Fall Semester 2022

Career Training
Continuing Education
Lifelong Learning

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- Intro to Drones / Public Safety pp. 11 and 23
- American Sign Language p. 21
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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.

Edgecombe Community College
(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 – Center for Innovation

Rocky Mount Campus
<table>
<thead>
<tr>
<th><strong>Class Title:</strong></th>
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<tr>
<th><strong>ECC ID Number or Last 4 Digits of SSN:</strong></th>
<th><strong>Student Entry Date:</strong></th>
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<td>Yes ✗ No</td>
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<th><strong>Race:</strong></th>
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<td>White ☐ Black ☐ Indian ☐ Hispanic ☐ Asian ☐ Other ☐</td>
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<tr>
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<tr>
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<th><strong>Citizenship:</strong></th>
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<td>GED Diploma ☐ Adult High School ☐ Completed High School ☐ Highest Grade Completed</td>
<td>U.S. Citizen ☐ Permanent Resident Alien ☐ Alien Authorized to Work in the U.S.</td>
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<tr>
<td>Unemployed — Seeking ☐ Unemployed — Not Seeking ☐ Retired ☐</td>
<td>One-year Vocational Diploma ☐ Associate’s Degree ☐ Bachelor’s Degree ☐ Master’s Degree</td>
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<th><strong>How did you hear about this class?</strong></th>
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<tr>
<td>Newspaper ☐ Flier ☐ Email/Newsletter ☐ ECC Website ☐ Facebook ☐ Instagram ☐ Twitter ☐ Friend or Coworker ☐ Other ☐</td>
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☐ 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 ____________

4 EDGECOMBE COMMUNITY COLLEGE
CREDIT CARD BILLING FORM

Name of cardholder: ____________________________________ Phone: _________________________

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 Edgecombe 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: ______________________________________________________________________

Edgecombe Community College (252) 823-5166
Registration Information

We have a seat for you!

4 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 page 4 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. 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. On the Rocky Mount campus, Sharon Green 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 1:00pm.

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:
If possible, please register and pay 3 business days prior to the first class to ensure 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.

Like us on Facebook
facebook.com/edgecombecc

Follow us on Twitter
twitter.com/edgecombecc

Legend
Tarboro campus = TB
Rocky Mount campus = RM
Occupational Training

For more information, contact:
Linda Mann, (252) 618-6660
mannl@edgecombe.edu
Visit edgecombe.edu/continuing-education

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. (will not meet on 11/23)
Fee $75
10/12-11/30 Wed 6:30-9:30pm E 445, TB

Collision and Repair
Intro to Autobody Repair – Night
Hours 81
This course is designed to prepare students for entry-level positions in the Autobody Repair field. Students will learn how to identify and describe the current types of body/frame construction, identify and describe the individual components of both conventional and unitized construction, evaluate vehicle damage through proper application of measuring and gauging equipment and sequencing techniques, identify and differentiate between the types of equipment available for making effective frame and underbody repairs, and return vehicle to pre-accident condition. 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 $185
8/30-12/1 Tues & Thurs 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, working in a variety of healthcare and community settings (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 an NC Certified Community Health Worker.
Fee $185
8/23-11/9 Tues/Wed 8:30-10:30am Google Meet
8/29-11/21 Mon/Tues 5-7pm Google Meet
*the other half of the class is through online assignments
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.**

8/8-8/11 Mon-Thurs 8am-2:30pm Tarboro
9/19-9/22 Mon-Thurs 8:30am-3pm OIC
10/3-10/12 Mon/Wed 8am-2:30pm Tarboro
11/8-11/17 Tues/Thurs 8am-2:30pm Tarboro
12/12-12/15 Mon-Thurs 8:30am-3pm OIC

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 and have had at least two 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.

Fee $75 (Books are available in the bookstore and should be purchased before the class begins.) Check back for dates.

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 the aging process including mental, social, and physical needs of the elderly, patient 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, the student will be eligible for the written and skills competency evaluation (National Nurse Aide Assessment Program, NNAAP).

Fee $200.50 (Additional costs for textbook, uniforms, criminal background checks, and drug screens.)

**All clinical mornings will start earlier than the start times for theory and lab.
**Clinical hours take place after the classroom portion of the class and are Monday-Friday, 8am-5pm, for an assigned 13-day rotation.**

7/25-10/25 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/under employed 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**

9/26-9/28 Mon-Wed 8:30am-3:30pm OIC

**Direct Care Basics**

9/29-10/17 Mon-Thurs 8:30am-3:30pm OIC

**PHCAST CNAI**

10/18-12/8 Mon-Thurs 8:30am-3:30pm 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 $35 plus textbook.

11/5 Sat 8am-5pm H 152, TB

**Activity Director – Basic**

For more information, contact:
Kathy Webb, (252) 618-6614
webbk@edgecombe.edu

Hours 96
Participants successfully completing this course will be eligible to work as an Activity Director for 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. Students will receive CPR certification.

Fee $185

TBA Tues 5:30-9:30pm

**Natural Hair Care**

For more information, contact:
Linda Mann, (252) 618-6660
mannl@edgecombe.edu

Natural Hair Care Licensure provides an understanding in 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

9/26-12/15 Mon-Thurs 9am-4pm I, TB

TBA Mon-Thurs 6-10pm I, TB

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

8am-5pm Sat

**Nail Technology**

For more information, contact:
Linda Mann, (252) 618-6660
mannl@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, and irregularities of nails; theory, and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage.

Fee $185

9/26-12/15 Mon-Thurs 9am-4pm I, TB

TBA Mon-Thurs 6pm-10pm I, TB

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

8am-5pm Sat

**Notary Public**

For more information, contact:
Linda Mann, (252) 618-6660
mannl@edgecombe.edu

Hours 7
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 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 $75 (Additional cost for textbook)

**Tarboro Evening Classes**

8/29 & 8/30 Mon & Tues 6-9:30pm H 173

9/26 & 9/27 Mon & Tues 6-9:30pm H 173

10/17 & 10/18 Mon & Tues 6-9:30pm H 173

11/21 & 11/22 Mon & Tues 6-9:30pm H 173

**Rocky Mount Evening Classes**

9/12 & 9/13 Mon & Tues 6-9:30pm Barnes 163

12/5 & 12/6 Mon & Tues 6-9:30pm Barnes 163
Real Estate
For more information, contact:
Linda Mann, (252) 618-6660
mannl@edgecombe.edu

Real Estate Pre-Licensing
Hours 84
This course is designed to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. Student must take TABE Test before registering in the Pre-Licensing class.

Fee $185
TBA Tues & Wed 6-10pm Barnes Auditorium, RM

Welding
For more information, contact:
Dennis Hackett, (252) 618-6609
hackettd@edgecombe.edu

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
9/13-12/14 Tues & Wed 5:30-9:30pm D 107, TB
9/17-12/17 Sat 8am-4:30pm D 107, TB

Gunsmithing
For more information, contact:
Dennis Hackett, (252) 618-6609
hackettd@edgecombe.edu

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)
7/11-12/14 Mon & Wed 7-10pm E 452, TB
7/12-12/15 Tues & Thurs 7-10pm E 452, TB

Construction Academy – Night
For more information, contact:
Kathy Webb, (252) 618-6614
webbk@edgecombe.edu

Hours 96
Interested in learning a trade in the construction area? This academy will instruct students in the construction area essential to employment. Enroll in the academy today to sharpen your skills to learn the basics of construction safety, measurement and layout, and hand/power tool use and demonstration. Improve your knowledge with hands on experience. Students can also earn OSHA 10 certification.

Fee $185 (Scholarships are available for qualifying students.)
9/27-3/28 Tues 6-10pm D 101, TB
9/27-3/28 Tues 6-10pm Barnes Auditorium, RM

Forklift Operator
For more information, contact:
Kathy Webb, (252) 618-6614
webbk@edgecombe.edu

Hours 6
Participants successfully completing this course will be eligible for the forklift operator’s license. Topics to be presented include basic design of lift trucks, stabilization of trucks, maintenance, repair costs, and safety aspects in operation.

Fee $75
8/16 Tues 8am-2pm H 264, TB
9/20 Tues 8am-2pm H 264, TB
10/18 Tues 8am-2pm H 264, TB
11/15 Tues 8am-2pm H 264, TB

HVAC: Heating, Air Conditioning with Refrigerant Certification
For more information, contact:
Kathy Webb, (252) 618-6614
webbk@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.)
9/12-3/20 Mon 6-10pm D 101, TB
UAS Drone Intro/Public Safety
For more information, contact:
Kathy Webb, (252) 618-6614
webbk@edgecombe.edu
Hours 19.5
This course prepares public-safety/emergency responders for small Unmanned Aircraft Systems (sUAS)/Drone flight certification. Topics include flight theory, flight operations, and flight training utilizing the Federal Aviation Administration (FAA) Remote Pilot - Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards & best practices. Learners will gain an introduction to commercial, government, and recreational drone applications. Coursework will highlight topics such as regulations, weather, airspace, human factors and sUAS performance. Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NCDOT UAS Operator Permit.
Fee $75 (Fee waived for law enforcement and 1st Responders)
8/23-8/25 Tues-Thurs 9am-4pm H 152, TB

Career in a Year!

1 Month or Less
- CPR/First Aid
- Effective Teacher Training
- Forklift Training
- Medication Aide Training
- Notary Public
- Nurse Aide Refresher
- Small Engine Repair

3 Months or Less
- Community Health Worker
- Microsoft Excel
- Microsoft Word
- Nurse Aide Level 1
- Nurse Aide Level 2
- Pathways to Manufacturing
- 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
- Facility Maintenance Worker
- 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

Linda Mann, (252) 618-6660 | mannl@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 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.

Healthcare Provider CPR/AED
Hours 6
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, $7 for card
8/9 Tues 9am-3pm TB
9/13 Tues 9am-3pm TB
10/11 Tues 9am-3pm TB
11/8 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 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, $23 for card
8/23 Tues 8am-5pm TB
9/27 Tues 8am-5pm TB
10/25 Tues 8am-5pm TB
11/22 Tues 8am-5pm TB

Emergency Medical Technician (EMT) Basic
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)
8/9-12/22 Tues & Thurs 6pm-10pm RM
One Sat a month 9am-5pm RM
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)
10/3 Mon-Fri 8am-5pm H, TB

UAS Drone Intro/ Public Safety
Edgecombe Community College
Tarboro Campus, H 152
August 23 – 25
Tuesday – Thursday, 9AM – 4PM
Cost: $75 (Fee waived for law enforcement and 1st responders.)
pp. 11 and 23
(252) 618-6614 | webbk@edgecombe.edu

HVAC Academy
(Heating, Air Conditioning with Refrigerant Certification)

Students will earn a general certificate in Heating, Ventilation, and Air Conditioning with Refrigerant certification.

Edgecombe Community College
Tarboro Campus, D Building
September 12 – March 20
Monday, 6 – 10PM
Cost: $185 (Additional costs for textbooks and certification exams.)
Scholarships are available.
p. 10
(252) 618-6614 | webbk@edgecombe.edu
Small Business Center

For more information, contact:
Laura Brown Evans, (252) 618-6655
evanslb@edgecombe.edu
Visit edgecombe.edu/biz to register for a Webinar or Counseling
Like us at 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.

Small Business Center Fall 2022 Webinars

<table>
<thead>
<tr>
<th>Business Basics: 5-part Webinar Series (presented twice per day)</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>10/18 Tues</td>
<td>2-3pm and/or 6:30-7:30pm</td>
<td>ABCs of Starting a Small Business on a Limited Budget</td>
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<td>10/5</td>
<td>12-1pm</td>
<td>5 Things You Should Know Before Starting Your Business</td>
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<td>12-1pm</td>
<td>Building Your Customer Avatar</td>
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**Start-up Assistance**

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**Business Accounting and Budget**

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<td>6-8pm Basic Bookkeeping</td>
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<td>6:30-8:30pm How to Increase Your Credit Score to Over 740 Points: Prepare for a Bank Business Loan!</td>
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**Marketing and Sales**

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<td>12-1pm Content Marketing: What’s Working Now</td>
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<tr>
<td>9/22</td>
<td>Thurs</td>
<td>12-1pm Put Yourself in Your Marketing</td>
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<tr>
<td>9/29</td>
<td>Thurs</td>
<td>12-1pm Intro to Video Marketing</td>
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<tr>
<td>10/25</td>
<td>Tues</td>
<td>6-9pm The 30-Day Online Marketing Makeover</td>
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**Nonprofit**

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<td>Mon</td>
<td>6-8pm Mission Monday: Formation &amp; Operation (Board Management &amp; Compliance)</td>
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<tr>
<td>9/26</td>
<td>Mon</td>
<td>6-8pm Mission Monday: Grant Writing/Exploration</td>
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<td>10/3</td>
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<td>6-8pm Mission Monday: Fundraising</td>
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**Technology**

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<td>Tues</td>
<td>6-7:30pm e-Commerce for Small Business</td>
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<tr>
<td>10/5</td>
<td>Wed</td>
<td>6-7:30pm Web Wednesdays: Branding &amp; Digital Presence</td>
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<tr>
<td>10/12</td>
<td>Wed</td>
<td>6-7:30pm Web Wednesdays: Best Practices – Building Content</td>
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<tr>
<td>10/19</td>
<td>Wed</td>
<td>6-7:30pm Web Wednesdays: Choosing a Platform for Your Website (Compare Squarespace, Shopify &amp; Wix)</td>
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### Business Basics: 5-part Webinar Series
*(presented twice per day)*

**Week 1 – 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. *ABCs of Starting a Small Business on a Limited Budget* 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.

Speaker: Mike Collins  
10/18 Tues 2-3pm and/or 6:30-7:30pm Online

**Week 2 – Finding Your Customer and Creating a Marketing Plan**
Just because you have an idea doesn’t mean anyone will buy it. In *Finding Your Customer and Creating a Marketing Plan*, 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.

Speaker: Mike Collins  
10/25 Tues 2-3pm and/or 6:30-7:30pm Online

**Week 3 – Dynamite Marketing for Small Businesses**
There has never been a time that is as easy and economical to do great marketing! In *Dynamite Marketing for Small Businesses* you will discover 50+ successful ways to market your business and easily reach customers.

Speaker: Mike Collins  
11/1 Tues 2-3pm and/or 6:30-7:30pm Online

**Week 4 – Financing Your Small Business**
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, *Financing Your Small Business* shows the rainbow of funding sources.

Speaker: Mike Collins  
11/15 Tues 2-3pm and/or 6:30-7:30pm Online

**Week 5 – Creating a Winning Business Plan**
You can’t reach your goal – or get a loan – without the map that is your business plan. *Creating a Winning Business Plan* offers simple, easy-to-follow steps for creating a business plan that fits your small business.

Speaker: Mike Collins  
11/22 Tues 2-3pm and/or 6:30-7:30pm Online

### Customer Relations

**8 Secrets to Keeping Customers for Life**
Most entrepreneurs think it takes big money to effectively retain customers for the long haul, but is money really the answer? In reality, relationships and experiences are the real key behind customer loyalty, especially when it comes to small businesses. Customers want memorable experiences, and those experiences and memories are what they share with others and also what motivates them to return. Over time, those experiences become your “brand” – an “identity” which is so much more than just a logo or an ad. Learn how to create a business model that keeps your customers coming back for more, over and over again!

Speaker: TenBiz  
7/6 Wed 12-1pm Online

### Creating Your First Employee Handbook
Whether you have two employees or 20, you will have certainly created workplace policies, procedures, or expectations, either formally or informally. It’s essential that your employees know and understand these policies – because you’ll run a more effective organization if they do. This session will give you the basics of creating an employee handbook, including:

- A list of items that need to be included
- Understanding the “why”
- Suggestions on who puts it together
- Avoiding common mistakes

Speaker: TenBiz  
8/3 Wed 12-1pm Online

### Guts, Grit, and Grace
This workshop discusses trusting your gut and intuition to:

- Trust your business decisions and goals you make
- The timeless hours of work needed to accomplish goals without holding back any fear of failures
• Having Grace in the end no matter what roadblocks you may encounter
• The Gut introduction discusses seeking guidance for direction you are headed
• Do not overthink your decisions! Pay attention to first thoughts.
• Grit discusses tearing down any barriers, building business plan
• Support systems mentors Mindset focused at all times
• Good attitude leads to action leads to great results!
Speaker: Linda Blumenfeld
8/31 Wed 6:30-7:30pm Online

Stabilizing Business Cash Flow through Unstable Times
Developing a financial strategy is important so that you can survive the short-term cash crunch while not risking your long-term profitability. Think creatively by doing things like encouraging customers to purchase gift cards or future services from yours and other small businesses to keep cash flowing in your local economy. Find ways to preserve on-hand cash that will be needed for the lean months in the near future and consider suspending expansion initiatives or larger investments until markets stabilize. Evaluate your inventory to determine if there are products that can be quickly turned over. In other words, business as usual will not work. Creativity and positivity will be essential elements to keep cash flowing into your business.
Speaker: TenBiz
9/7 Wed 12-1pm Online

Building Blocks of Networking in the New Normal
You will learn how to build your network. The questions below will be answered in this webinar.
• What are the essential building blocks that can help you achieve results?
• How do you find the right connection to increase your profit?
• How do you keep the network active and alive?
• How do you perpetuate the net for the future?
Speaker: Linda Blumenfeld
9/14 Wed 6:30-7:30pm Online

Turning Prospects into Profitability
Great research is needed to reach proper target markets while exploring social media platforms to reach target clients. Areas to explore: community outreach, community walks for causes, foundations, business centers. We will discuss the importance of website content marketing for client’s knowledge of your company. The building of solid relationships of VALUE through required continued maintenance.
Speaker: Linda Blumenfeld
9/28 Wed 6:30-7:30pm Online

5 Things You Should Know Before Starting Your Business
Making the decision to become an entrepreneur and starting a small business is not for everyone. It takes hard work, grit, and determination and can sometimes leave you confused and overwhelmed. At times it can feel like you are taking steps backward, but success as an entrepreneur isn’t linear. This session will discuss 5 important steps for discovering if turning your passion into a business is right for you.
Speaker: TenBiz
10/5 Wed 12-1pm Online

Building Your Customer Avatar
Knowing who your ideal customer is changes everything – what you offer, how and why you offer it, pricing, potential partnerships, and much more. While you may feel like defining your ideal customer can exclude other audiences who might buy from you, focusing on the right people brings clarity to your marketing efforts which ultimately leads to a more profitable business. This session is about getting to know the right people who will benefit from and pay for your products and services. Work on answering some essential questions to help you drill down on this issue and ultimately be able to define your ideal customer.
Speaker: TenBiz
11/2 Wed 12-1pm Online

Organizing for the New Year – Time Management Tips for a Successful 2023
How much time do you spend in your business doing things that don’t contribute to your success? Effectively managing your time can produce results you never thought were possible before. This seminar will give you tools to prioritize, set goals, manage interruptions, and use time blocking and to-do lists to avoid procrastination and get the most out of your day.
Speaker: TenBiz
12/7 Wed 12-1pm Online

Start-up Assistance
How to Start a Business Using Lean Business Canvas
This webinar takes you from business idea to opportunity. Learn the importance of a self-assessment and how to evaluate the feasibility of your small business idea, using the Lean Business Canvas. We’ll also go through the resources available to help you start and successfully operate your small business – you don’t have to do it alone!
Speaker: Kate Wiggins
8/23 Tues 6-8pm Online
High Tech vs. Old School: When to Use Each in Your Small Business
As an entrepreneur, you can take advantage of sophisticated technology that will help you grow your business at rates unimaginable even a few short years ago. Certain situations, however, still call for an old school touch. We’ll look at the arenas of sales, marketing, human resources, operations, and finance, and discuss the pros and cons of high-tech and low-tech approaches to various everyday small business scenarios. Bring your pen and paper, your computer, and your creativity to this 90-minute interactive online workshop.

Speaker: Kate Wiggins
8/30 Tues 6-7:30pm Online

Mission Monday: Deciding if You Want to Start a Business or a Nonprofit
You want to change the world, and you’re not sure where to start. We have you covered. This webinar covers the key differences between starting a nonprofit organization and a for-profit business, including financing, management, and your responsibilities as the founder. By the end of this session, you will have a clearer idea of the right structure for your endeavor and can go into one of two tracks: The Nonprofit Track (covering formation, compliance, board management, grant writing, and fundraising) The For-Profit Track (covering formation, values identification, partnerships, community engagement, and B Corp certification).

Speaker: Kate Wiggins
9/12 Mon 6-8pm Online

The Business of Childcare – IN-PERSON Event
Many times, childcare providers get so comfortable with word of mouth and traditional operational practices that they sometimes forget it’s still a business! This session will discuss
• Budget friendly marketing options for childcare providers
• How to build capacity in a time where staffing is a struggle
• Resources available to support childcare providers
• Easy-to-use technology that can be used to improve operations

Speaker: Tierra Norwood
9/20 Tues 6-7:30pm In person

How to Start a Small Business…the Right Way!
Unfortunately, most entrepreneurs start their new business uninformed and without any thought to licenses, permits, zoning, taxes, insurance, and much more. Doing so can often lead to fines, penalties, financial losses, and the closure of the business. North Carolina is a “business friendly” state that makes opening a small business easy! During this seminar, Bob Moore, entrepreneur and business technical advisor, will show you how to determine what licenses and permits you need, how to satisfy the IRS requirements, what records you need to keep, how to satisfy the NC Department of Revenue requirements, the legal structures available to you in this great state, and much more! If you have the proper knowledge, starting a new for-profit business often takes four hours or less. Invest a small amount of time in attending this seminar and learn “How to Start a Small Business…the Right Way!” Make plans to attend now!

Speaker: Bob Moore
9/21 Wed 6:30-8:30pm Online

How to Run a Bakery Business: Two-Part Series
This webinar will cover planning, rules and regulations, products, finances, funding, problem your product or service solves, defining your customer, customer types, organizations/networking, locations, insurance, business plans, pricing worksheets, and more.

Part 1:
Before diving into any venture full throttle, it is imperative you “review the recipe” to determine if you truly have the necessary “ingredients” before you crack the first egg. Running a bakery business goes far beyond simply having a killer recipe. Join Pastry Chef Maria Kemp, owner of Beyond Decadence, Inc., to learn the must-haves when it comes to business requirements, mental fortitude, and the physical stamina of starting a bakery business. This is the first session of a two-part series. Register for one or both of the sessions and go from ready, set, bake!

Speaker: Chef Maria Kemp
10/11 Tues 6-8pm Online

Part 2:
After you “reviewed the recipe” and determined you have all the required ingredients, it’s time to Mise en Place which in French means to “set in place.” In a professional kitchen, this is when you gather all of your ingredients, wash, prep, chop, and scale them out. As an entrepreneur planning a venture, this step is focused on assessing critical components of the business – customers, products, funding, suppliers, etc., to see if you have a viable plan for success before you turn on the oven. This is the second session of a two-part series. Register for one or both of the sessions and go from ready, set, bake!

Speaker: Chef Maria Kemp
10/18 Tues 6-8pm Online
Why Successful Businesses ARE Successful
Too often, we hear that “luck” is the main reason a business fails or succeeds. This could not be farther from the truth. Successful businesses share common traits, and luck is not among them. After being part of a three-year project researching hundreds of small businesses in North Carolina, South Carolina, and Virginia, the presenter created a seminar that reveals common traits successful small businesses possess. Small businesses that possess these traits have shown growth and produced handsome profits for their owners. This seminar is designed for the individual who is thinking of opening a new business as well as existing entrepreneurs who seek the inside secrets of how to make their business better. Opening and operating a small business involves a huge investment of time, talent, and resources. Ensure the success of your business and your personal success by planning to attend this informative and enlightening seminar.

Speaker: Bob Moore
12/6 Tues 6:30-8:30pm Online

Business Accounting/Budget
How to Register a Business and Plan for Taxes
The structure of a small business affects taxation, legal and financial liability as well as decision-making. Before selecting a small business structure, you should understand each structure and its unique legal and tax consequences. This webinar will review the various structures a business can take (sole proprietorship, partnership, corporation, limited liability company, etc.) the advantages and disadvantages of each one, and the basic steps needed to start each type.

Speaker: Jess McLamb
11/14 Mon 6-7:30pm Online

Basic Bookkeeping
Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you’re a new business owner or need a refresher on the basics of accounting, this webinar is designed for you.

Speaker: Jess McLamb
11/30 Wed 6-8pm Online

Financing
How to Increase Your Credit Score to Over 740 Points: Prepare for Bank Business Loan!
Have you checked your credit score since October 1, 2018? If not, do not be surprised if you are like millions of Americans who have discovered that their score is now lower, even as much as 100 points lower. One young man recently discovered that his score had dropped 41 points despite the fact that he had not made a late payment in over 12 years, he had maintained an extremely low utilization of his revolving credit, and he had not acquired any new credit in over a year. So, he, like many of you, was left wondering why? Whereas the major factors used in determining our credit scores have not changed, the formula or method for determining your score did change as of October 1. These changes as well as the “basics” and many legal “tricks” on How to Increase Your Credit Score to Over 740 are revealed in this informative seminar presented by Bob Moore. Other items discussed during this seminar include how many credit cards you should have and the proper way to use these cards, what to do with credit cards you have had for a long time but you no longer use, how to read and understand credit reports, how to obtain your credit reports and scores without paying for them, and the factors that are used in calculating our FICO or Beacon scores. You will learn how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments, and carry balances. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now!

Speaker: Bob Moore
11/8 Tues 6:30-8:30pm Online

Marketing and Sales
Content Marketing: What’s Working Now
Just “doing” social media is no longer enough. The free ride is over. To be successful, you need to be all in. We’ll be talking about what’s been successful (and unsuccessful) for everybody in this roundtable-style gathering and then brainstorming creative ideas to move forward. Commercial photographer and marketing expert Bob Mackowski will share the latest research on what works and perhaps more importantly, what doesn’t work.

Speaker: Bob Mackowski
9/15 Thurs 12-1pm In person

Put Yourself in Your Marketing
Customers do business with people they know, like, and trust. Learn how to put yourself and your personality out there to get known, be liked, and earn trust. We’ll learn about writing styles, vulnerability, photo usage, and more.

Speaker: Bob Mackowski
9/22 Thurs 12-1pm In person
Intro to Video Marketing
Ninety-three percent of consumers say that video is helpful when making a purchase. If you’re not using video to market your business, then you’re missing out. Learn the basics of why you should create video and how to do it.
Speaker: Bob Mackowski
9/29 Thurs 12-1pm In person

The 30-Day Online Marketing Makeover
There are so many places online for potential customers to find you: Google, your website, social media, and more. Make sure they can find your business and that they like what they see. We’ll walk through this high-level overview of the online marketing landscape. This class will touch on websites, visual marketing, Google My Business, email marketing, and so much more.
Speaker: Bob Mackowski
10/25 Tues 6-9pm Online

Nonprofit
Mission Monday: Nonprofit – Formation & Operation (Board Management & Compliance)
All nonprofits need a diverse board of directors. Strong leadership is required in order for a nonprofit to be successful. The board of director’s responsibility is to oversee senior level management, organizational policies and procedures, and help guide the mission and vision of an organization through strategy execution. This course offers an introduction to establishing a productive and diverse boards, the board’s role and responsibilities, the board and executive director’s relationship, and financial responsibilities of the board. Additionally, participants will be able to identify their own governance need and improve the structure and parties of an existing board.
Speaker: Katrina Sweet
9/19 Mon 6-8pm Online

Mission Monday: Nonprofit – Grant Writing/Exploration
Grant funding is essential to the stability and success of a nonprofit. This course focuses on the different elements of a request for proposal (RFP). This course will guide participants through the grant management process, fiscal reporting, monitoring and reporting, and accountability. We will review various fundraising and grant resources that could possibly generate funding for a small nonprofit.
Speaker: Katrina Sweet
9/26 Mon 6-8pm Online

Mission Monday: Nonprofit – Fundraising
This webinar will explore the trends in fundraising. There is no one way to ask for money. The success of a nonprofit organization may depend on its ability to be innovative and creative in its fundraising efforts. We will cover tips and strategies that can be utilized to raise funds for your nonprofit.
Speaker: Katrina Sweet
10/3 Mon 6-8pm Online

Technology
Mobile App Options for Biz (No Coding)
Consumers are accustomed to the ease of online services. With the rise of mobile device usage many companies have identified the need to be in their customer’s hands in the form of a mobile app. If you have a website for your small business and are contemplating whether or not you would like to also have a mobile app for your business, then this class is for you. This workshop will discuss how you can create your own mobile app for your business with no coding!
Speaker: Tierra Norwood
9/27 Tues 6-7:30pm In person

e-Commerce for Small Business
This webinar will cover details and considerations when building an online store, products vs. services, e-commerce platforms, delivery methods (local pickup, shipping, delivery), pricing, planning your digital footprint, integrations, finding your customers, subscriptions, and more. The appeal and ease of Esty, Shopify, and other e-commerce platforms may woo you into selling online before you’ve thought through all the key elements. Do you know which platform is best for your product or service? Do you know who your customers are and where they spend most of their online time? Which delivery methods (local pickup, shipping, delivery) will you offer? Will your website support all of the delivery methods? What other applications do you want to integrate with? How will you be paid? How much does building a website cost? There is a lot of thought and care that should go into planning your digital footprint. Join this webinar with Pastry Chef Maria Kemp, owner of Beyond Decadence, to start the process!
Speaker: Chef Maria Kemp
10/4 Tues 6-7:30pm Online

QR – SBC
Lifelong Learning

For more information, contact:
Linda Mann, (252) 618-6660
mannl@edgecombe.edu
Visit our webpage at edgecombe.edu/continuing-education/lifelong-learning/

Alive@25
Hours 4
Alive at 25 is a unique classroom training program that speaks directly to young people about the dangers they face while driving. 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 enable students 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 an Assistant District Attorney
• Must complete class by the second court date (can only take every 3 years)

Fee $70 and MUST preregister before the class, have the referral form from the Assistant District Attorney, and your driver’s license or photo ID.

DDC – Attitudinal Dynamics of Driving
Hours 8
DDC is a unique classroom training program that speaks directly to young people about the dangers they face while driving. 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 40-page course guide and certificate of completion.

This program may enable students 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 16 or older
• Must be recommended by an Assistant District Attorney
• Must complete class by the second court date (can only take every 3 years)

Fee $100 and MUST preregister before the class, have the referral form from the Assistant District Attorney, and driver’s license or photo ID.

Creative
American Sign Language
Hours 12.5
This course introduces the fundamental elements of American Sign Language. Emphasis is placed on the development of basic expressive and receptive skills.

Fee $75
9/13-10/11 Tues 5:30-8pm H 209, TB

Color My World
Hours 15
Explore the fundamentals of drawing and acrylic painting. This class will help students improve drawing skills and introduce acrylic techniques. Instruction focuses on landscape art, but students can create art that interests them.

Fee $65 (Additional costs for supplies)
9/29-10/27 Thurs 6-9pm H 173, TB
10/15-11/12 Sat 10am-1pm H 173, TB
Upholstery Repair
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
8/15-10/10 Mon 6-9pm H 113, TB
10/17-12/5 Mon 6-9pm H 113, TB
8/16-10/4 Tues 6-9pm H 113, TB
10/11-11/29 Tues 6-9pm H 113, TB
8/17-10/5 Wed 6-9pm H 113, TB
10/12-12/7 Wed 6-9pm H 113, TB
8/18-10/6 Thurs 6-9pm H 113, TB
10/14-12/8 Thurs 6-9pm H 113, TB

Wreath-Making Fun
Hours 2
This course is designed to provide students the opportunity to make wreaths for their home.

Fee $15
Basic Wreath
8/27 Sat 10am-12pm Barnes 163, RM
Tablecloth Wreath
9/24 Sat 10am-12pm Barnes 163, RM
Grapevine Wreath
10/29 Sat 10am-12pm Barnes 163, RM
Deco Mesh Wreath
11/19 Sat 10am-12pm Barnes 163, RM

Stained Glass – Design and Art Process
Hours 3
Students will learn the process to design and draw patterns for stained glass projects. This class is a lecture and demonstration. Students should bring colored pencils or pens and drawing paper.

Fee $30
9/8 Thurs 5-8pm F 100, TB
9/13 Tues 5-8pm F 100, TB

Stained Glass – Beginner
Hours 4
Students will learn the basics of cutting glass and complete a project using the Copper Foil method.

Fee $40 (plus $75 for supplies/tools)
9/10 Sat 10am-2pm F 100, TB
9/17 Sat 10am-2pm F 100, TB

Stained Glass – Advanced
Hours 4
Students will complete a project using the Lead Came method. Student must have taken Beginner class and know how to cut glass.

Fee $40 (plus $60 for supplies/tools)
9/24 Sat 10am-2pm F 100, TB
10/1 Sat 10am-2pm F 100, TB

Stained Glass – Repairs and Restoration
Hours 3
Students will learn the process to restore and repair broken glass in Lead Came and Copper Foil methods. This class is a lecture and demonstration.

Fee $30
10/4 Tues 5-8pm F 100, TB
10/6 Thurs 5-8pm F 100, TB

Stained Glass – Tips and Tricks
Hours 4
Students will complete a Copper Foil project that will include advanced, decorative wire, and solder techniques. Student must have taken Beginner class and know how to cut glass. Students should bring their own tools.

Fee $40 (plus $40 for supplies)
10/11 Tues 5-9pm F 100, TB
10/13 Thurs 5-9pm F 100, TB

Culinary Arts
Happy Holiday Appetizers
Hours 8
Have you ever wanted to entertain your family and friends with a holiday appetizer party but didn’t know what to cook? This fun class will give you all the recipes and ideas you will need to WOW your guests!

Fee $75 for the series; $35 per class
9/12 Mon 6-8pm H 152, TB
10/3 Mon 6-8pm H 152, TB
11/7 Mon 6-8pm H 152, TB
12/5 Mon 6-8pm H 152, TB

Food Service Management
Hours 16
This course covers basic ingredients, techniques, weights, and measurements, baking terminology, and formula calculations. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

Fee $75
10/3-10/25 Mon&Tues 1-3pm CFI, TB

Plated Desserts
Hours 24
This course provides a study in the elements and principles of design as they relate to plated desserts. Topics that will be covered are portioning, flavor pairings, textures, eye appeal, balance, color harmony, and plate
decorating such as chocolate striping. This course also will include basic cake decorating.

**Fee $75**
10/3-10/25    Mon&Tues    4-7pm    CFI, TB

### Fitness

**Zumba with Victoria Sowers**
Hours 6
Ditch the workout and join the Zumba fitness party at Edgecombe Community College. Beginners and up are encouraged to come to a low- to increasing-impact Zumba class.

**Fee $35**
11/7-12/12    Mon    5:15-6:15pm    Atrium, TB

### Foreign Language

**Conversational Spanish**
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**
9/13-11/8    Tues    6-8:30pm    H 264, TB

### Technology

**Simple Computer Skills & Keyboard**
Hours 8
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 $75 or qualifying fee waiver**
9/6-9/27    Tues    6-8pm    H 262, TB

**Excel Basics**
Hours 12
In this fundamental course, students will learn how to use Excel, a spreadsheet program that allows you to store, organize, and analyze information.

**Fee $75**
9/12-9/29    Mon &Thurs    6-8pm    H 262, TB
11/3-11/21    Mon & Thurs    6-8pm    H 262, TB

**Introduction MS Word**
Hours 20
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 $75**
10/4-11/22    Tues    6-8:30pm    H 262, TB

### Up and Running With iPhone

**Hours 3**
Get up to speed with your iPhone with this class. Learn how to take advantage of your iPhone’s features, including calling, texting, browsing the web, digital photography, and using apps.

**Fee $25**
TBA    Sat    9am-12pm    H 262, TB

### Cut the Cord: Getting Started with Online Streaming

**Hours 3**
This course will teach the basics on learning how to stream your television and shows. Hopefully this will save you money on your cable bill. Various streaming services will be discussed and setting them up on different devices.

**Fee $25**
TBA    Sat    9am-12pm    H 262, TB

**UAS Drone Intro/Public Safety**
Hours 19.5
This course prepares public-safety/emergency responders for small Unmanned Aircraft Systems (sUAS)/Drone flight certification. Topics include flight theory, flight operations, and flight training utilizing the Federal Aviation Administration (FAA) Remote Pilot - Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards & best practices. Learners will gain an introduction to commercial, government, and recreational drone applications. Coursework will highlight topics such as regulations, weather, airspace, human factors, and sUAS performance. Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NCDOT UAS Operator Permit.

**Fee $75 (Fee waived for law enforcement and 1st Responders)**
8/23-8/25    Tues-Thurs    9am-4pm    H 152, TB
Historic Preservation – Genealogy
For more information, contact:
Monika Fleming
mleafleming@gmail.com
Visit our webpage at edgecombe.edu/continuing-education/lifelong-learning/

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
8/20 Sat 9am-5pm Norfleet House, TB

Advanced Genealogy: Land Records
Hours 3
Learn how to locate and understand deeds and property records.
Fee $25
9/10 Sat 9am-5pm Norfleet House, TB

Researching Historic Property
Hours 8
Learn how to complete a house history using deeds, tax, census, and related records. Learn how to use a National Register nomination. Suggested Text House and Homes: Exploring Their History.
Fee $50
9/17 Sat 9am-5pm Norfleet House, TB

Advanced Genealogy: Preserving Photographs
Hours 3
Students will learn about the various types of photos, the best way to preserve them and techniques to date and identify people in the photos.
Fee $25
9/24 Sat 9am-12pm Norfleet House, TB

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
10/1 Sat 9am-12pm Norfleet House, TB

Advanced Genealogy: Census Records
Hours 3
This is a half-day course on understanding US census records from 1790 to 1950 and how to locate them. Students also will learn about using the records to complete family trees.
Fee $25
10/8 Sat 9am-12pm Norfleet House, TB

Advanced Genealogy: Education and Your Ancestors
Hours 3
This is a half-day course on learning about resources regarding schools and educational records.
Fee $25
10/29 Sat 9am-12pm Norfleet House, TB

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
11/5 Sat 9am-12pm Norfleet House, TB

Historic Preservation – Construction and Trades
For more information, contact:
Kathy Webb, (252) 618-6614
webbk@edgecombe.edu
Visit our webpage at edgecombe.edu/continuing-education/lifelong-learning/

Timber Framing Certification with Continuing Education
Certification will be separated into 4 distinct 4-week courses with class sessions limited to 1 day a week for 4 hours each. This certification targets existing carpenters who want to step up their game and beginning carpenters looking for a different career path.
Fee $75 for each series
Intro to Timber Framing and Joinery
9/2-9/23 Fri 1-5pm Norfleet House, TB
Practical Application of Shop Instruction
10/14-11/4 Fri 1-5pm Norfleet House, TB
Joining Major Structural Members
11/11-12/9 Fri 1-5pm Norfleet House, TB
Practical Application of Shop Instruction
1/6-1/27 Fri 1-5pm Norfleet House, TB
Sustainable Restoration Certification with Continuing Education
Certification will be separated into 5 distinct 4-week courses with class sessions limited to 1 day a week for 4 hours each. Do you like historic homes? This series is for the existing historic homeowner and general contractor who wants to make a difference between today's methods and what is historic.
Fee $75 for each series

So, What Do I Call This Old House Thing I Am Doing?
9/6-9/27 Tues 10am-12pm, 1-3pm Norfleet House, TB

Understanding the Issues and How to Deal with Them
10/18-11/8 Tues 10am-12pm, 1-3pm Norfleet House, TB

PME: The Toughest Fixes (does not meet on 11/29)
11/15-12/13 Tues 10am-12pm, 1-3pm Norfleet House, TB

Cracks, Holes, Stains, and Paint
TBA

Understanding Historic Registration and Tax Credits
TBA

Historic Drafting and Field Drawing
Hours 24
Tired of sitting behind a monitor all day operating a CAD system? Come and find out the sheer joy of being able to hand draw section details in the field.
Fee $75
9/7-10/12 Wed 1-5pm Norfleet House, TB

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Top Programs in Healthcare, Business & Industry, Public Safety, and College Transfer

- Job Skills Training
- Free Tuition & Fees
- Small Classes
- Personal Attention
- Guaranteed Transfer Options

Don’t delay!
Register now for fall semester classes.
Fall classes start August 18.

(252) 618-6526
admissions@edgecombe.edu

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Basic Law Enforcement Training
Next Academy Begins October 3
Apply Now to Enroll
taylorb@edgecombe.edu
(252) 618-6613
www.facebook.com/ECCBLET
Business and Industry Services

For more information, contact:
Dennis Hackett, (252) 618-6609
hackettd@edgecombe.edu

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 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, saving you time and money.

Industry & Manufacturing Academy
Hours 102
To see if working in industry or manufacturing is the right fit for you, consider enrolling in our Industry & Manufacturing Academy. Offered as an open enrollment short-term program, this eight-week class is basic training to prepare students for entry level positions in industry and manufacturing. Learning modules in industry and manufacturing concepts include using measurement instruments, business financial objectives, problem solving and decision making, lean manufacturing applications, and automated manufacturing activities. Credentials can be earned for OSHA General Industry 10 hour, PIV Forklift license, Working Smart, and CRC.

Career Readiness Certification (CRC) is the first step in learning what employers are looking for when hiring full-time employees beyond the relevant skills the individual may already possess. Employers seek employees who have the personal values, characteristics, and personality traits that spell success. Modules in this area include Working Smart soft skills, interview preparedness, writing resumes, and application workshop. Successful completers are guaranteed a job interview by one or more industry champion companies. Fee $185 (Scholarship funding available to qualified students)
Next class to be announced

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, 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.
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
Job Savvy
Hours 18
This course focuses on employable skills for people to find and keep their jobs. Topics covered in this class:
• Training and continuing education for job training
• How your skills help your employee
• Soft skills for the work environment
• Positive attitudes
• Why people need to improve their basic job skills
11/7-11/18 Mon-Wed 6-9pm Fleming, TB

Career Readiness Certification
For more information, contact
Sylvia Hinton-Grant, (252) 618-6611
grants@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 Mathematics (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.

Please check CRC testing dates on edgecombe.edu/resources/crc/career-readiness-certificate-testing-dates/, then register by email by sending your name, address, telephone number, and desired testing date to: Sylvia Hinton-Grant, (252) 618-6611
grants@edgecombe.edu

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:
Aug 16, Sep 20, Oct 18, Nov 15
Edgecombe Community College
Tarboro Campus
8AM-2PM
Cost: $75 | p. 10
(252) 618-6614 | webbk@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 and offers remediation services to individuals who have earned a credential. Non-high school graduates, ages 16 and 17, may 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:

- High School Equivalency Diploma Program
- Adult High School Diploma (AHSD) Program
- Adult Basic Education I
- Adult Basic Education II
- Adult Secondary Education

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
- HSE Reading and Writing: Preparing students to build advanced Reading Synthesis, Analysis, and Writing Skills
- HSE Science and Social Studies: Preparing Students for Success in HSE Science & Social Studies
- Comprehensive Studies Remediation: Working with Students on Current Classroom Assignments and Providing Supplemental Instruction and Resources for all five subject areas.
- HSE Mathematics: Advanced Math Students
- Transitions: Guiding Students into Employment and Post-Secondary Education, CRC Prep
- English Language Acquisition: Preparing English Learners with Citizenship, Employment, and Language Skills

Off Campus sites for High School Equivalency Program

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

Career Pathways

The program supports three career pathways that allow 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
Ed2Go – Online Learning

For more information, contact:
Linda Mann, (252) 618-6660
mannl@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 with 24 contact hours. Lessons are issued on Wednesday and Friday for six weeks. These courses can be used for 2.4 Continuing Education Units.

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 log in 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 2022:
8/17
9/14
10/12
11/16
12/14

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

Become a Veterinary Assistant II
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
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.

Collision and Repair
Night Class
(Intro to Autobody Repair)
Students will earn a general certificate in Autobody Repair.

Edgecombe Community College
Tarboro Campus, J Building

Night: August 30 – December 1
Tuesday and Thursday, 6 – 9PM
Cost: $185
p. 7
(252) 618-6614  |  webbk@edgecombe.edu

Construction Academy
Night Class
Students will earn a general certificate in Construction and a certification in OSHA 10 Training.

Edgecombe Community College
Tarboro Campus, D Building

Night: September 27– March 28
Tuesday, 6 – 10PM
Cost: $185 (Additional costs for textbooks and certification exams.)
Scholarships are available.
p. 10
(252) 618-6614  |  webbk@edgecombe.edu
Fall Historic Preservation Workshops

Genealogy
Introduction to Genealogy | Aug 20
Land Records | Sept 10
Researching Historic Property | Sept 17
Preserving Photographs | Sept 24
Local and State Records | Oct 1
Census Records | Oct 8
Education and Your Ancestors | Oct 29
Military Records | Nov 5
Contact mleafleming@gmail.com

Construction and Trades
Timber Framing Certification | Sept-Jan
Sustainable Restoration Certification | Sept-Dec
Historic Drafting and Field Drawing | Sept-Oct
Contact webbk@edgecombe.edu

See pp. 24–25 for details!