



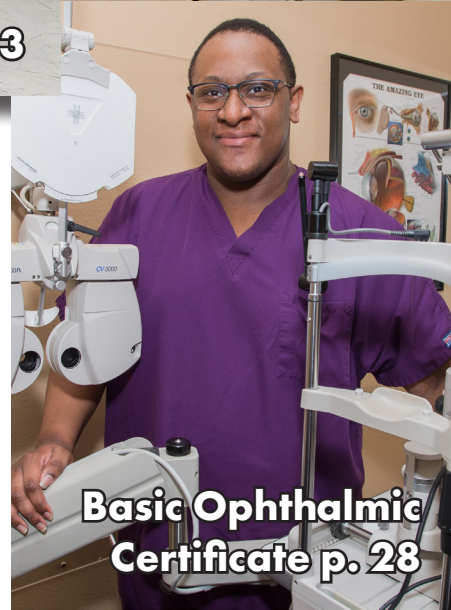
Career Training | Continuing Education | Lifelong Learning



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Preserving Photographs p. 25



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Certificate p. 28**

Fall Semester 2023

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

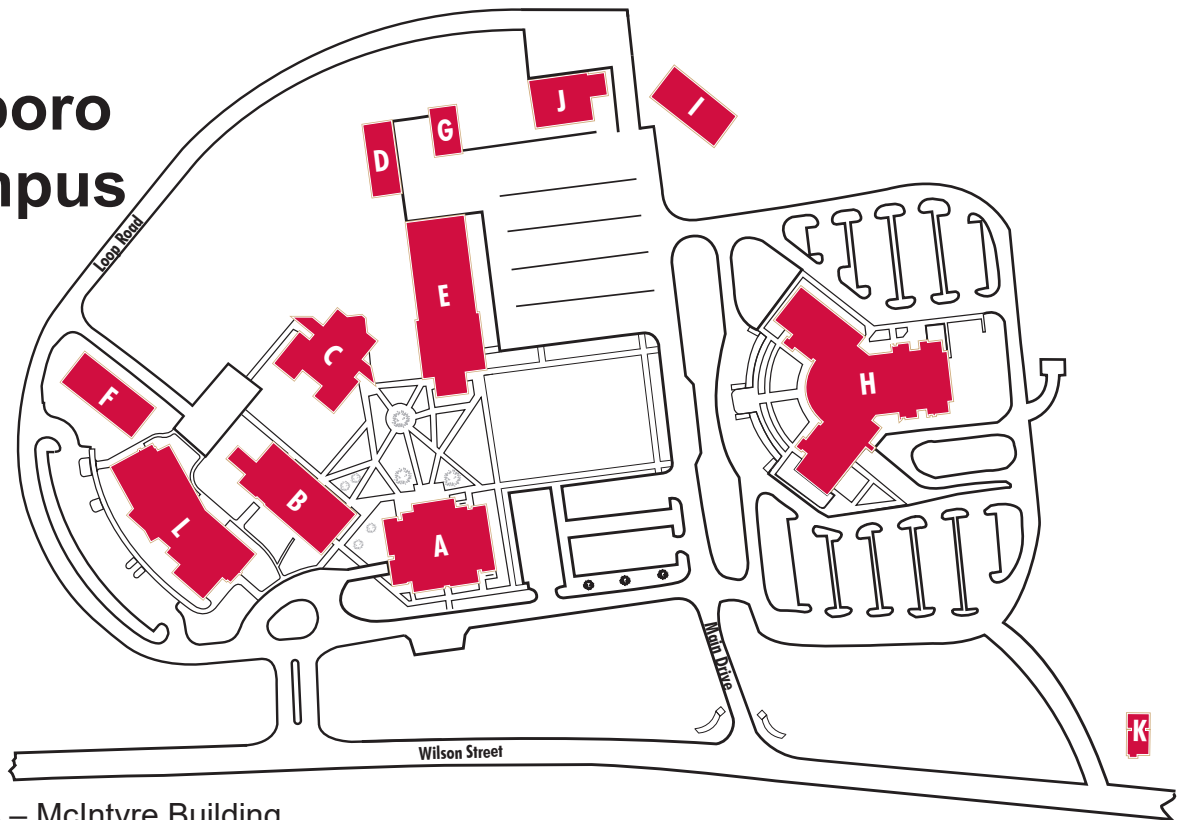
Funds may be available to help with Continuing Education classes.



(252) 618-6660
mannl@edgecombe.edu



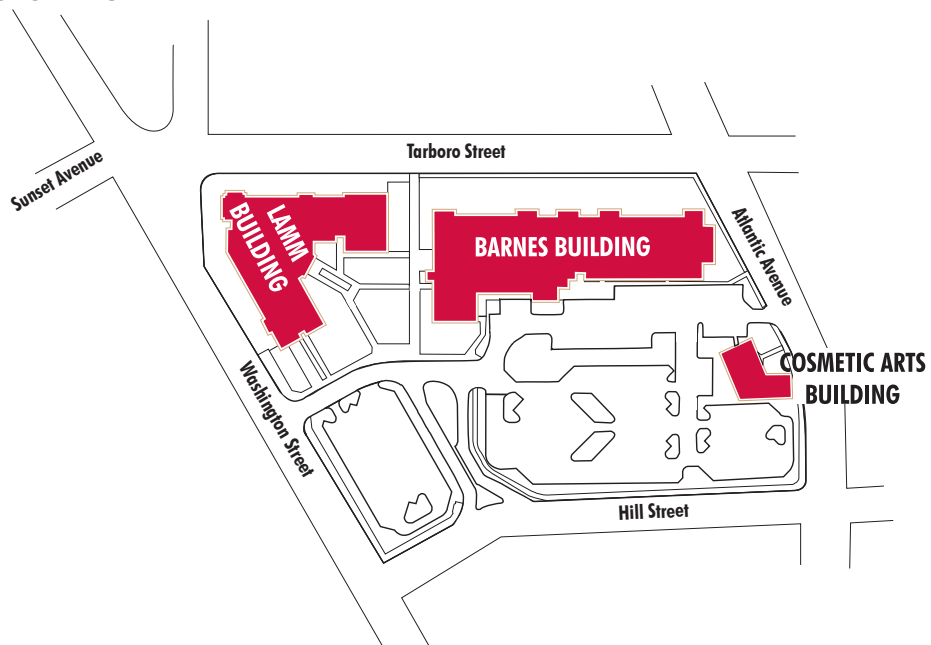
Tarboro Campus



- 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 – Center for Innovation

Rocky Mount Campus



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 _____



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!

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 and Visa 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, contact Selwyn Spence at (252) 618-6648. Registration Desk Hours are Monday-Thursday, 8am to 5pm, and Friday, 8am to 1pm.

5. Online Registration

Please visit our website at 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:

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:
Selwyn Spence, (252) 618-6648
spences@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.

Fee \$75

10/4-11/22 Wed 6:30-9:30pm E 445, TB

Collision and Repair

Intro to Autobody Repair – Night

Hours 81

This course is designed to prepare the student 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 (Scholarships are available for qualifying students.)

8/29-11/30 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

8/21-11/21 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.**

9/5-9/14	Tues/Thur	8:30am-3pm	TB
10/3-10/11	Tues/Wed	8:30am-3pm	RM
11/13-11/16	Mon-Thurs	8am-2:30pm	TB
11/27-12/6	Mon-Wed	5:30-9:30pm	TB
1/8-1/11	Mon-Thur	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 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.)
TBA

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.**

8/28-11/9	Mon-Tues,Thurs	8am-2:30pm	TB
10/2-2/14	Mon-Wed	5:30-9:30pm	TB
9/25-12/13	Mon-Wed	8:30am-3pm	RM

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

11/20-12/4	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 \$200.50 (Additional costs for textbook, uniforms, 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.**

****Saturday clinicals will start earlier than the start times for theory and lab and typically do not end until after lunch.**

9/6-12/6	Mon/Wed	8am-4pm	TB
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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 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 and are Monday-Friday, 8am-5pm, for an assigned 13-day rotation. The following dates are classroom and lab portion only. Clinicals will be held after the completion of this class.

11/6-2/27 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

10/17-10/19 Tues-Thurs 8:30am-3pm RM

Direct Care Basics

10/24-11/14 Tues-Thurs 8:30am-3pm RM

PHCAST CNA I

11/15-1/31 Tues-Thurs 8:30am-3pm RM

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.

11/4 Sat 8am-5pm TB

Activity Director – Basic

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@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 for course, \$23 for card (Scholarships are available for qualifying students.)

8/15-2/13 Tues 5:30-9:30pm H 167, TB

Natural Hair Care

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@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

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

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

8am-5pm Sat

TBA 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, and irregularities of nails; theory, and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage.

Fee \$185

TBA Mon-Thurs 8am-3pm I, TB

TBA Mon-Thurs 6-10pm I, TB

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

8am-5pm Sat

Notary Public

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@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

6/19-6/20 Mon-Tues 6-10pm H 173

7/24-7/25 Mon-Tues 6-10pm H 173

8/21-8/22 Mon-Tues 6-10pm H 173

9/18-9/19 Mon-Tues 6-10pm H 173

10/23-10/24 Mon-Tues 6-10pm H 173

11/20-11/21 Mon-Tues 6-10pm H 173

12/11-12/12 Mon-Tues 6-10pm H 173

Tarboro Day Class

9/13 Wed 8am-5pm H 173

Rocky Mount Evening Classes

6/5-6/6	Mon-Tues	6-10pm	Barnes 160
7/10-7/11	Mon-Tues	6-10pm	Barnes 160
8/7-8/8	Mon-Tues	6-10pm	Barnes 160
9/11-9/12	Mon-Tues	6-10pm	Barnes 160
10/9-10/10	Mon-Tues	6-10pm	Barnes 160
11/6-11/7	Mon-Tues	6-10pm	Barnes 160
12/4-12/5	Mon-Tues	6-10pm	Barnes 160

Rocky Mount Day Class

6/28	Wed	8am-5pm	Barnes 160
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Real Estate

Online and in-person options are available.

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Welding

For more information, contact:

Dennis Hackett, (252) 618-6609

hackettd@edgecombe.edu

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

9/12-12/13	Tues-Wed	5:30-9:30pm	D 107, TB
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9/16-12/16	Sat	8am-4:30pm	D 107, TB
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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)

7/10-12/13	Mon/Wed	7-10pm	E 452, TB
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7/11-12/14	Tues/Thurs	7-10pm	E 452, TB
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Construction Academy – Night

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@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.)

11/21-5/14	Tues	6-10pm	D 101, TB
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Forklift Operator

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@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

8/15	Tues	8am-2pm	H 264, TB
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9/19	Tues	8am-2pm	H 264, TB
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10/17	Tues	8am-2pm	H 264, TB
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11/21	Tues	8am-2pm	H 264, TB
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12/19	Tues	8am-2pm	H 264, TB
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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

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



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 EMS and Rescue program at ECC is designed to provide certification in a wide variety of emergency medical and rescue-related programs. It provides full time and volunteer Rescue Squads with the opportunity to gain knowledge, practical skills, and advanced skills

based on pre-hospital emergency situations. Programs are open to all EMS departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the College campus or at various departments. Any of these classes may be offered to interested citizens; however, Emergency Medical Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed EMS personnel only.

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, \$7 for card

8/8	Tues	9am-1pm	TB
9/12	Tues	9am-1pm	TB
10/10	Tues	9am-1pm	TB
11/14	Tues	9am-1pm	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

8/29	Tues	8am-5pm	TB
9/26	Tues	8am-5pm	TB
10/31	Tues	8am-5pm	TB
11/28	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)

8/8-12/21	Tues/Thurs	6pm-10pm	RM
	One Sat a month	9am-5pm	RM

Advanced Emergency Medical Technician (AEMT)

Hours 201 classroom + 96 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 AEMTs. The program covers advanced patient assessment and treatment techniques. EMT is a pre-requisite.

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

8/8-2/28 Tues/Thurs 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)

1/9-12/21 Tues 9am-5pm RM

1/10-12/22 Wed 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)

2/2024 Mon-Fri 8am-5pm E, TB

Detention Officer Certification (DOCC)

For more information on detention officer training, please contact:

Randall Smith, (252) 618-6584

smithr@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)

11/13-12/18 Mon-Fri 8am-5pm E, TB

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.

Seminars

IN-PERSON EVENT

Getting Your Business Online + Web Best Practices: 2-part Seminar Series

Presented By: Emory Hare

IN-PERSON EVENT

Center for Innovation, Room 137, Tarboro Campus

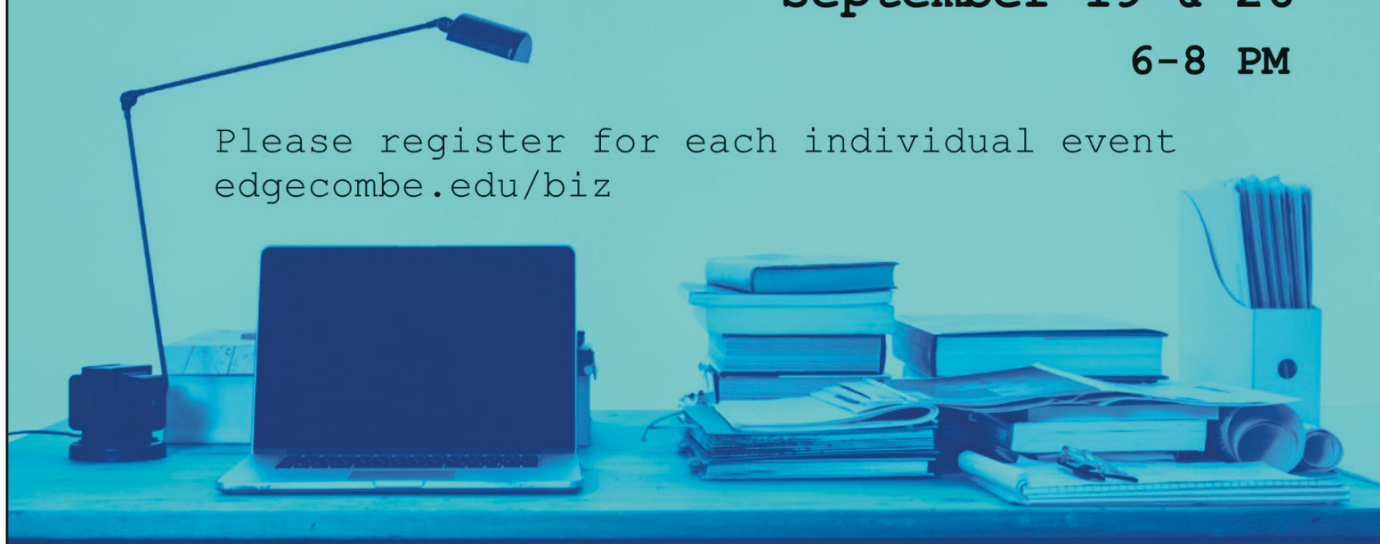
Seminars	Day	Time	Topics
9/19	Tues	6-8pm	<ul style="list-style-type: none"> • Best Website Options for your Business • Website Builders (Wix, Squarespace, Wordpress) • Ecommerce (Shopify, Square, Shift4Shop) • Free (Google Pages, Netlify) • Custom Websites (HTML, CSS, JavaScript) • Jamstack + Headless CMS
9/26	Tues	6-8pm	<ul style="list-style-type: none"> • Principles of Design • SEO • Accessibility • Domains & Subdomains • Hosting

Getting Your Business Online + Web Best Practices

2 Part Series
In-Person Event (CFI Room 137)
with Emory Hare

September 19 & 26
6-8 PM

Please register for each individual event
edgecombe.edu/biz



Tarboro Campus
Center for Innovation
Room 137



Webinars

ONLINE EVENT

Non-Profit: 6-part Webinar Series

Presented by: Althea Lewis

ONLINE EVENT

August 14 – September 25

10am-12pm on Monday

6 weeks

Webinars	Day	Time	Topics
8/14	Mon	10am-12pm	How to Start a Nonprofit Starting a non-profit organization can be rewarding, but it is hard work! This seminar will provide a comprehensive overview of the basic steps to form a nonprofit to serve the community.
8/21	Mon	10am-12pm	How to Apply for a 501c3 Receiving this exempt status is vital for nonprofits to receive grants and tax-deductible donations. Participants will learn the step-by-step process of applying for this exemption through the IRS.
8/28	Mon	10am-12pm	How to Develop or Restore Bylaws Bylaws are internal documents that must be well-written and carefully planned to ensure legality and productivity. This seminar will cover the major components of nonprofit bylaws and how they should be formatted.
9/11	Mon	10am-12pm	Grant Writing 101 Seeking and securing funding for a nonprofit organization is vital for sustainability. This seminar will help participants identify potential funding opportunities and discuss the skills needed to write effective proposals.
9/18	Mon	10am-12pm	How and Where to Find Grants Successful grant research is necessary for securing grants for a nonprofit organization. However, knowing how to find the “right” grant is essential. This seminar will help participants identify potential funding opportunities and provide a comprehensive overview of steps to take before seeking funding.
9/25	Mon	10am-12pm	Fundamentals of Fundraising The need to create multiple streams of revenue is vital to the sustainability of any nonprofit organization. This seminar will discuss the trends in fundraising and how to organize donor and capital campaigns.

How to Start a Business: 4-part Webinar Series

Presented by: Nick Hawks

ONLINE EVENT

Tuesday, August 29 & Thursday, August 31 6-7:30pm

skip a week

Tuesday, September 12 & Thursday, September 14 6-7:30pm

Webinars	Day	Time	Topics
8/29	Tues	6-7:30pm	How to Start a Business <ul style="list-style-type: none">• Are You Ready to Start a Business• Types of Business Structures• Is Your Business Name Available Locally and/or Nationally• How to create an LLC• How to create a DBA• How to create a Sole Proprietorship• What Type of Business is Best, Brick & Mortar or eCommerce• State Business Tax Registration• How to Acquire Your Business License & EIN
8/31	Thurs	6-7:30pm	How to Write a Business Plan <p>A business plan is a document that outlines your business's financial goals and explains how you'll achieve them. A strong, detailed plan will provide a road map for the business's success!</p>
9/12	Tues	6-7:30pm	How to Find Your Customers Using Social Media <p>This fast-paced class teaches you where and how to find your customers. In this class you will learn how to get a free Online Reputation report. Learn which SEO keywords your competitors are using for free. We will briefly compare the more current methods of social media marketing.</p>
9/14	Thurs	6-7:30pm	Finding the Perfect Product <p>The most asked question I get as an eCommerce guru is "Where do you get the stuff you sell online?" That's the million-dollar question isn't it? In this fast-paced class, you will learn my secrets to sourcing merchandise to sell online in many different ways and learn my secrets of Supply & Demand. I will also show you how to research products to find the Best-Selling items.</p> <ul style="list-style-type: none">• Wholesale• Drop Shippers• Foreign Sources• Liquidation

E Commerce: 9-part Webinar Series
Presented by: Nick Hawks
ONLINE EVENT
October 3 – November 28
6-8pm on Tuesday
9 weeks

Webinars	Day	Time	Topics
10/3	Tues	6-8pm	<p>Selling Online Today</p> <p>Learn what sites work best to sell your product or service. At the end of this session, you will be able to understand whether:</p> <ul style="list-style-type: none"> • Why you need to sell online and what are the risks and rewards, the pros and cons. • Have an understanding of your online store options such as an eBay Store, Amazon web store, Shopify website, Etsy Shop, or your own website. • Understand the differences between platforms and determine what is right for your business.
10/10	Tues	6-8pm	<p>Turn Your Passion into a Business on Etsy</p> <p>Attend this class to learn how to sell your art work, jewelry, crafts, and vintage items in this easy fast paced class! See just how easy it is to grow your brand with a wealth of new customers and promotional SEO tools. Learn how to register and start selling on Etsy.</p>
10/17	Tues	6-8pm	<p>Successful Sales on Amazon</p> <p>In this fast paced class you'll learn the secrets of Amazon's search algorithm, how to register & choose the account that fits your goals, and list an item on Amazon for free to maximize your profitability. You'll learn how to ship your items or let Amazon ship them for you with "Fulfillment by Amazon" (FBA) shipping services. Learn how to make the most money with every sale.</p>
10/24	Tues	6-8pm	<p>Selling on eBay</p> <p>A great seminar for the "beginner" small business owner or the entrepreneur wanting to make eBay a primary business tool.</p>
10/31	Tues	6-8pm	<p>Selling on Your Shopify Website</p> <p>The E-Commerce Platform Made for YOU</p> <p>Selling your products in many places should be every bit as simple as selling in one. With Shopify's ecommerce software, you get one unified platform to run your business with ease.</p>

11/7	Tues	6-8pm	Facebook Shops & Facebook Marketplace Sell on the World's Largest Social Media Website for Free: Facebook Shops Why should I use Facebook Shops & Marketplace? You can list items for free and find new customers directly within Facebook. You don't have to download another app or set up a new account. Reach thousands of people in your local community and increase your sales.
11/14	Tues	6-8pm	Instagram for Business This course will help you master Instagram marketing strategy, which will help you grow your business at a rapid pace and gain thousands of the right kind of followers. You will learn how to: <ul style="list-style-type: none"> • Convert Instagram followers into paying customers • Generate sales with Instagram Shopping & Instagram Checkout • Secrets of hashtagging your post and stories revealed • Go Live on Instagram!
11/21	Tues	6-8pm	LinkedIn for Business How to Use LinkedIn to Grow Your Small Business In this seminar, you will learn how to create a compelling online presence that will attract customers to you. You will learn the five most important things to do on LinkedIn so that you can be found. We will discuss how to position yourself as an expert and how to increase your visibility on LinkedIn.
11/28	Tues	6-8pm	Pinterest for Your Small Business Looking for a free, powerful tool to quickly attract clients, market your small business, and grow your brand? In this free seminar you will learn everything you need to know about harnessing the power of Pinterest.

Business Basics: 5-part Webinar Series

Presented by: Mike Collins
October 5 – November 2
(presented ONLINE twice per day)
2-3pm & 6:30-7:30pm

Webinars	Day	Time	Topics
10/5	Thurs	2-3pm and/or 6:30-7:30pm	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. ABCs of Starting a Small Business on a Limited Budget includes the legal basics, tips for low-cost marketing, funding suggestions, and how to help. These are the ABCs of how to start a small business combined with winning strategies from low-cost startups.
10/12	Thurs	2-3pm and/or 6:30-7:30pm	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 four ways to describe your customer and sources to find out how many there are in your market area. The program features five ways to create a winning plan to target them.
10/19	Thurs	2-3pm and/or 6:30-7:30pm	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 Dynamite Marketing on a Firecracker Budget for Small Businesses, you will discover 50+ successful ways to market your business and easily reach customers.
10/26	Thurs	2-3pm and/or 6:30-7:30pm	Treasure Hunt: Finding Funding for 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, the Treasure Chest: Finding the Funds to Finance Your Small Business shows the rainbow of funding sources.
11/2	Thurs	2-3pm and/or 6:30-7:30pm	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.

PRESENTER

Nick Hawks

HOW TO GROW YOUR BUSINESS



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How to Biz – 4 Part Series Webinars

- 8/29/23 –Tues: 6pm-8pm – How to Start a Business
- 8/31/23 –Thurs: 6pm-8pm – How to Write a Business Plan
- 9/12/23 –Tues: 6pm-8pm – How to Find Customers
- 9/14/23 –Tues: 6pm-8pm –Finding the Perfect Product

E-Commerce Webinars– 9 Part Series

- 10/03/23 Tues – 6pm-8pm -- Selling Online Today
- 10/10/23 Tues – 6pm-8pm -- Turn Your Passion into a Business on Esty
- 10/17/23 Tues – 6pm-8pm -- Successful Sales on Amazon
- 10/24/23 Tues – 6pm-8pm -- Selling on eBay
- 11/07/23 Tues – 6pm-8pm -- Facebook Shops & Facebook Marketplace
- 11/14/23 Tues – 6pm-8pm -- Instagram for Business
- 11/21/23 Tues – 6pm-8pm -- LinkedIn for Business
- 11/28/23 Tues – 6pm-8pm -- Pinterest for Business

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Register Now



edgecombe.edu/biz

Laura Brown Evans, Director,
Small Business Center
2009 West Wilson St.
Tarboro NC 27886
P: 252 618-6655 O: L-125
evanslb@edgecombe.edu



BUSINESS BASICS

The Small Business Center (SBC) is part of a statewide network designed to support the development and growth of small businesses. Our mission is to increase the success rate and the number of viable small businesses in Edgecombe County by providing high quality, readily accessible assistance to prospective and existing small business owners. Our services are available for free or very low cost.

Presenter Mike Collins

- ✓ 10/5/23 - Tues - 2pm-3pm - ABCs of Starting a Small Business on a Limited Budget
- ✓ 10/5/23 - Tues - 6:30pm-7:30pm - ABCs of Starting a Small Business on a Limited Budget
- ✓ 10/12/23 - Tues - 2pm-3pm - Finding Your Customer and Creating a Marketing Plan
- ✓ 10/12/23 - Tues - 6:30pm-7:30pm - Finding Your Customer and Creating a Marketing Plan
- ✓ 10/19/23 - Tues - 2pm-3pm - Dynamite Marketing on a Firecracker Budget
- ✓ 10/19/23 - Tues - 6:30pm-7:30pm - Dynamite Marketing on a Firecracker Budget
- ✓ 10/26/23 - Tues - 2pm-3pm - Financing Your Small Business
- ✓ 10/26/23 - Tues - 6:30pm-7:30pm - Financing Your Small Business
- ✓ 11/2/23 - Tues - 2pm-3pm - Creating a Winning Business Plan
- ✓ 11/2/23 - Tues - 6:30pm-7:30pm - Creating a Winning Business Plan

**Register for each class
on the website
edgecombe.edu/biz**



Laura Brown Evans
Director of the Small
Business Center
2009 West Wilson St.
Tarboro NC 27886
P: 252 618-6655 O: L-125
evanslb@edgecombe.edu

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Non-Profit Series

Presenter: Althea Lewis

- 8/14/23 - 10am-12pm - How to Start a Nonprofit
 - 8/21/23 - 10am-12pm - How to Apply for a 501c3
 - 8/28/23 - 10am- 12pm - How to Develop or Restore Bylaws
 - 9/11/23 - 10am - 12pm - Grant Writing 101
 - 9/18/23 - 10am - 12pm - How and Where to Find Grants
 - 9/25/23 - 10am-12pm - Fundamentals of Fundraising
-

Register for each class on the website
edgecombe.edu/biz

LAURA BROWN EVANS
DIRECTOR OF THE SMALL BUSINESS CENTER
2009 WEST WILSON ST.
TARBORO NC 27886
P: 252 618-6655 O: 1-125
EVANSLB@EDGECOMBE.ED

Lifelong Learning



For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
Visit our webpage at edgecombe.edu/continuing-education/lifelong-learning/

Creative

Crochet for Beginners

Hours 10

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 \$45 (Additional costs for supplies)
TBA

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

8/21-10/23	Mon	6-9pm	E 406, TB
10/30-12/18	Mon	6-9pm	E 406, TB
8/22-10/10	Tues	6-9pm	E 406, TB

10/17-12/5	Tues	6-9pm	E 406, TB
8/23-10/11	Wed	6-9pm	E 406, TB
10/18-12/13	Wed	6-9pm	E 406, TB
8/24-10/12	Thurs	6-9pm	E 406, TB
10/19-12/14	Thurs	6-9pm	E 406, TB

Photography for Beginners

Hours 24

This course is designed to help students learn the basics of digital photography and how to use a DSLR camera. Topics include understanding the camera's menus, buttons, and dials, how and when to use interchangeable lenses, aperture, shutter speed, basic post production, photographer educate, legal dos and don'ts, and more. Please bring your own camera. Class will include indoor and outdoor hands-on photography sessions.

Fee \$75

8/21-10/16	Mon	6-9pm	H 265, TB
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Advanced Photography

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

10/23-12/11	Mon	6-9pm	H 265, TB
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Foreign Language

Conversational Spanish

Hours 22.5

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

Fee \$75

9/12-11/7	Tues	6-8:30pm	H 264, TB
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Religion

Essentials of the Faith

Hours 8

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

9/14-11/2 Thurs 6-7pm H 264, TB

Biblical Theology

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

9/14-11/2 Thurs 7-8pm H 264, TB

Technology

Introduction to Computers

Hours 8

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

Fee \$75 or qualifying fee waiver

9/5-9/26 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

8/7-8/24 Mon & Thurs 6-8pm H 262, TB

12/4-12/21 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

10/3-11/21 Tues 6-8:30pm H 262, 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

8/26 Sat 9am-5pm Norfleet House, TB

Advanced Genealogy: 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

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

Advanced Genealogy: Preserving Photographs

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

9/23 Sat 9am-12pm Norfleet House, TB

Advanced Genealogy: 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. This class includes deed research and architectural style survey. Suggested Text *House and Homes: Exploring Their History*.

Fee \$50

9/30 Sat 9am-5pm 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

10/14 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

11/4 Sat 9am-12pm Norfleet House, TB

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. 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, saving 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, 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.

Human Resources Development



For more information, contact:
 Latasha Billups-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

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. Highly recommended for senior citizens and clients with no computer skills. Fee waived for qualified students.

Fee \$70 or Qualifying fee waiver

8/7-8/17	Mon-Thurs	9am-12pm	Barnes, RM
9/11-9/21	Mon-Thurs	9am-12pm	Fleming, TB
10/9-10/19	Mon-Thurs	9am-12pm	Barnes, RM
11/6-11/16	Mon-Thurs	9am-12pm	Fleming, TB
12/4-12/14	Mon-Thurs	9am-12pm	Barnes, 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 Billups-Sledge and at the NC Works Career Center.

TBA	Mon-Fri	9am-5pm	NC Works Center
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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.

TBA	Mon-Fri	9am-1pm	NC Works Center-RM
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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 employer
- Soft skills for the work environment
- Positive attitudes
- Why people need to improve their basic job skills

TBA	Mon-Thurs	6-9pm	Fleming, TB
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Career Readiness Certification

For more information, contact:

Latasha Billups-Sledge, (252) 618-6611

sledgelb@edgecombe.edu

Visit edgecombe.edu/continuing-education/hrd/

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.

Register by email by sending your name, address, telephone number, and desired testing date to:

Latasha Billups-Sledge, (252) 618-6611

sledgelb@edgecombe.edu

Rocky Mount Campus

Basic Ophthalmic Certificate Night Class



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.

Night: August 22 – December 12, 2023
Tuesday & Thursday, 6 – 9 PM

Cost: \$185 for course, \$23 for card
Scholarships are available for qualifying students. Additional costs for textbooks.

(252) 618-6648
spences@edgecombe.edu

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 and 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
- 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) 618-6684
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 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 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 2023:

8/16
9/13
10/18
11/15
12/13

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.



Better Skills. Better Jobs. Better Future.

- Small Classes
- Personal Attention
- Guaranteed Transfer Options
- Dual Enrollment for High School Students
- High School Equivalency
- Job Skills Training

Classes start August 17.
Apply today!

(252) 618-6526
admissions@edgecombe.edu
edgecombe.edu/future



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Edgecombe Performance Series

Season Seventeen • 2023-2024

Somewhere Between | September 30

Salute to Duke | October 13

New York Theatre Ballet | November 2

Gaylon Pope & SweetWater | November 18

A Christmas Carol • Performed by the Tar River Players | December 1-3, December 8-10

North Carolina Symphony | December, date TBA

Curtis Joyner and Resurrection | February 3

“Elvis Is In The Building” featuring Doug Church | March 9

Crimes of the Heart • Performed by the Tar River Players | May 3-5, May 11-12

Tarboro Choral Society & Orchestra | May 19

Wind in the Willows • Performed by the Tar River Players | July 12-14, July 19-21



edgecombe.edu/performances
chavisd@edgecombe.edu

Season Ticket Prices
Adult \$100
Employee \$75
Student \$40