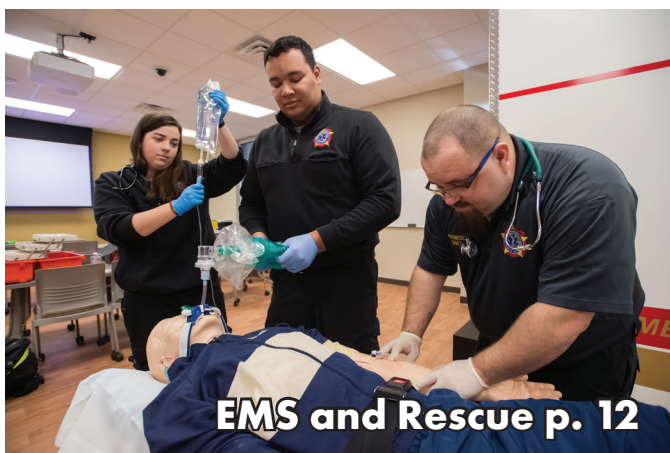


Career Training
Continuing Education
Lifelong Learning



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Notary Public p. 10

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Don't let money hold you back from a bright future!

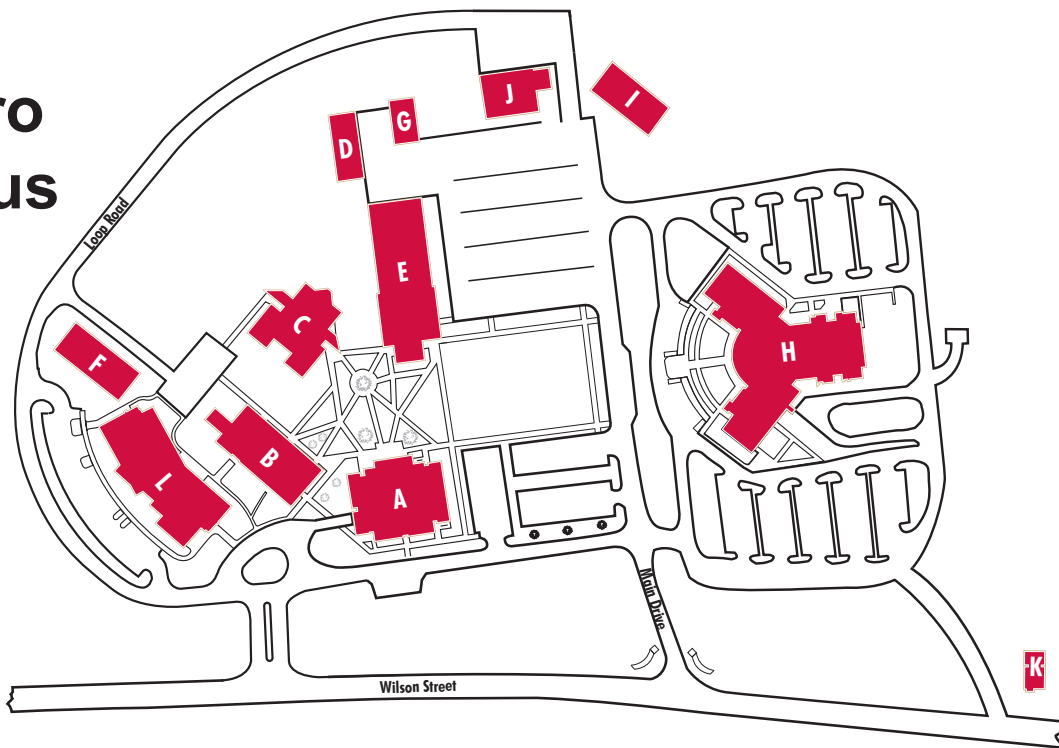
Funds may be available to help with Continuing Education classes.



(252) 618-6660
mannl@edgecombe.edu

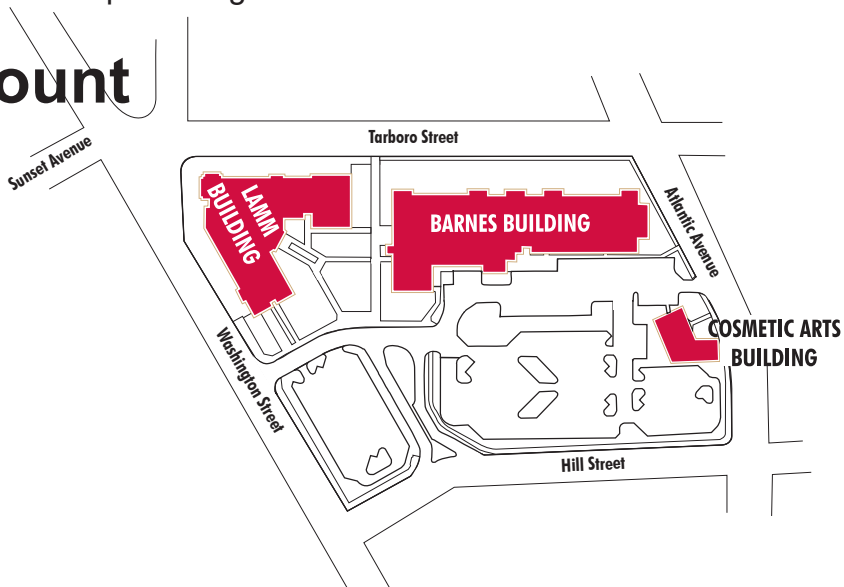


Tarboro Campus



- A – McIntyre Building
- B – Fountain Building
- C – Library Building
- D – Facility Maintenance Building
- E – Havens Building
- F – Maintenance Building
- G – Auto Paint Shop Building
- H – Fleming Building (Keihin Auditorium)
- I – Cosmetic Arts Building
- J – Collision Repair Building
- K – Norfleet House
- L – Barnhill-Jenkins Center for Innovation

Rocky Mount Campus



<p>CONTACT (252) 823-5166 (General) admissions@edgecombe.edu</p>	<p>TARBORO CAMPUS 2009 W. Wilson St. Tarboro, NC 27886 (252) 823-6817 (Fax)</p>	<p>ROCKY MOUNT CAMPUS 225 S. Tarboro St. Rocky Mount, NC 27804 (252) 824-3902 (Fax)</p>
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CONTINUING EDUCATION STUDENT REGISTRATION

Class Title:		Class ID:	
ECC ID Number or Last 4 Digits of SSN:		Student Entry Date:	
Last Name:	First Name:		Middle Initial:
Address:			Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No
City:	State:	Zip:	County:
Primary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Other		Alternate Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Other	
Email:			Birthdate:
65 or older as of today? <input type="checkbox"/> Yes <input type="checkbox"/> No	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	
Student Type: <input type="checkbox"/> Paid Firefighter <input type="checkbox"/> Paid First Responder <input type="checkbox"/> Inmate <input type="checkbox"/> ECC Full-time Employee <input type="checkbox"/> Volunteer Firefighter <input type="checkbox"/> Volunteer First Responder <input type="checkbox"/> Paid Rescue Squad <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Volunteer Rescue Squad <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Inspector (fire/bldg/mec/elec/plumb) <input type="checkbox"/> Other			
Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: Hours per week: <input type="checkbox"/> Unemployed – Seeking <input type="checkbox"/> Unemployed – Not Seeking <input type="checkbox"/> Retired			
Education Level: <input type="checkbox"/> GED Diploma <input type="checkbox"/> Adult High School <input type="checkbox"/> Completed High School <input type="checkbox"/> Highest Grade Completed <input type="checkbox"/> One-year Vocational Diploma <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree			
Citizenship: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> Alien Authorized to Work in the U.S.			
Job Title:		Employer:	
How did you hear about this class? <input type="checkbox"/> Newspaper <input type="checkbox"/> Flier <input type="checkbox"/> Email/Newsletter <input type="checkbox"/> ECC Website <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Twitter <input type="checkbox"/> Friend or Coworker <input type="checkbox"/> Other			

I grant permission to Edgecombe Community College to use my image and/or quotes for any use the College deems appropriate in the promotion and marketing of the College through print and electronic media. I also agree that the North Carolina Community College System may use my image and/or quotes to promote community college services throughout the state.

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


- NC Department 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/Department Chief Officer (Written Request)


Student Signature _____

Date _____


Registration Information


We have a seat for you!
5 Ways to Register


1.  Phone Registration
Students may call Linda Mann at (252) 618-6660 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 pages 4-5 of this publication.
Mail to:

Edgecombe Community College
ATTN: Linda Mann
2009 W. Wilson Street
Tarboro, NC 27886

3.  Fax Registration
Fax the registration form to (252) 823-6817 Attention Linda Mann. Payment must be made by credit card for fax registration. The registration form and credit card form are pages 4-5.

4.  Walk-In Registration
Walk-in registration allows you to register in person at the Tarboro or Rocky Mount campus. On the Tarboro campus, Linda Mann is located in the Nina Fountain wing of the Fleming Building at 2009 W. Wilson Street in Tarboro, NC. For more information about Rocky Mount classes, contact Continuing Education at (252) 618-6608.
Registration Desk Hours are Monday-Thursday, 8:00am to 5:00pm, and Friday, 8:00am to 1:00pm.

5.  Online Registration
Please visit our website at <https://edgecombe.edu/continuing-education/continuing-education-application/> to register online for Continuing Education classes.

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 all class fees 7 days prior to the first day of class.
- Seats are not guaranteed until class fees have been paid in full.
- Late registration is available until the first day of class by contacting the Continuing Education Department.
- 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.



Like us on Facebook
facebook.com/edgecombcecc



Follow us on Twitter
twitter.com/edgecombcecc

Legend
Tarboro campus = TB
Rocky Mount campus = RM

Workforce Development



For more information, visit edgecombe.edu/continuing-education

To register, visit <https://ss-prod-cloud.edgecombe.edu/Student/InstantEnrollment>

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. This is a hands-on class. You will be working on small engines.

Fee \$75

3/12-4/30 Wed 6:30-9:30pm E 445, TB

Collision and Repair

Intro to Autobody Repair – Night

Hours 24

This course is designed to teach students basic knowledge of the Autobody Repair field. Students will learn how to identify and describe the current types of body/frame construction and the individual components of conventional and unitized construction, as well as evaluate vehicle damage through proper application of measuring and gauging equipment and sequencing techniques. Students will also learn how to identify and differentiate between the types of equipment available for making effective frame and underbody repairs, and

returning the vehicle to pre-accident condition.

Fee \$75

1/8-2/26 Wed 6-9pm J, TB

Healthcare

For more information, contact:

Jennifer Norville, (252) 618-6569

norvillej@edgecombe.edu

Visit edgecombe.edu/continuing-education/health-occupations

Courses are added frequently throughout the year. Current classes are located on our website at the following link: edgecombe.edu/continuing-education/find-classes/

General Health Occupations Programs

Certain programs will require immunizations and a background and/or drug screen, which is the student's responsibility. These requirements are listed under each program.

Community Health Worker (HEA 3121)

This course is designed to provide individuals with the required knowledge, tools, and resources to become recognized as a certified Community Health Worker (CHW) in North Carolina. Once certified, these individuals can work in a variety of healthcare and community settings like health departments, hospitals, federally qualified health centers, clinics, faith-based organizations, etc. Instruction is designed to cover the nine core competencies essential to working as a certified CHW, which include communication, capacity building, service coordination, interpersonal, advocacy, outreach, and personal/professional skills. The knowledge base competencies will cover health and social issues that disproportionately impact clients, including but not limited to chronic diseases such as diabetes, asthma, and cancer. Some of the social issues covered will include safety, emergency preparedness, social isolation, and adverse childhood experiences (ACES). Students also will learn about the changing healthcare landscape in North Carolina and how to work with clients in connecting them to resources through NCCARES 360 and others. Upon completion of this training, students will be eligible for listing as a NC Certified Community Health Worker.

Fee \$185

1/6-4/8 Mon/Tues 5:00-7:30pm Google Meets

Medication Aide Training (PHM4100)

The Medication Aide Training course will cover administering medication via the oral, topical, and instillation routes. Medical asepsis, hand hygiene, terminology, and legal implications will be covered. Upon successful completion, students will be eligible to take the state competency exam. Proof of high school diploma or equivalency is required.

Fee \$75 (Additional costs for textbooks, supplies, and/or other items may be needed to participate in class.) Books are available in the bookstore and should be purchased before the class starts.

** Students must attend all days and the complete meeting time to receive credit for attending.

1/6-1/9	Mon-Thurs	8:30am-3pm	RM
1/13-1/16	Mon-Thurs	8am-2:30pm	TB
3/17-3/20	Mon-Thurs	8:30am-3pm	RM
4/7-4/10	Mon-Thurs	8am-2:30pm	TB
6/2-6/5	Mon-Thurs	8am-2:30pm	TB
7/7-7/10	Mon-Thurs	8am-2:30pm	TB

Medication Aide Instructor

The Medication Aide Instructor 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. Students must have at least two years of 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.

Fee \$75 (Books are available in the bookstore and should be purchased before the class begins.)
Class days and times to be announced.

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. There will be an emphasis on the aging process, including mental, social, and physical needs of the elderly, patient rights, nutrition management, elimination procedures, safe environment, restorative services, and personal and special care procedures and activities. Human body structure and function, related common disease/disorders, communication and documentation, death and dying, and roles of the nursing assistant and health team members will also be emphasized. The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of the course, the student will be eligible for the written and skills competency evaluation

(National Nurse Aide Assessment Program, NNAAP). **Fee \$200.50** (Additional costs for textbooks, uniforms, criminal background checks, and drug screens).

**All clinical mornings will start earlier than the start times for theory and lab.

1/13-3/13	Mon-Thurs	8:30am-3pm	RM
1/21-4/3	M/Tu/Th	8am-2:30pm	TB
3/24-5/28	Mon-Wed	8:30am-3pm	RM
4/14-8/6	Mon-Wed	5:30-9:30pm	TB
6/2-8/14	Mon-Wed	8:30am-3pm	RM
8/25-11/5	M/Tu/Th	8am-2:30pm	TB

Nurse Aide I Refresher Training (NUR3242)

The course consists of review and testing to assess student knowledge and competency for Nurse Aide I. Each student must complete the course with passing academic and attendance requirements. Upon satisfactory completion of the course and successfully passing the (National Nurse Aide Assessment Program, NNAAP) exam, the student will be listed on the Nurse Aide I Registry by the NC Division of Health Science.

Fee \$130

4/28-5/8	Mon-Fri	8am-2:30pm	TB
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Nurse Aide Training II (NUR3241)

The Nurse Aide II course prepares graduates to perform more complex skills for patients regardless of the setting under direct supervision of licensed personnel. 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, the candidate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing.

Fee \$201.50 (Additional costs for textbooks, uniforms, and immunizations. Criminal background checks and drug screens are required; the cost will be approximately \$160).

**All clinical mornings will start earlier and may finish later than the start times for theory and lab.
Class days and times to be announced.

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, healthcare delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform the procedures

necessary for specimen collections on patients in various healthcare settings and may be eligible for national certification as phlebotomy technicians.

Fee \$200.50 (Additional costs for textbooks, uniforms, immunizations, criminal background checks, and drug screens.) Books are available in the bookstore and are needed on the first day of class.

**Clinical hours take place after the classroom portion of the class. Hours are Monday-Friday, 8am-5pm, for an assigned 13-day rotation.

1/13-4/29 Mon/Tues 5:30-9:30pm TB

PHCAST Training (HRD3003B; HRD3004G)

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/underemployed, and assist them in developing skills needed to obtain and retain positions in healthcare fields.

OIC contacts:

Charles Washington, cwashington@oicone.org

Carla Freeman, (252) 212-3469, cfreeman@oicone.org

Introduction to Direct Care

1/6-1/8 Mon-Weds 8:30am-3pm OIC

3/31-4/2 Mon-Weds 8:30am-3pm OIC

Direct Care Basics

1/9-1/27 Mon-Thurs 8:30am-3pm OIC

4/3-4/17 Mon-Thurs 8:30am-3pm OIC

PHCAST CNA I

1/28-3/27 Mon-Thurs 8:30am-3pm OIC

4/28-7/2 Mon-Thurs 8:30am-3pm OIC

TEAS Prep

The class is a preparation course for students preparing to take TEAS. The goal of the course is to improve and prepare the health sciences student candidate for the TEAS test. This is a one-day, eight-hour (8-hour) course.

Fee \$45 plus textbook.

1/25 Sat 8am-5pm TB

Activity Director – Basic

For more information, contact:

Paige Ashman (252) 618-6614

ashmanp@edgecombe.edu

Hours 88

Participants successfully completing this course will be eligible to work as an Activity Director for an Adult Care Home and/or nursing facility. This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare-related setting. Students are required to complete a supervised

practicum.

Fee \$185 for the course

TBA Tues 5:30-9:30pm H 167, TB

Basic Ophthalmic Certificate

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 96

This course is designed to provide students with the understanding of the fundamentals of ophthalmic assisting. Coursework will provide an in-depth knowledge of basic refractometry techniques and introduce the role, scope, and duties of the ophthalmic assistant. Students also will receive instruction on the normal anatomy and physiology of the eye. Students will receive CPR certification.

Fee \$185 for course, \$23 for card (Scholarships are available for qualifying students).

2/4-5/22 Tu/Th 6-9pm Lamm 318, RM

Natural Hair Care

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Natural Hair Care Licensure provides an understanding of the study and practice of chemical-free hair styling that includes working with textured hair, braiding, extensions, twists, locks, and weaves. This course is completed in seven months.

Fee \$185

TBA Mon-Thurs 9am-4pm I, TB

TBA Fri-Sat 5:30-9:30pm Fri I, TB

8am-5pm Sat

11/4-4/7 Mon-Thurs 6-10pm I, TB

Nail Technology

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

This course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails), and pedicuring. The course content includes nail anatomy, disorders of nails, irregularities of nails, and theory. Salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage are also a part of the course content.

Fee \$185

1/9-4/5 Mon-Thurs 9am-4pm I, TB

11/4-4/7 Mon-Thurs 6-10pm I, TB

TBA Fri-Sat 5:30-9:30pm Fri I, TB

8am-5pm Sat

NC DMV Auto Dealer

Pre-licensing

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
Hours 12

This course will familiarize individuals with the regulations and requirements of independent auto dealers. Topics include state and federal governing laws, dealer plates, vehicle safety inspections, and frequently used forms. This course is approved by the NC DMV for initial licensing for independent auto dealers. This 12-hour course is a requirement for obtaining an auto dealer license in the state of North Carolina.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252 618-6608).

3/22-3/23	Sat-Sun	8am-4:30pm 8am-12pm	Sat. Sun.	H 167
5/17-5/18	Sat-Sun	8am-4:30pm 8am-12pm	Sat. Sun.	H 167
7/12-7/13	Sat-Sun	8am-4:30pm 8am-12pm	Sat. Sun.	H 167

Notary Public

For more information, contact:
Selwyn Spence, (252) 618-6648
spences@edgecombe.edu
Hours 8

This course provides 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 the final exam at 80% or higher, submission of application and fees 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 \$75 (Additional cost for textbook, \$27.82)

Tarboro Evening Classes

1/27-1/28	Mon-Tues	6-10pm	H 173
2/24-2/25	Mon-Tues	6-10pm	H 173
3/24-3/25	Mon-Tues	6-10pm	H 173
4/28-4/29	Mon-Tues	6-10pm	H 173
5/19-5/20	Tues-Wed	6-10pm	H 173
6/23-6/24	Tues-Wed	6-10pm	H 173
7/28-7/29	Tues-Wed	6-10pm	H 173
8/25-8/26	Tues-Wed	6-10pm	H 173

Rocky Mount Evening Classes

1/6-1/7	Mon-Tues	6-10pm	Barnes 163
2/3-2/4	Mon-Tues	6-10pm	Barnes 163
3/3-3/4	Tues-Wed	6-10pm	Barnes 163
4/7-4/8	Mon-Tues	6-10pm	Barnes 163
5/5-5/6	Mon-Tues	6-10pm	Barnes 163
6/2-6/3	Mon-Tues	6-10pm	Barnes 163
7/7-7/8	Mon-Tues	6-10pm	Barnes 163
8/4-8/5	Mon-Tues	6-10pm	Barnes 163

E-Notary

For more information, contact:
Selwyn Spence, (252) 618-6648
spences@edgecombe.edu
Hours 4

Credential: E-Notary, NC State Notary Public Section
This 4-hour course is required for persons seeking to be commissioned as an Electronic Notary for the State of North Carolina. You must currently be commissioned as a Notary Public to qualify for E-Notary commissioning, and you must pass an exam to complete the class requirements. Students will be required to show a state issued photo ID, and the course materials will be provided.

Fee \$75 (Additional cost for textbook)

3/18	Tues	12-4pm	TB
4/22	Tues	12-4pm	TB
6/26	Thurs	10am-2pm	TB
8/28	Mon	10am-2pm	TB

Real Estate

For more information, contact:
Selwyn Spence, (252) 618-6648
spences@edgecombe.edu

Welding

For more information, contact:
(252) 618-6609
Hours 96

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).

Fee \$185, Certification \$75

1/21-4/23	Tues & Wed	5:30-9:30pm	D 107, TB
1/25-4/26	Sat	8am-4:30pm	D 107, TB

Gunsmithing

For more information, contact:

(252) 618-6609

Hours 126

This course is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks. Coursework includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making barrel work, repair work, and custom work.

Fee \$185 (Additional costs for materials)

1/6-6/18 Mon/Wed 7-10pm E 452, TB

1/7-6/19 Tues/Thurs 7-10pm E 452, TB

Construction Skills Academy – Hands On

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 96

Interested in learning a trade in the construction area? Enroll in this academy today to sharpen your skills and learn the basics of the construction trade. Learn construction safety, tools, and project planning (measuring, purchasing supplies, and maintaining code requirements). Student's will also receive fundamental training in masonry, plumbing, and electrical.

Fee \$185 (Scholarships are available for qualifying students).

TBA Tues/Thurs 6-10pm D 101, TB

Forklift Operator

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 6

Participants completing this course will be eligible for their forklift operator's license. Topics to be presented include the basic design of lift trucks, stabilization of trucks, maintenance, repair costs, and safety aspects in operation.

Fee \$75

1/14 Tues 8am-2pm H 264, TB

2/11 Tues 8am-2pm H 264, TB

3/11 Tues 8am-2pm H 264, TB

4/8 Tues 8am-2pm H 264, TB

5/13 Tues 8am-2pm H 264, TB

6/10 Tues 8am-2pm H 264, TB

7/15 Tues 8am-2pm H 264, TB

8/12 Tues 8am-2pm H 264, TB

HVAC: Heating, Air Conditioning with Refrigerant Certification

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 96

This course is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics include operating principles of heating and cooling systems with emphasis on safety, components of AC systems, heat pumps, electrical systems, troubleshooting and repair, as well as refrigerant certification.

Fee \$185 (Scholarships are available for qualifying students).

TBA Mon 6-10pm D 101, TB



Conversational Spanish

This course introduces understanding, speaking, and writing Spanish. Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605.

Night: Feb 4 – Apr 1
Tues., 6 – 8:30 pm

Cost: \$75
p. 21

(252) 618-6605 | ashmanp@edgecombe.edu

Public Safety Training



For more information, contact:
Adam Culbertson, (252) 618-6616
culbertsona@edgecombe.edu

Fire and 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. Firefighter Certification classes and Technical Rescuer classes are available.

EMS and Rescue

The Emergency Medical Service (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, EMS classes that require physical exertion and use specialized departmental equipment are offered to credentialed EMS personnel only.

Healthcare Provider CPR/AED

Hours 4

Healthcare Provider CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use to certified healthcare providers.

Fee \$70 for course, \$8 for card

1/14	Tues	9am-1pm	TB
2/11	Tues	9am-1pm	TB
3/11	Tues	9am-1pm	TB
4/8	Tues	9am-1pm	TB
5/13	Tues	9am-1pm	TB
6/10	Tues	9am-1pm	TB
7/8	Tues	9am-3pm	TB

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 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, \$23 for card

1/28	Tues	8am-5pm	TB
2/25	Tues	8am-5pm	TB
3/25	Tues	8am-5pm	TB
4/29	Tues	8am-5pm	TB
5/27	Tues	8am-5pm	TB
6/24	Tues	8am-5pm	TB
7/29	Tues	8am-5pm	TB

Emergency Medical Technician (EMT)

Hours 240 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 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)

1/14	Tues	6pm-10pm	RM
1/14	Tues	9am-5pm	RM
5/26	Mon	9am-5pm	RM

Advanced Emergency Medical Technician (AEMT)

Hours 201 classroom + 96 clinical hours

The Advanced EMT program is designed to certify the technician to the entry level of pre-hospital advanced life support care available in North Carolina. This program fulfills all of the requirements of the National Standard Curriculum for AEMTs. The program covers advanced patient assessment and treatment techniques. EMT is a pre-requisite. This is a flip-flop course. Students must attend either a Tuesday or Wednesday each week.

Fee \$180.00 (Additional costs for textbooks, testing supplies & uniforms)

1/14 or 1/15	Tues/Wed	9am-5pm	RM
5/27 or 5/28	Tue/Wed	9am-5pm	RM

Paramedic

Hours 656 classroom + 432 clinical hours

The Paramedic program is designed to certify the technician to the entry level of pre-hospital advanced life support care available in North Carolina. This program fulfills all of the requirements of the National Standard Curriculum for Paramedics. The program covers advanced patient assessment and treatment techniques. The program is offered in a "flip-flop" schedule. EMT is a pre-requisite.

Fee \$395.50 (Additional costs for textbooks, testing supplies & uniforms)

1/14 or 1/15	Tues/Wed	9am-5pm	RM
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Law Enforcement Training

For more information and to set up an interview, please contact:

Bernie Taylor, (252) 618-6613

taylorb@edgecombe.edu

Find us on Facebook at facebook.com/ECCBLET

The Law Enforcement Training program at ECC is designed to provide Sworn 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 state. 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: 20-week program consisting of 768 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 toward 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)

6/2025 Mon-Fri 8am-5pm H, TB

Detention Officer Certification (DOCC)

For more information on detention officer training, please contact:

Bernie Taylor, (252) 618-6613

taylorb@edgecombe.edu

Hours: 5-week program consisting of 185 hours of training

The Detection Officer Certification Course is an accredited program of the North Carolina Sheriffs' Education and Training Standards Commission.

DOCC is a state mandated course that prepares students for entry-level employment as a detention officer in a county detention or regional detainment facility. During the course, students will receive training in subject control, suicide prevention, supervising inmates with mental illness, and proper transportation of inmates. The course is demanding both physically and mentally. Physical training is conducted at least twice per week, and academic testing consists of topic testing each week. Successful graduates receive a certificate and are qualified to take the certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission.

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

TBA Mon-Fri 8am-5pm E, TB

Small Business Center



For more information, contact:

Laura Brown Evans, (252) 618-6655

evanslb@edgecombe.edu

Araminta Burns, (252) 618-6585

burnsa@edgecombe.edu

Visit edgecombe.edu/biz to register for a Webinar or Counseling

Like us at [facebook.com/ECCSBC](https://www.facebook.com/ECCSBC) to stay up-to-date on new course offerings!

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 & webinars, one-on-one counseling, and resource referrals at no cost.

Business Basics Presented by: Mike Collins	Day	Times	Topic
1/9 Online	Thur	2pm-3pm & 6:30pm-7:30pm	ABCs of Starting a Small Business on a Limited Budget These are the ABCs of how to start a small business combined with winning strategies from low-cost startups. <i>ABCs of Starting a Small Business on a Limited Budget</i> is easier now than it has ever been. In these challenging times, everyone from the government to your local banker is trying to help you succeed.
1/16 Online	Thur	2pm-3pm & 6:30pm-7:30pm	Finding Your Customer and Creating a Marketing Plan Just because you have an idea doesn't mean anyone will buy it. In <i>Finding Your Customer and Creating a Marketing Plan</i> , there are 4 ways to describe your customer and sources to find out how many there are in your market area. The program features 5 ways to create a winning plan to target them.
1/23 Online	Thur	2pm-3pm & 6:30pm-7:30pm	Dynamite Marketing on a Firecracker Budget for Small Businesses There has never been a time that is as easy and economical to do great marketing! In <i>Dynamite Marketing on a Firecracker Budget for Small Businesses</i> you will discover 50+ successful ways to market your business and easily reach customers.

<p>1/30 Online</p>	<p>Thur</p>	<p>2pm-3pm & 6:30pm-7:30pm</p>	<p>The Treasure Hunt: Finding the Funds to Finance Your Small Business</p> <p>This course explores how to find the funds to create your business. If you have a great idea, the money is out there somewhere. From coins-in-the-couch to loans, grants and Go Fund Me pages, <i>The Treasure Hunt: Finding the Funds to Finance Your Small Business</i>, shows the rainbow of funding sources.</p>
<p>2/6 Online</p>	<p>Thur</p>	<p>2pm-3pm & 6:30pm-7:30pm</p>	<p>Roadmap to Success: Creating a Winning Business Plan</p> <p>You can't reach your goal—or get a loan—without the map that is your business plan. <i>Roadmap to Success: Creating a Winning Business Plan</i> offers simple, easy-to-follow steps for creating a business plan that fits your small business. The program includes directions on how to create a 3-page business plan.</p>
<p>Business Insurance Presented by: Greg Sessoms</p>	<p>Day</p>	<p>Time</p>	<p>Topic</p>
<p>1/21 In-person Event Tarboro Coffee House</p>	<p>Tue</p>	<p>11:30am-1pm</p>	<p>Lunch & Learn: Small Business Full Insurance Coverage – Are You Really Covered?</p> <p>Many small business owners operate under the misconception that 'full coverage' means total protection from all risks. In this enlightening class, we will:</p> <ul style="list-style-type: none"> • Debunk the myth of full coverage and explain what it truly means to be covered • Learn about the various types of insurance policies available • Hear about common gaps in coverage • Learn how to ensure a business is protected against potential risks. <p>Through real-life examples and expert insights, participants will leave with a clear understanding of how to navigate the complex world of business insurance and make informed decisions to safeguard their enterprises.</p> <p><i>Free Lunch will be provided by Tarboro Edgecombe Chamber of Commerce</i></p>

Financing and Lending Presented by: JaLisha Richmond	Day	Time	Topic
<p>2/19</p> <p>In-Person Event</p> <p>Rocky Mount Campus</p>	Wed	11:30am-1pm	<p>Lunch & Learn: Lending for Small Businesses</p> <p>Join us for an insightful Lunch & Learn session on “Lending for Small Businesses,” presented by JaLisha Richmond, Director of Micro-Lending at Partner Community Capital. This event will cover essential topics such as securing funding, understanding loan options, and navigating the lending process. Whether you’re a budding entrepreneur or an established business owner, this session will provide valuable insights to help you grow and sustain your business. Don’t miss this opportunity to learn from an expert in the field and network with fellow business professionals.</p>
Entrepreneurship Bootcamp Presented by: Tierra Norwood	Days	Time	Topic
<p>1/14 – 2/18</p> <p>In-Person Event</p> <p>Tarboro Campus</p>	Tues	5:30pm-7:30pm	<p>SOAR (Supporting Opportunities for Aspiring Rural Entrepreneurs) 6-Week Entrepreneurship Bootcamp</p> <p>We will cover Strengths. This will discover the entrepreneur’s “WHY” and include entrepreneur self-evaluations, entrepreneurial mindset training, as well as discuss business plans and getting ideas on paper. The entrepreneurs will also complete a SWOT analysis of their proposed business idea. We will also discuss the needed professional soft skills to aid in their success as a business owner.</p> <p>We will cover Operations. These two weeks will focus on How to Start a Business. Topics covered include business structures, operating agreements, registering with the State, EIN #s, and DUN #s. We’ll focus on developing a budget friendly marketing plan. This will allow entrepreneurs to identify their target audience and develop a plan to reach them. During week four, we will also look into AI tools to help with business operations and marketing.</p> <p>We’ll cover Aspirations. This will discuss what foundational measures the entrepreneur should undergo to reach their business goals. We will develop 6 & 12 month business goals including financial and client goals. This will also cover CRMs, Bookkeeping, Recordkeeping, and funding your business.</p> <p>Lastly, we’ll cover Results. We will focus on the importance of networking and identifying as well as utilizing available resources.</p>

Financial Fitness Fridays Presented by: Truist	Day	Time	Topic
3/7 Online	Fri	11am-12pm	<p>The Small Business Lending Process</p> <p>Join us for an insightful webinar presented by specialists from Truist, where we will delve into the intricacies of the small business lending process. This session is designed to help small business owners understand the various financing options available, the application process, and the criteria lenders use to evaluate loan applications. You will be provided with practical tips and strategies to enhance your chances of securing the funding you need to grow your business. Don't miss this opportunity to gain valuable knowledge and ask your questions directly to the experts!</p>
3/21 Online	Fri	11am-12pm	<p>Unlocking Access to Capital</p> <p>Join us for an informative webinar presented by specialists from Truist, where we will explore the various avenues for accessing capital to fuel your business growth. This session will cover different funding sources, including loans, grants, and investment opportunities, as well as the steps to prepare a compelling application. You will be provided with insights on what lenders and investors look for, and actionable advice to help you secure the capital you need. Don't miss this chance to enhance your financial strategy and get your questions answered by industry professionals!</p>
3/28 Online	Fri	11am-12pm	<p>Banking & Budgeting Basics</p> <p>In this webinar, small business owners and entrepreneurs will learn key elements of banking and budgeting to help you manage your money more effectively, establish and maintain credit, and prepare for long-term financial freedom.</p> <p>Join us to learn more about how to make an effective budget, tips about banking, get your questions about building credit answered by Truist experts in the field and more.</p>

Forklift Operator

Students will earn a general certification in Forklift Training in just one class. No shorts. Boots are required.

Classes are offered on the following dates:

Jan 14, Feb 11, Mar 11, Apr 8, May 13,

Jun 10, Jul 15, Aug 12

Edgecombe Community College, Tarboro Campus

8AM – 2PM

Cost: \$75 | p. 11

(252) 618-6614 | ashmanp@edgecombe.edu



Marketing & Design Presented by: Melanie Diehl	Day	Time	Topic
3/4 In-Person Event Tarboro Campus	Tue	5:30pm-7:30pm	<p>Canva Design - Part 1: Design Basics</p> <p>Canva is a powerful, free design tool that you can use to create professional graphics, short videos, and print materials. Join this session to learn how to set up and use Canva, how to create eye-catching images using this software, and how to use other powerful features of this fantastic and user-friendly tool. This hybrid session consists of instruction and hands-on experience. No software or graphic design knowledge is needed.</p>
3/6 In-Person Event Tarboro Campus	Tue	5:30pm-7:30pm	<p>Canva Design – Part 2: Advanced Design Skills</p> <p>In this training, digital marketing expert Melanie Diehl takes a deeper dive into the advanced capabilities of Canva. The session includes hands-on design time and screen-sharing for feedback. PRE-REQUISITES: Canva account and working knowledge of Canva. Having a Canva Pro (paid subscription) account is highly recommended. You can access a 30-day free trial of Canva Pro through their website. We recommend you do this for this class if you do not want to purchase Canva Pro.</p>

ECC is now offering Applied Engineering Technology!

Register now to get your degree and work in automation, computer, electrical, industrial, or mechanical engineering fields

Classes start January 7

edgecombe.edu/classes
admissions@edgecombe.edu





Collision and Repair

Intro to Autobody Repair

Students will earn a general certificate in Autobody Repair.

Edgecombe Community College
Tarboro Campus, J Building

Night: Jan 6 – Feb 26

Wed, 6 – 9PM

Cost: \$75

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(252) 618-6614 | ashmanp@edgecombe.edu

Edgecombe Community College Continuing Education Healthcare Programs

Community Health Coach
Medication Aide Training
Nurse Aide I & II
Phlebotomy Training
CPR/First Aid



For more information, contact:
Jennifer Norville, (252) 618-6569
norvillej@edgecombe.edu

Personal Enrichment



For more information, visit <https://edgecombe.edu/continuing-education/>
To register, visit <https://ss-prod-cloud.edgecombe.edu/Student/InstantEnrollment>

Creative

Crochet for Beginners

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu

Hours 10 (Registration is due 7 days prior to the first class)

This fun, interactive course is designed to teach the basics of the art of crochet to beginner students in a small class setting. No prior experience is necessary. If you can hold a hook and yarn, this class is for you. You'll be creating your own handmade projects in no time, or receiving help with taking your crochet skills to the next level.

Fee \$55 (Additional costs for supplies. Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

1/23-2/20 Thurs 6-8pm TB, H 167

Intermediate Crochet

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu

Hours 12

This course is suitable for those who have already completed our Crochet for Beginners class or those that have mastered basic crocheting techniques. In this course, you will learn patterns, color changing, and many tips to advance your crocheting skills.

Fee \$55 (Additional costs for supplies. Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

3/13-4/17 Thurs 6-8pm TB, H 167

Upholstery Repair

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu

Hours 24

This program is designed to teach individuals the fundamentals and techniques of upholstering furniture, starting with the fabric and wooden frame and combining them to make or repair furniture.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

1/6-3/13	Mon	6-9pm	E 423, TB
3/10-5/5	Mon	6-9pm	E 423, TB
5/12-7/7	Mon	6-9pm	E 423, TB
1/7-2/25	Tues	6-9pm	E 423, TB
3/4-4/22	Tues	6-9pm	E 423, TB
4/29-6/17	Tues	6-9pm	E 423, TB
1/8-2/26	Wed	6-9pm	E 423, TB
3/5-4/23	Wed	6-9pm	E 423, TB
4/30-6/18	Wed	6-9pm	E 423, TB
1/9-2/27	Thurs	6-9pm	E 423, TB
3/6-4/24	Thurs	6-9pm	E 423, TB
5/1-6/19	Thurs	6-9pm	E 423, TB

Advanced Photography

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu

Hours 24

This course is designed to help students take the next step from being a beginner to learning more advanced techniques and information about photography. Classes will deal with digital post processing and editing photography basics in greater detail, lighting and other creative methods of capturing what you envision. Please bring your own camera and a laptop computer with editing software downloaded. The laptop with editing software would be very helpful but not required. Class will also include indoor and outdoor hands on photography sessions.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

3/10-5/5 Mon 6-9pm H 167, TB

Spring Bow Making

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 2

This course will teach students techniques to make beautiful bows for their homes.

Fee \$25 (Additional costs for supplies. Registration and payment are due 7 days prior to the first class.

For late registration, please contact our Continuing Education Department at (252) 618-6605).

3/5 Sat 9-11am H 167, TB

Spring Wreath Making

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 2

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

Fee \$25 (Additional costs for supplies. Registration and payment are due 7 days prior to the first class.

For late registration, please contact our Continuing Education Department at (252) 618-6605).

3/5 Sat 11:30am-1:30pm H 167, TB

Foreign Language

Conversational Spanish

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 22.5

This course introduces understanding, speaking, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

2/4-4/1 Tues 6-8:30pm H 264, TB

Music

Guitar for Beginners

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 14

This course introduces students to tuning an acoustic guitar, learning basic chords and strumming patterns, and developing finger dexterity and hand coordination. This course is for students ages 16 and above.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

TBA

Religion

Essentials of the Faith

Hours 8

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Interested in gaining a deeper understanding of Christianity and the Bible? This is your class! Join us to broaden your knowledge of the scriptures. The following books are required: a Bible and "Essential Truths of the Christian Faith" by R.C. Sproul. Available on Amazon.

Fee \$20 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

2/6-3/27 Thurs 6-7pm H 264, TB

Biblical Theology

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 8

Continue your journey into understanding Christianity and the Bible. Join us to broaden your knowledge of the scriptures. The following books are required: a Bible and "Everyone's a Theologian: An Introduction to Systematic Theology" by R.C. Sproul. Available on Amazon.

Fee \$20 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at 252-618-6605).

2/6-3/27 Thurs 7-8pm H 264, TB

Genealogy Workshops

The following Genealogy Workshops will be offered upon request from January 2025 – April 2025. All classes will be offered on Saturdays and will be held at the Norfleet House, located on Edgecombe Community College's Tarboro campus. To schedule a workshop, please contact Monika Fleming at mleafleming@gmail.com

Introduction to Genealogy

Hours 8

A basic course for beginners to learn how to complete family tree charts and family group sheets, and how to identify and locate genealogical records, including census records and vital records.

Fee \$50

Advanced Genealogy: Using Census Records

Hours 3

This is a half-day course on understanding US census records from 1790-1950 and how to locate them. Students will also learn about using the records to complete family trees.

Fee \$25

Advanced Genealogy: Genealogy Websites

Hours 3

This is a half-day course on understanding US census records from 1790-1950 and how to locate them. Students will also learn about using the records to complete family trees.

Fee \$25

Advanced Genealogy: Newspapers for Genealogy

Hours 3

This is a half-day course on researching historical newspapers and using them in genealogy research.

Fee \$25

Advanced Genealogy: Researching Historic Property and a Home's History

Hours 3

Learn how to complete a house history using deeds, tax, census, and related records. Learn how to use a National Register Nomination. This class includes deed research and architectural style survey.

Fee \$25

Advanced Genealogy: Local and State Records

Hours 3

This is a half-day course on learning about state and local government and regional archives and resources.

Fee \$25

Advanced Genealogy: Military Records

Hours 3

This is a half-day course on locating and understanding military records for use in genealogy research.

Fee \$25

Advanced Genealogy: Preserving Photos

Hours 3

Students will learn about the various types of photos, the best way to reserve them, and techniques to date and identify people in the photos.

Fee \$25



Small Engine Repair

Become familiar with the components and operating principles of the small engine. This is a hands-on class. You will be working on small engines.

Night: Mar 12 – Apr 30

Wed, 6 – 9:30PM

Cost: \$75

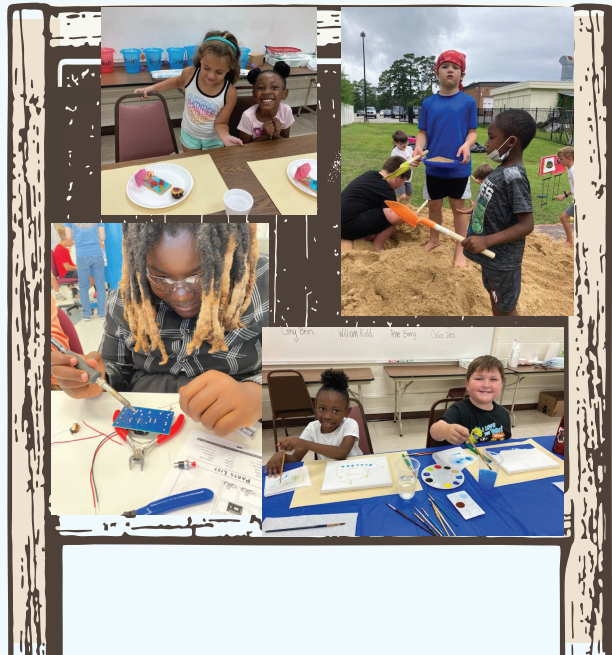
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(252) 618-6614 | ashmanp@edgecombe.edu

Camp College 2025

Be on the lookout for Camp College 2025 information by April 15. We will have summer camps for K-9th grades.

Check our website:
edgecombe.edu/camps



May 20, 1775 - April 12, 1776

FIRST IN FREEDOM

NC DMV Auto Dealer Pre-licensing

3/23-3/24	Sat-Sun	8am-4:30pm (Sat) H 167 8am-12pm (Sun)
5/17-5/18	Sat-Sun	8am-4:30pm (Sat) H 167 8am-12pm (Sun)
7/12-7/13	Sat-Sun	8am-4:30pm (Sat) H 167 8am-12pm (Sun)

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NORTH CAROLINA

(252) 618-6614 | ashmanp@edgecombe.edu

Business and Industry Services



For more information, contact:
(252) 618-6609

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. The goal is to foster and support three key aspects of the company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

Our classes are as different as the industries we serve. We can help with 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. This saves you time and money.

Customized Training & Development

For more information, visit edgecombe.edu/continuing-education/business-and-industry/customized-training/

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. This training enhances 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 in North Carolina.



Activity Director – Basic

Students who successfully complete this course will be eligible to work as an Activity Director for an Adult Care Home and/or nursing facility. Students are required to complete a supervised practicum.

TBA

Tue , 5:30 – 9:30PM

Cost: \$185 | scholarships available

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(252) 618-6614 | ashmanp@edgecombe.edu

Human Resources Development



For more information, contact:
 Latasha B. Sledge, (252) 618-6611
sledgelb@edgecombe.edu
 Visit edgecombe.edu/continuing-education/hrd/

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 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 résumé and cover letter
- Fill out an application correctly
- Prepare for an interview
- Keep that new job and get promoted

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

Roadmap to Reentry

Hours 20

This course focuses on those who are seeking to return to the workforce but may not have the best background. Topics include time management skills, interview skills, résumé writing, goal setting, job retention skills, and more. Courses are offered at the NC Works Career Center in RM. Please ask for Dennis Gunter.

Mon-Fri 9am-1pm NC Works Center-RM

Simple Computers and Keyboard

Hours 24-30

This course introduces integrated functions with keyboarding communications, internet applications, sending and receiving emails. This course is a beginner keyboarding skill set and is highly recommended for senior citizens and clients with no computer skills. The fee will be waived for qualified students. Contact Latasha Sledge at (252) 618-6611, or email sledgelb@edgecombe.edu to pre-register for a class. *These dates are subject to change!!!

Fee \$70 or Qualifying fee waiver

2/3-2/13	Mon-Thurs	9am-12pm	Barnes/ Lamm, RM
3/3-3/13	Mon-Thurs	9am-12pm	Fleming, TB
4/7-4/17	Mon-Thurs	9am-12pm	Barnes/ Lamm, RM
5/5-5/15	Mon-Thurs	9am-12pm	Fleming, TB
6/2-6/12	Mon-Thurs	9am-12pm	Barnes/ Lamm, RM

IRA (Interviews, Résumés & Application) Workshop

Hours Appointments Only

This workshop focuses on guidelines for writing effective résumés and cover letters, preparing for job interviews, and filling out job applications. Courses are offered on campus with Latasha Sledge and at the NC Works Career Center. For an appointment, call (252) 618-6611, or email sledgelb@edgecombe.edu.

1/6-5/30 Mon-Fri 9am-5pm NC Works Center

NC FAST Online

Hours 30

Human services specialists help people determine if they are eligible for benefits such as Food and Nutrition, Work First Family Assistance, and Medicaid. In the caseworker training program, you will learn the roles and responsibilities of an income maintenance caseworker, including:

- Employability skills and keyboarding
- Customer service and client interviewing
- NC FAST computer application
- Time management and data collection

- Interview practice and skills

For additional information, please contact Latasha Sledge at (252) 618-6611

Job Savvy

Hours 18

This course focuses on employable skills to help people find and keep their jobs. Topics covered in this class include:

- Training and continuing education for job training
- How your skills help your employer
- Soft skills for the work environment
- Positive attitudes
- Why people need to improve their basic job skills

For additional information, contact Latasha Sledge at (252) 618-6611 or sledgelb@edgecombe.edu

Career Readiness Certification

For more information, contact

Latasha B. Sledge, (252) 618-6611
sledgelb@edgecombe.edu

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 résumé citing experience in a different job setting.
- The CRC is based on WorkKeys, a nationally recognized skills assessment tool developed by ACT Inc.

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

1. Workplace Documents (Testing Time: 55 minutes)

The Workplace Documents 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.

2. Applied Math (Testing Time: 55 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.

3. Graphic Literacy (Testing time 55 minutes) The Graphic Literacy 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.

4. Applied Technology (Testing Time: 45 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.

Register by email by sending your name, address, telephone number, and desired testing date to:
Latasha B. Sledge, (252) 618-6611
sledgelb@edgecombe.edu



Genealogy Workshops

Introduction to Genealogy

Advanced Genealogy: Census Records

Advanced Genealogy: Genealogy Websites

Advanced Genealogy: Newspapers

Advanced Genealogy: Researching Property

Advanced Genealogy: Local and State Records

Advanced Genealogy: Military Records

Advanced Genealogy: Preserving Photos

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For more information, contact:
Monika Fleming | mleafleming@gmail.com

College and Career Readiness



For more information, contact:

Dr. LaShawnda Washington, (252) 618-6704
Admissions Rocky Mount campus: (252) 618-6707
Admissions Tarboro campus: (252) 618-6680
washingtonl@edgecombe.edu

The mission of College and Career Readiness is to offer adults the opportunity to improve their literacy skills and acquire the necessary knowledge for success in employment, self-sufficiency, and/or higher education. College and Career Readiness assists interested adults 18 years or older who have not earned a high school credential. It offers remediation services to individuals who have earned a credential. Non-high school graduates, ages 16 and 17, may also enroll with special permission. The Division of College and Career Readiness also supports the communities and citizens of Edgecombe County by hosting community events throughout the year and working closely with our community partners.

The following College and Career Readiness programs are offered to assist adults in reaching their goals:

- Adult Basic Education I (ABE)
- Adult Basic Education II
- Adult High School Diploma (AHSD) Program
- Adult Secondary Education
- Digital Literacy

- English Language Acquisition (ELA) Program
- High School Equivalency Diploma Program

College and Career Readiness classes enable students to work at their own pace. Individualized instruction is provided through tutoring services. Traditional and virtual classes are offered on both the Tarboro and Rocky Mount campuses. Off-campus classes are located at various sites throughout Edgecombe County.

Courses available on campus:

- ABE I: Foundational Reading and Mathematics skills, self-sufficiency and employment skills, coaching for success
- ABE II: Mathematics: Preparing the mid-level literacy learner to succeed in HSE Mathematics
- ABE II: Reading and Writing: Reading Comprehension, Critical Thinking, and Writing Skills Development
- Digital Literacy: Basic Computer Hardware and Software Skills
- English Language Acquisition: Preparing English Learners with Citizenship, Employment, and Language Skills
- HSE Mathematics: Advanced Math Students
- HSE Science and Social Studies: Preparing Students for Success in HSE Science & Social Studies
- HSE Tutorial: Working with Students on Current Classroom Assignments and Providing Supplemental Instruction and Resources
- HSE Writing: Preparing students to build advanced Reading Synthesis, Analysis, and Writing Skills
- Transitions: Guiding Students into Employment and Post-Secondary Education, CRC Prep

Off-Campus sites for High School Equivalency Program

- GW Bulluck School
- NC Works Center – (Spanish Language Preparation Site)
- Rocky Mount O.I.C.: Day & Evening Classes

Career Pathways

The program supports three career pathways that enable eligible students to pursue an industry credential in one of the seven areas while in pursuit of their high school credential. The career pathways are:

- Certified Production Technician
- Early Childhood
- Nurse Aide I



QR – CCR

Ed2Go – Online Learning

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Visit edgecombe.edu/continuing-education/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 \$75.

How to Get Started

1. Visit our Online Instruction Center: ed2go.com/edgecombecc
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 login with your e-mail and the password you selected during enrollment.

ECC offers more than 300 programs. Listed below are just some of the more popular courses we offer.

Registration dates in 2025:

1/15
2/12
3/12
4/16
5/14
6/11
7/16
8/13
9/17
10/15
11/12
12/17

Popular Ed2Go Online Courses Medical Terminology

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

This course prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II

Practicing becoming a 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

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 websites that are both attractive and wickedly effective.

New Online Class and Bundles

Each bundle suite has three classes for one price.

- Medical Office Basics Suite
- Self-Improvement Suite
- New Career Suite
- Healthy Living Suite
- New Manager Suite
- Healthy Relationships Suite

Self-Paced Tutorial

Self-Paced Tutorial (SPT) counterpart to many courses is located in our Fundamentals catalog. Students can select the SPT option in lieu of the traditional instructor-led method and complete the course on their own schedule. Also, we created brand new courses that will use the Self-Paced Tutorial module exclusively.

1. All content is made available to students immediately after they register.
2. Students can work through the content at their own speed within the course term.
3. Course must be completed in three months.

Geospatial Technology



Study GIS/GPS technologies with a focus on practical applications.

Program is 100% online and the only Geospatial Technology two-year degree program in North Carolina.

One-year diploma and several certificates offered.

Classes start January 7.

cherryt@edgecombe.edu

Essentials of the Faith

Interested in gaining a deeper understanding of Christianity and the Bible? This is your class! Join us to broaden your knowledge of the scriptures. The following books are required: a Bible and "Essential Truths of the Christian Faith" by R.C. Sproul. Available on Amazon. p. 21



(252) 618-6614 | ashmanp@edgecombe.edu

Your future starts *today!*

Register now for the spring semester at Edgecombe Community College. There are more than 100 programs to choose from, like nursing, geospatial technology, applied engineering technology, agribusiness technology and more!

Classes start January 7

Register today at edgecombe.edu/classes
Questions? Email admissions@edgecombe.edu



Career in a Year!

1 Month or Less

CPR/First Aid
Fire Code Inspector (Level I, II, & III)
Forklift Training
Medication Aide Training
Notary Public
Nurse Aide Refresher
Small Engine Repair

3 Months or Less

Community Health Worker
Detention Officer Certification Course (DOCC)
Microsoft Excel
Nurse Aide Level 1
Nurse Aide Level 2
Real Estate Pre-licensing
ServSafe Certification
Simple Computers
Welding

6 Months or Less

Activity Director
Autobody Academy
Basic Law Enforcement Training Certification (BLET)
Construction Academy
Ed2Go Online Learning
Emergency Medical Technician
Phlebotomy
Residential HVAC Service and Repair
with EPA Refrigerant Certification

12 Months or Less

EMT to Advanced Emergency Medical Technician
Manicurist/Nail Technology
Natural Hair Care
Paramedic Initial
EMT to Paramedic Initial

Edgecombe Community College – Continuing Education Department
Contact: continuinged@edgecombe.edu
(252) 618-6608
4/2023

2024-2025 Edgecombe Performance Series – Series 18

North Carolina Symphony | December 11

Adult \$25 | Student \$15

Black History (Gospel Music and Theater) | February 8

Adult \$15 | Student \$10

New York Theatre Ballet | March 13

Free

Who's Bad – Michael Jackson Tribute | April 19

Adult \$35 | Student \$25

Tarboro Choral Society & Orchestra | May 2 & 4

Free

**Keihin Auditorium
Fleming Building
Tarboro Campus**

edgecombe.edu/performances | chavid@edgecombe.edu

Season Ticket Prices Adult \$90 – Student \$80

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