edu

Gunsmithing Wood Finishing

Hours 96

Since their inception, firearms have used wood for stocks and grips. While many of today's 'modern' firearms use synthetics; wood is still the traditional material for stocks and grips. This course will cover the following topics: basic wood finishes: (Oil finishes, varnish / lacquer finishes, synthetic / plastic finishes), factory wood finishes, removal of existing finishes, application of new finishes and fixtures and tools.

Fee \$180(Additional costs for course)

1/12-6/30 T&Th 7-10pm E 452, TB

For more information, contact Laura Otrimski at 252-823-5166 ext. 121 or otrimskil@edgecombe.edu

Introduction to Pottery

Hours 24

This course is designed to cover a specific heritage art. Class will cover a specific skill level such as introductory level. Course work will include discussion on the history and trends of the art practice in selected heritage arts, and information to build and supply appropriate studios. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods.

Fee \$70

2/4-3/24 Th 6-9pm Fecho Designs Art Studio and Gallery, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Fecho Designs Art Studio and Gallery at 252-377-2890

Introduction to Scrapbooking

Hours 10

This course is designed to provide students the opportunity the make memories that will last a lifetime.

Fee \$35

4/7-5/5 Th 6-8pm RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Spring Wreath Making

Hours 10

This course is designed to provide students the opportunity the make wreaths for their home.

Fee \$35

5/3-5/26 T 6-8pm RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Culinary Arts

Basic Cake Decorating

Hours 10

This course is designed to provide students with the knowledge and skills to decorate cakes.

Fee \$35

3/3-3/31 Th 6-8pm RM

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Spring Cooking School

Coming in January 2016: Stephen Ribustello's Spring Cooking School.

Stephen is the executive chef and co-owner of On the Square restaurant and wine store in Tarboro. Dates for the spring cooking schools will be set in January 2016.

Fees \$25 per class

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Fitness

Spring into Fitness with Amy Morris

Hours 12

What better time than the start of spring to jumpstart your physical activity! Let spring provide the motivation you need to make fitness a new way of life. The instructor will discuss the benefits of regular exercise, fitness goals, and meal plans, which should improve overall health.

Fee \$35

2/15-3/21 M 5:45-7:45pm H, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Golf Basics with Tommie Deal at Maccripine Country Club (MCC)

Hours 10

This course is appropriate for the beginner golfer. The instructor will cover rules and etiquette of playing golf. Instruction will be given for grip and set-up and alignment when using various clubs. Instruction will cover irons, woods and putting techniques. Classes meet at the Maccripine Country Club in Pinetops. Golf clubs are required.

Fee \$65

4/4-5/4 M/W 3-4pm MCC

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Historic Preservation

Timberframing Techniques

Hours 8

Understand historic building technology prior to 1820s using timberframing techniques including mortice and tenon construction. Students will complete a small project.

Fee \$70

1/23 & 1/24 Sat & Sun 9am-5pm TB

For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Study of North Carolina Architecture

Hours 9

A one-day course introducing the popular types of architecture used in North Carolina from the mid-1700s to the mid- 20th century. Students will view slides and videos and the class will end with tour of a couple of local properties.

Fee \$70
1/23 Sat 8am-5pm Norfleet House, TB
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Introduction to Genealogy

Hours 8
A basic course for beginners to learn how to complete family tree charts, family group sheets and how to identify and locate genealogical records including census records and vital records
Location – Norfleet House, Tarboro
Fee \$70
1/30 Sat 9am-5pm Norfleet House, TB
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Genealogy Websites – Advanced Genealogy Series

Hours 3
A half-day course in learning about several websites, from Family Search, Ancestry, Fold3, Genealogy Bank, Newspapers.com and others to discover genealogy gems about family.
Fee \$25
2/6 Sat 1-4pm Norfleet House TB
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Metal and Slate Roofing Techniques

Hours 8
Learn about the use of standing seam metal (tin) roofs and slate and how to maintain them.
Fee \$70
2/6 Sat 9am-5pm Tarboro workshop
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Wood Roofing Repair

Hours 8
Learn the method of constructing wood shingles and repairing wooden roofs common the 18th century.
Fee \$70
2/20 Sat 9am-5pm Tarboro workshop
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

NC Building Codes for Renovation

Hours 3
This course is designed for building inspectors and contractors that work with historic properties and need to be aware of the NC Rehab Code as well as the Sec. of Interior Standards for renovation of historic structures.
Fee \$70
3/4 F 9am-12pm H, TB
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Energy Efficiency for Older Buildings

Hours 3
A course on how to make older buildings more energy efficient with appropriate insulation, window treatment and other materials that will not damage the integrity of historic buildings.
Fee \$50
3/4 F 9am-1pm H, TB

For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Understanding Land Records – Advanced Genealogy series

Hours 3
This is a half-day course focusing on deeds, land records, plats and other documents to help place family in a specific place.
Fee \$25
2/20 Sat 1-4pm Norfleet House TB
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Historic Carpentry Tools – Use and Restoration

Hours 8
Learn how to use planes, chisels, axe, ads, and boring tools and how to restore older models and keep them in good working condition.
Fee \$70
3/5 Sat 9am-5pm Tarboro workshop
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

State and Local Records – Advanced Genealogy series

Hours 3
This is a half-day course on locating vital records on a county or state level and using regional resources such as libraries and historical societies.
Fee \$25
3/5 Sat 1-4pm Norfleet House TB
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Artisan Paint Finishes

Hours 9
Students will bring in a small object and learn the technique of faux painting to simulate marble, wood-grain or other decorative features. Join us and develop the skill of unusual decorative painting and stenciling techniques.
Fee \$70
3/12 Sat 8am-5pm Tarboro workshop
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Annual Preservation Trades Fair

Hours 8
Annual preservation program with presentations, exhibits, and workshops on preservation topics
Fee \$25
4/30 Sat 9am-4pm Norfleet House & surrounding area Tarboro
For more information, contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu

Horticulture/Gardening

Beekeeping 101 (Bee-ginner's Beekeeping)

Hours 32
This course is an introduction to the art of beekeeping, with an emphasis on natural and organic practices. This hands-on class will introduce the student to the equipment needed to start a colony of bees. The student will also be involved in taking field trips as a part of this class. Each student will need to purchase a list of supplies for this class. The list will be discussed during the first class.

Fee \$40 (Additional costs for required supplies)

1/9-2/27 Sat 9am-12pm TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Landscaping Series with Don Caudle

Landscape Design Basics for the Homeowner

Hours 6

This course will cover various methods of landscape design. The use of basic techniques to create a pleasing landscape design will be covered. An emphasis will be placed on selecting plant materials and its placement for the desired outcome including common problem areas and options for mediating these problems.

Fee \$35

4/5-4/19 T 10am-12pm TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Wildlife and Pollinators Habitats

Hours 4

This course will focus on creating a garden that will attract more butterflies, birds and pollinators as well as other wildlife. Special consideration will be made toward the type of plants used and the overall habitats that best achieve the desired attraction.

Fee \$25

4/26 & 5/3 T 10am-12pm TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Landscape and Shrub Identification

Hours 6

This course is focused on identifying common woody landscape plants their characteristics and use in the landscape.

Fee \$35

5/10-5/24 T 10am-12pm TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Pest Management

Hours 4

This course will cover identification and control of common pests of trees and shrubs in the garden. Guidelines on cultural practices used to control and reduce pest problems as well as natural control techniques

Fee \$25

5/31 & 6/7 T 10am-12pm TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Language

Spanish for the Workplace

Hours 24

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Strong emphasis will be on the knowledge and understanding of the Hispanic culture.

Fee \$40

1/6-2/24 W 6-9pm H 264, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Music

Beginning Guitar

Hours 8

In this course for beginners, you'll learn the basics of playing the guitar: stringing and tuning the instrument, playing chords, strumming, picking techniques, and basic music fundamentals. Make singing more fun by accompanying yourself on the guitar! Explore simple, fun songs together as a class during your lunch hour or after school. Ideal for teachers of early childhood through elementary grades, and those who would like to accompany their families at home or play with friends around the campfire. Acoustic guitar and standard guitar pitch pipe are required.

Fee \$20

1/21-3/10 Th 4-5pm H, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Intermediate Guitar Class

Hours 8

This course is designed for the continued studies for the participants of the Beginning Guitar class. Emphasis will be more on understanding song structure, moveable chords and melodies. This course will concentrate on the personal development of technique on the guitar. An acoustic guitar is required.

Fee \$20

2/2-3/8 T 4-5pm H, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Introduction to Piano

Hours 12

This class is for those who know very little about music and playing the piano. This class will cover introductory subjects as well as playing simple examples on the keyboard.

Fee \$35

3/24-4/28 Th 6-8pm Keihin Aud., TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Introduction to Reading Music

Hours 12

This course introduces you to the basics of reading music, shows you some more advanced methods, and suggests some ways to gain more knowledge about the subject.

Fee \$35

2/9-3/23 T 6-8pm RM

2/11-3/14 Th 6-8pm H, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Safety

Concealed Gun Carry

Hours 10

This course is designed to provide training in topics related to the prevention of or response to acts of domestic or foreign terrorism and natural disaster events. Course topics may include, but are not limited to, fundamentals of radiological monitors, fundamentals for radiological response teams, emergency response to terrorism, hazard communication for field employees and SLAT training.

Fee \$70

1/30 Sat 8am-6pm H, TB & Tarboro Police Dept Firing Range
3/12 Sat 8am-6pm H, TB & Tarboro Police Dept Firing Range
5/28 Sat 8am-6pm H, TB & Tarboro Police Dept Firing Range

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Motorcycle Safety

Hours 20

In this course students will spend time in the classroom viewing videos and reading material. The majority of the course is spent riding the motorcycle learning the basic skills and progressing to independently riding the motorcycle. Upon completion students can acquire their NC driver's license motorcycle endorsement without requiring a driver's test.

Fee \$135

TBA F & Sat & Sun F 6-10pm Sat & Sun 8am-5pm TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Self-Defense

Hours 16

This course is a basic introduction to self-defense techniques. Things to gain from attending the course include: Awareness, prevention, risk reduction and avoidance options. Realistic, usable defense tactics and lectures and extensive hands-on training enable you to develop confidence and proficiency.

Fee \$50

2/9-3/22 T 6-8pm Keihin Aud., TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Technology

Introduction MS Word

Hours 24

This course is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, format, and print Microsoft Word documents.

Fee \$70

1/26-2/18 T/Th 6-9pm H 262, TB

2/15-3/23 M/W 10am-12pm H 262, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Introduction to MS Excel

Hours 24

This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Excel worksheets. Students will learn to create and edit basic worksheets and workbooks.

Fee \$70

2/23-3/31 T/Th 6-9pm H 262, TB

3/30-5/11 M/W 10am-12pm H 262, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Introduction to PowerPoint

Hours 24

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using PowerPoint. Students will learn how to create a presentation in PowerPoint.

Fee \$70

4/5-5/12 T/Th 6-9pm H 262, TB

SPRING 2016

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

iPhone for Newbies

Hours 6

Gets you started with your iPhone and introduces you to the multi-touch interface, synching with iCloud, making phone and video calls, texting, working with the calendar and more.

Fee \$35

1/14 Th 6-8pm H 173, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

iPad for Newbies

Hours 6

This course is designed for beginners and will cover the very basics from what that round button at the bottom of the iPad does to how you can move or delete an app. There is even a lesson with tips that will help you get the most out of the iPad and perhaps even teach your friends a neat trick or two.

Fee \$35

2/11-2/18 Th 6-8pm H 173, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Keyboarding

Hours 12

The Introduction to Keyboarding course is designed for individuals who have no formal training in keyboarding. The objective is to teach students the skill of keyboarding – essential to the learning of other computer applications and workplace skills.

Fee \$35

1/19-2/23 T 10am-12pm H 262, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

Simple Computers

Hours 12

This course is designed to introduce integrated programs which combine functions usually found in stand-alone software, word processing, data bases, spreadsheets, graphics, communications, module integrations, personnel systems, internet applications and other miscellaneous functions.

Fee \$35

1/25-2/10 M/W 10am-12pm H 262, TB

For more information, contact Samantha Trejo at 252-823-5166 ext. 293
Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

BUSINESS & INDUSTRY SERVICES

We train the employees who keep our local industries strong and growing. Our Fee-effective training targets performance improvement and cross-training issues specific to each industry. Our classes are as different as the industries we serve. We can help with the professional development for your existing employees or we can offer you services to help identify potential employees who are ready to go to work immediately which can save you time and money.

Lean Six Sigma Green Belt

Hours 64

Course Description: Principles and practices of quality and productivity improvement using statistical methods. Includes project leading to certification by NC State.

Fee \$555

3/1-4/19 T 8:30am-4:30pm H 262, TB

For more information, contact George Anderson at 252-823-5166 ext. 197 or andersong@edgecombe.edu

Introduction to Tire Manufacturing in conjunction with Bridgestone

Hours 33

This is an introductory course that meets 3 days a week for 4 weeks and is designed to prepare individuals for entry level jobs at a tire manufacturing facility. The course provides the student with the basic technical knowledge needed for tire manufacturing processes. Topics include safety, quality, math and measurement systems, teamwork and communications and tire manufacturing processes. Successful completion of this course is not a guarantee of an interview or placement at Bridgestone.

Fee \$125

1/12-2/3 T-Th 9am-12pm Rm 248, RM

1/12-2/3 T-Th 6-9pm Rm 248, RM

3/1-3/23 T-Th 9am-12pm Rm 248, RM

3/1-3/23 T-Th 6-9pm Rm 248, RM

4/12-5/4 T-Th 9am-12pm Rm 248, RM

4/12-5/4 T-Th 6-9pm Rm 248, RM

5/31-6/22 T-Th 9am-12pm Rm 248, RM

5/31-6/22 T-Th 6-9pm Rm 248, RM

7/12-8/3 T-Th 6-9pm Rm 248, RM

For more information, contact Laura Otrinski at 252-823-5166 ext. 121 or otrimskil@edgecombe.edu

Introduction to Electronics Manufacturing in conjunction with Keihin

Hours 30

Course Description: This course is designed to provide basic preparation for entry-level jobs in the electronics manufacturing industry. Students will gain competence in safety, quality, measurement systems, teamwork, and communication, as well as processes involved in the manufacture of printed circuit boards. Successful completion of this course is not a guarantee of an interview or placement at Keihin Carolina Systems Technology (KCST).

For more information, contact Express Employment Professionals at 252-443-1199 or George Anderson at 252-823-5166 ext. 197 or andersong@edgecombe.edu

Introduction to Electronics Manufacturing

TBA T- Th 6-9pm TB

OSHA

Hours 10

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter.

Fee \$70 for course, \$7 for card

For more information, contact Laura Otrinski at 252-823-5166 ext. 121 or otrimskil@edgecombe.edu

Hazwoper

Hours 8, 24, or 40

These courses meet the requirements outlined in OSHA 29 CFR 1910.120 training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards.

Fee \$70 for 8 & 24 hour course, \$125 for 40hr course

For more information, contact Laura Otrinski at 252-823-5166 ext. 121 or otrimskil@edgecombe.edu

Customized Training & Development

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligible businesses include: Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina.

To receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and,
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions also are eligible for training support.

- Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college.
- The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

For more information, go to: http://www.ncccs.cc.us/Business_and_Industry/CustomizedTraining

ONLINE CLASSES ED2GO

Edgecombe Community College works in conjunction with Ed2Go to offer a variety of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

The majority of these courses are \$70 with 24 contact hours. Lessons are issued on Wednesday and Friday for 6 weeks. These courses can be used for 2.4 Continuing Education Units.

For more information, and a list of available courses, visit the college's Ed2Go website or contact Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

How to Get Started

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

ECC offers over 300 programs, listed below are just some of the more popular courses we offer.

Online Courses for Healthcare Professionals

Medical Terminology: A Word Association Approach

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II:

Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Handling Medical Emergencies

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

Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Management and Leadership Courses

Building Teams that Work

Learn the secrets of dynamic team building.

Fundamentals of Supervision and Management

Acquire the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Small Business Owners

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

HUMAN RESOURCES DEVELOPMENT

It is important to know exactly what employers look for when hiring full-time employees. In addition to relevant skills, employers seek employees who have the personal values, characteristics, and personality traits that spell success. Good personal values are what make the foundation for a good employee. This program offers an opportunity to learn the skills and behaviors along with the work values that are required for success in the workplace.

Let us teach you how to:

- Network effectively to find career opportunities
- Determine if a posted opportunity is right for you
- Improve employability skills
- Write a resume and cover letter
- Fill out an application correctly
- Prepare for an interview
- Keep that new job and get promoted

What are Employability Skills?

Employability skills have been defined as a set of achievements, understandings and personal attributes that make individuals more likely to gain employment and to be successful in their chosen occupations. The purpose of this program is to help individuals to achieve the set goals or objectives. The world of work is an activity that is directed toward making or doing something. It mainly involves mental or physical effort so as to achieve the set goals.

Do I Qualify for the Fee Waiver?

Individuals may be granted a waiver of class registration fees if they 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 Sheila Shaw at 252-823-5166 ext. 272 or shaws@edgecombe.edu. The classes are taught at Edgecombe County Department of Social Services (ECDSS) or Rocky Mount Campus.

On Target for Employment

Hours 56

This class is designed for students interested in making a good impression during the job search process. Students will explore effective communication skills, making a good impression, and problem solving.

Fee: Tuition Waived

1/4-1/15	M-F	8am-2:30pm	ECDSS
1/19-1/29	M-F	8am-2:30pm	Rm 247, RM
2/1-2/12	M-F	8am-2:30pm	ECDSS
2/15-2/26	M-F	8am-2:30pm	Rm 247, RM
2/29-3/11	M-F	8am-2:30pm	ECDSS
3/14-3/24	M-F	8am-2:30pm	Rm 247, RM
4/4-4/15	M-F	8am-2:30pm	ECDSS
4/18-4/29	M-F	8am-2:30pm	Rm 247, RM
5/2-5/13	M-F	8am-2:30pm	ECDSS

For more information, contact Sheila Shaw at 252-823-5166 ext. 272 or shaws@edgecombe.edu

Job Smart for the 21st Century

Hours 24

This class is designed for students interested in improving job knowledge, CRC testing strategies and new strategies for navigating the job market. Students will explore identifying principles, interests and skills, setting goals, attitude, hidden job market and selling yourself.

Fee: Tuition Waived

1/6-1/27	M/W	6-10pm	H 262, TB
1/12-1/28	T/Th	6-10pm	Rm 250, RM
2/1-2/24	M/W	6-9:30pm	H 262, TB
2/2-2/25	T/Th	6-10pm	Rm 250, RM
2/29-3/23	M/W	6-9:30pm	H 262, TB
3/1-3/24	T/Th	6-10pm	Rm 250, RM
4/4-4/27	M/W	6-10pm	H 262, TB
4/5-4/28	T/Th	6-10pm	Rm 250, RM
5/2-5/25	M/W	6-9:30pm	H 262, TB

For more information, contact Sheila Shaw at 252-823-5166 ext. 272 or shaws@edgecombe.edu

Career Readiness Certification

North Carolina's Career Readiness Certificate (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy. WorkKeys is a job skills assessment system measuring "real world" skills employers believe are critical to job success. These skills are valuable for any occupation, skilled or professional and at any level of education.

- 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 that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.
- The CRC is based upon WorkKeys, a nationally recognized, skills assessment tool developed by ACT Inc.

WorkKeys Assessments measure the current skills of individuals in four key areas:

Reading for Information (testing time 45 minutes)

- The Reading for Information test measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations.

Applied Mathematics (testing time 45 minutes)

- The Applied Mathematics test measures the skills people use when they apply mathematical reasoning and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

Locating Information (testing time 45 minutes)

- The Locating Information test measures the skill people use when they work with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.

Applied Technology (testing time 55 minutes)

- The Applied Technology test measures the skill people use when they solve problems with machines and equipment found in the workplace. This skill includes four areas of technology: electricity, mechanics, fluid dynamics, and thermodynamics.

For more information or to register and reserve your spot for test dates email Sylvia Hinton-Grant, CRC Coordinator, grants@edgecombe.edu or Brittany Harrelson, harrelsonb@edgecombe.edu
Be sure to include your name, address, and telephone number and the desired testing date from the choices listed.

1/6	W	10am-1pm	H 152, TB
1/13	W	10am -1pm	H 152, TB
1/20	W	12-3pm	Aud., RM
1/27	W	2-5pm	H 152, TB
2/4	Th	2-5pm	Aud., RM
2/10	W	9am-12pm	H 152, TB
2/17	W	4-7pm	Aud., RM
2/25	Th	4-7pm	H 152, TB
3/2	W	11am-2pm	Aud., RM
3/9	W	1-4pm	H 152, TB
3/16	W	1-4pm	Aud., RM
3/23	W	4-7pm	H 152, TB
4/6	W	9am-12pm	Aud., RM
4/14	Th	9am-12pm	Aud., RM

COLLEGE AND CAREER READINESS

The mission of College and Career Readiness, formerly Basic Skills, is to offer adults the opportunity to improve their literacy skills and acquire the necessary knowledge for success in employment, self-sufficiency, higher education, and the family. College and Career Readiness assists interested adults 18 years or older who have not completed high school. Non-high school graduates 16 and 17 may also enroll with special permission. The following College and Career Readiness programs are offered to assist adults in reaching their goals:

- Adult Basic Education (ABE)
- High School Equivalency Diploma Program
- High School Equivalency Diploma Online
- Adult High School Diploma (AHSD) Program
- Adult High School Diploma (AHSD) Online
- Compensatory Education Development (CED)
- English as a Second Language (ESL) Program

College and Career Readiness classes allow students to work at their own pace. Some individualized instruction is provided. Classes are taught on both the Tarboro and Rocky Mount campuses. Off-campus classes are located at various sites throughout Edgecombe County.

Courses available on campus:

- ABE Foundational Studies (Reading and Math): Adult Basic ED Reading and Math
- ABE Reading and Math: Preparing Students to Gain Basic Reading & Writing & Math Skills
- Math Sense (8 weeks): Developmental Math for Curriculum and ABE II Students
- ABE I (formerly Compensatory Education): Coaching Students towards Success
- ABE II Foundational Reading and Math: Preparing the lower-level literacy learner to succeed in HSE Reading and Math
- ABE II Reading and Writing: Preparing Students to Gain Basic Reading & Writing Skills
- HSE Reading Comprehension and Writing I: Preparing Students to build basic Reading, Grammar, and Writing Skills
- HSE Reading Comprehension and Writing II: Preparing Students to build upper-level Reading, Grammar, and Writing Skills
- HSE Science and Social Studies: Preparing Students for Success in HSE Science & Social Studies
- HSE Tutorial: Working with Students Current Classroom Assignments and Providing CRC Prep
- GED Reading Comprehension and Writing: Preparing Students for Success in HSE Literature and HSE Writing
- GED Science and Social Studies: Preparing Students for Success in HSE Science & Social Studies
- Intermediate Math: Mid-level Math for Transitioning Students
- Math Journey II: HSE Math for Mid-level and Advanced Math Students
- Advanced Math: Transitional Math for Students near Program Completion
- Transitions: Guiding Students into Employment and Post-Secondary Education
- Microsoft Digital Literacy: Students work to gain computer certifications on three levels
- ASE Leadership Academy: Teaching Students Leadership Principles and Skills Student Intake, Retention & Assessment
- CRC Prep & Test: Preparing and Testing Students to Achieve the Career Readiness Work Credential
- A.I.M. Foundations Class & Post-Testing (Weekly): Intro to College and Career Readiness
- English Language Acquisition: Preparing English Learners to Succeed

Off Campus sites for High School Equivalency Program

- GW Bulluck School
- Lakeside Community Worship Center
- Princeville School
- Rocky Mount O.I.C.: Day & Evening classes
- Battleboro HSE Center

For more information, contact Jerry Harper at 252-823-5166 ext. 379 or harperj@edgecombe.edu

Viola Harris at 252-823-5166 ext. 385 or harrisv@edgecombe.edu

Historic Preservation Trades Fair

Saturday, April 30, 2016

Norfleet House

Tarboro Campus

9 a.m. – 4 p.m.



Crafters from North Carolina and the Southeast will have booths, demonstrations, and displays about Historic Preservation.

Home owners, woodworkers, construction firms – anyone with an interest in preserving buildings should attend.

Contact Monika Fleming at 252-823-5166 ext. 241 or flemingm@edgecombe.edu
www.edgecombe.edu/historic-preservation

NEW! Intro to Pottery

Discover a new creative outlet. Intro to Pottery meets February 9-March 24, Thursdays 6-9 p.m. See page 14.

NEW! Community Health Coach Trainer

Do you have a general interest in community health? Would you like to help improve the health of our region?



If you hold an associate degree in nursing or a baccalaureate degree in public health or health education, Community Health Coach Training might be for you. This training will enable you to teach the Community Health Coach curriculum to students. See page 7.

NEW! Golf Basics with Tommie Deal at Maccripine Country Club

Learn golf basics in time for warmer weather. Class meets April 4-May 4, Mondays/Wednesdays, 3-4 p.m. See page 14.

Small Business Center

Check out these seminars and workshops for prospective and current small business owners. All programs are FREE.

- ▶ New Business Development Seminar Series
- ▶ How to Start a Small Business – the ABCs
- ▶ E-Commerce for Small Business
- ▶ Social Network Marketing for Small Businesses
- ▶ Grant Writing 101
- ▶ How to Improve Your Credit



See pages 11-12 for additional offerings.

Notary Public

Become commissioned as a Notary Public. This 2-day class meets 6-9:30 p.m. and is offered numerous times during the spring semester on the Tarboro and Rocky Mount campuses. See page 10.

Quilt Making with T-Shirts

Bring your t-shirts and turn the t-shirts into a quilt. It is a great way to showcase your memories. For more information, contact Samantha Trejo at 252-823-5166 ext. 293

Gwen Hyman at 252-823-5166 ext. 357 or hymang@edgecombe.edu

PHOTOS at www.facebook.com/EdgecombeCC

Real Estate Post Licensing Series

Course meets the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. See page 10.

Landscaping Series with Don Caudle

April 5 – 19

Horticulturist Don Caudle will teach Landscape Design Basics for the Homeowner. The 3-week class meets Tuesdays, April 5-19, from 10 a.m. to 12 p.m. See page 16.



For the most up-to-date Continuing Education Course Schedule, please go to <http://www.edgecombe.edu/phocadownload/userupload/con-ed/CEWEB.pdf>

Continuing Education Schedule Spring 2016

Basic Law Enforcement Training

Next Academy Begins February 8, 2016

- ▶ Emphasis on high-risk calls
- ▶ Certification in tasers, expandable batons, and pepper spray
- ▶ Additional hours in Officer Survival Training
- ▶ Successful grads receive 19 credits toward associate degree in criminal justice

Enrollment is under way. Contact:

Bernie Taylor
School Director
252-823-5166 ext. 175
taylorb@edgecombe.edu
www.facebook.com/ECCBLET

