Spring Semester 2023

Career Training | Continuing Education | Lifelong Learning

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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

Golden LEAF Foundation
State Employees’ Credit Union®
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

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Class ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECC ID Number or Last 4 Digits of SSN:</td>
<td>Student Entry Date:</td>
</tr>
<tr>
<td>Last Name:</td>
<td>First Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Is this a new address? Yes No</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>County:</td>
<td></td>
</tr>
<tr>
<td>Primary Phone: Home Cell Business Other</td>
<td>Alternate Phone: Home Cell Business Other</td>
</tr>
<tr>
<td>Email:</td>
<td>Birthdate:</td>
</tr>
</tbody>
</table>

65 or older as of today? Yes No | Gender: Male Female |
| Race: White Black Indian Hispanic Asian Other |

Student Type: Paid Firefighter Paid First Responder Inmate ECC Full-time Employee |
| Volunteer Firefighter Volunteer First Responder Paid Rescue Squad Law Enforcement |
| Volunteer Rescue Squad Law Enforcement Inspector (fire/bldg/mec/elec/plumb) Other |

Employment Status: Full-time Part-time: Hours per week: Unemployed – Seeking |
| Unemployed – Not Seeking Retired |

Education Level: GED Diploma Adult High School Completed High School Highest Grade Completed |
| One-year Vocational Diploma Associate’s Degree Bachelor’s Degree Master’s Degree |

Citizenship: U.S. Citizen Permanent Resident Alien Alien Authorized to Work in the U.S. |

Job Title: Employer: |

How did you hear about this class? Newspaper Flier Email/Newsletter ECC Website Facebook Instagram Twitter Friend or Coworker 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

---

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, Selwyn Spence 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: 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. (will not meet on 11/23)
Fee $75

Collision and Repair
Intro to Autobody Repair – Night
Hours 84
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.)
1/24-4/27 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

Collision and Repair
Intro to Autobody Repair – Night
Hours 84
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.)
1/24-4/27 Tues/Thurs 6-9pm J, TB

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
1/24-4/27 Tues/Thurs 6-9pm J, TB
Medication Aide Training (PHM4100)
The Medication Aide Training course will cover administering medication via the oral, topical, and instillation routes. Medical asepsis, hand hygiene, terminology, and legal implications will be covered. Upon successful completion, students will be eligible to take the state competency exam. Proof of high school diploma or equivalency is required.
Fee $75 (Additional costs for textbooks, supplies, and/or other items may be needed to participate in class.) Books are available in the bookstore and should be purchased before the class starts.
** Students must attend all days and the complete meeting time to receive credit for attending.
1/9-1/12 Mon-Thurs 8am-2:30pm TB
2/14-2/23 Tues/Thurs 8am-2:30pm TB
2/27-3/8 Mon-Wed 5:30-9:30pm TB
4/17-4/26 Mon-Wed 5:30-9:30pm TB
5/8-5/11 Mon-Thurs 8am-2:30pm TB
6/5-6/8 Mon-Thurs 8am-2:30pm TB
7/10-7/19 Mon-Wed 5:30-9:30pm 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.
1/23-4/26 Mon/Wed 8am-4:00pm TB

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...
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.**

1/30-9/1 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
TBA

Direct Care Basics
TBA

PHCAST CNA I
TBA

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.

2/4 Sat 8am-5pm H 152, TB

Activity Director – Basic
For more information, contact:
Selwyn Spence, (252) 618-6648
spences@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.)

2/7-7/25 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

1/9-4/5 Mon-Thurs 9am-4pm I, TB
TBA Fri-Sat 5:30-9:30pm Fri I, TB
8am-5pm Sat I, TB

1/9-5/25 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

1/9-4/5 Mon-Thurs 8am-3pm I, TB
1/9-5/25 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

1/23-1/24 Mon-Tues 6-9:30pm H 173
2/20-2/21 Mon-Tues 6-9:30pm H 173
3/20-3/21 Mon-Tues 6-9:30pm H 173
4/17-4/18 Mon-Tues 6-9:30pm H 173
5/16-5/17 Tues-Wed 6-9:30pm H 173

Rocky Mount Evening Classes

1/9-1/10 Mon-Tues 6-9:30pm Barnes 163
2/6-2/7 Mon-Tues 6-9:30pm Barnes 163
3/14-3/15 Tues-Wed 6-9:30pm Barnes 163
5/8-5/9 Mon-Tues 6-9:30pm Barnes 163
Tarboro Saturday Classes
2/4 Sat 9am-4:30pm H 173
4/29 Sat 9am-4:30pm H 173

Real Estate
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
1/17-4/19 Tues-Wed 5:30-9:30pm D 107, TB
1/21-4/22 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)
1/9-6/21 Mon/Wed 7-10pm E 452, TB
1/10-6/22 Tues/Thurs 7-10pm E 452, TB

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.)
5/2-10/17 Tues 6-10pm D 101, TB

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
1/17 Tues 8am-2pm H 264, TB
2/21 Tues 8am-2pm H 264, TB
3/21 Tues 8am-2pm H 264, TB
4/18 Tues 8am-2pm H 264, TB
5/16 Tues 8am-2pm H 264, TB
6/20 Tues 8am-2pm H 264, TB
7/18 Tues 8am-2pm H 264, TB
8/15 Tues 8am-2pm H 264, TB

HVAC: Heating, Air Conditioning with Refrigerant Certification
For more information, contact:
Selwyn Spence, (252) 618-6648
spences@edgecombe.edu
Hours 96
This course is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics include operating principles of heating and cooling systems with emphasis on safety, components of AC systems, heat pumps, electrical systems, troubleshooting and repair, as well as refrigerant certification.
Fee $185 (Scholarships are available for qualifying students.)
4/17-10/16 Mon 6-10pm D 101, TB
<table>
<thead>
<tr>
<th>Career in a Year!</th>
<th>Length</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1\ Month or Less</strong></td>
<td></td>
<td>CPR/First Aid, Effective Teacher Training, Forklift Training, Medication Aide Training, Notary Public, Nurse Aide Refresher, Small Engine Repair</td>
</tr>
<tr>
<td><strong>3\ Months or Less</strong></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td><strong>6\ Months or Less</strong></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td><strong>12\ Months or Less</strong></td>
<td></td>
<td>EMT to Advanced Emergency Medical Technician, Manicurist/Nail Technology, Natural Hair Care, Paramedic Initial, EMT to Paramedic Initial</td>
</tr>
</tbody>
</table>

Edgecombe Community College – Continuing Education Department  
Contact: 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
1/10 Tues 9am-3pm RM
2/14 Tues 9am-3pm TB
3/14 Tues 9am-3pm RM
4/11 Tues 9am-3pm TB
5/9 Tues 9am-3pm RM
6/13 Tues 9am-3pm TB
7/11 Tues 9am-3pm RM

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
1/31 Tues 8am-5pm TB
2/28 Tues 8am-5pm TB
3/28 Tues 8am-5pm TB
4/25 Tues 8am-5pm TB
5/30 Tues 8am-5pm TB
6/27 Tues 8am-5pm TB
7/25 Tues 8am-5pm TB

Emergency Medical Technician (EMT)
Hours 240 classroom + 48 clinical hours
The Emergency Medical Technician program is designed to certify the technician to the entry level of pre-hospital basic life support care available in North Carolina. This program fulfills requirements of the National Standard Curriculum for Emergency Medical Technician. The program covers basic patient assessment and treatment techniques.
Fee $320.50 (Additional costs for textbooks, testing supplies & uniforms)
1/10 Tues 6pm-10pm RM
6/5 Mon 8am-5pm RM

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
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)
1/10 Tues 9am-5pm RM
6/5 Mon 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)
1/10 or 1/11 Tues or 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)
6/2023 Mon-Fri 8am-5pm H, 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 Detention 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)
1/9-2/9 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.

Small Business Center Spring 2023 Seminars/Webinars

All in-person events are held in the Center for Innovation, Building L.

<table>
<thead>
<tr>
<th>Seminars (In-person events)</th>
<th>Day</th>
<th>Time</th>
<th>Topic: Business Basics</th>
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</thead>
<tbody>
<tr>
<td>8-week Entrepreneurial Series (In-person events)</td>
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<tr>
<td>CFI Room 137</td>
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<tr>
<td>1/10 (week 1)</td>
<td>Tues</td>
<td>6-8pm</td>
<td>Business Basics</td>
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<tr>
<td>1/17 (week 2)</td>
<td></td>
<td></td>
<td>Edgecombe Business S.O.A.R.</td>
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<tr>
<td>Speaker: Tierra Norwood</td>
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<tr>
<td>1/31 (week 3)</td>
<td>Tues</td>
<td>6-8pm</td>
<td>Weeks 3 &amp; 4 Operations: These two weeks will focus on How to Start a Business, registering your business with the State, and budget friendly marketing plans.</td>
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<tr>
<td>2/7 (week 4)</td>
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<tr>
<td>2/21 (week 5)</td>
<td>Tues</td>
<td>6-8pm</td>
<td>Weeks 5 &amp; 6 Aspirations: We will develop 6- and 12-month business goals including financial and client goals. This will cover bookkeeping, recordkeeping, and funding your business.</td>
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<tr>
<td>2/28 (week 6)</td>
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<tr>
<td>3/14 (week 7)</td>
<td>Tues</td>
<td>6-8pm</td>
<td>Weeks 7 &amp; 8 Results: The last two weeks will focus on the importance of networking and identifying and utilizing available resources. The final night will conclude with a pitch contest!</td>
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<tr>
<td>3/21 (week 8)</td>
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</table>
Edgecombe Business S.O.A.R. is a FREE eight-week business program for entrepreneurs interested in starting a business. The program allows entrepreneurs to explore the **Strengths, Operations, Aspirations and Results** of their business ideas. Classes will meet in-person each week on Tuesday 6pm-8pm. *Classes will be held for two weeks consecutively followed by a one-week break.*

**Strengths**

**Weeks 1 & 2 will cover Strengths.** This will discover the entrepreneur’s "WHY" and include entrepreneur self-evaluations, entrepreneurial mindset training, as well as discuss business plans and getting ideas on paper.

**Operations**

**Weeks 3 & 4 will cover Operations.** This will focus on How to Start a Business. Topics covered: Business structures, operating agreements, registering with the State, EIN #’s, DUN #’s and budget friendly marketing plans.

**Aspirations**

**Weeks 5 & 6 will cover Aspirations.** We will develop 6- & 12-month business goals including financial and client goals. This will also cover CRM’s, Bookkeeping, Recordkeeping, and funding your business.

**Results**

**Weeks 7 & 8 will cover Results.** The last two weeks will focus on the importance of networking and identifying & utilizing available resources. The final night will conclude with a pitch contest!

Register online at edgecombe.edu/biz

(252) 618-6655
evanslb@edgecombe.edu
| Seminar (In-person events) | Day  | Time | Topic: Cash Flow Management  
Speaker: Tim Dannelly |
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<tr>
<td>CFI Room 137</td>
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</table>
| 3/20                      | Mon  | 6-8pm| **Cash Flow: Essential in the Survival of Your Business**  
Learn how to quickly spot positive and negative cash flow indicators. Join Tim for an honest look at ways to avoid losing a great business, and how to remain financially secure in days of uncertainty (in-person) |
| 3/28                      | Tues | 6-8pm| **Fast Track to Sustained Positive Cash Flow**  
The best source of cash for your business is not a loan or a small amount of money from a funding company. The best source of cash flow is revenue from daily sales. If you depend on faithful customers for your income, explore ways to quit wasting time and start having fun selling your products and services! (in-person) |
| Business Basics (Webinar) |      |      | **Topic: Business Basics**  
Speaker: Martin Brossman |
| 4-part certificate series |      |      |                                                            |
| 4/4                       | Tues | 6-8pm| **Discovering Your Unique Position**  
Do it yourself market research and real-world branding for the small business. How to research and find that perfect match between your skills and the right customer. Discover, enhance, and amplify your “Only” as a business to give you a fierce competitive advantage. Learn to communicate the value that you offer. This is a participatory class to come prepared to learn and work. |
| 4/11                      | Tues | 6-8pm| **The Keys to a Winning Small Business Plan**  
Developed by Martin Brossman, Dan Scala & Jeanne Munoz. This training will show you how to see the possibilities and think through the challenge with your business plan. Learn key components you need to have the greatest chance of success and the greatest possibility of funding. We will include the foundational steps to shape your business pitch into a plan of action, profitability, and sustainability. |
### Finding the Money for Your Small Business

Developed by Martin Brossman, Dan Scala & Jeanne Munoz. Learn about the various ways to find and raise money for your business and take it to the next level. Learn how to build your pitch deck for possible investors. There will be in-class opportunities for participants to evaluate and act on communicating their business so that people will want to invest in it. This will include proven ways to get funding for your business and attract investors. Dan has been a gateway to angel investors in the Raleigh area raising up to $24 million for a project.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>4/18</td>
<td>Tues</td>
<td>6-8pm</td>
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</table>

### Charting a Path to Success for Your Small Business

We will show you how to build a dynamic digital marketing campaign that is aligned with your goals and ground game. Learn what it takes to make your plan integrated, accountable, and sustainable over time as you optimize your online presence. This class will include an overview of social media platforms and resources for capturing, curating, creating, and managing content that keeps your business top of mind to the customers you can serve the best.

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>4/25</td>
<td>Tues</td>
<td>6-8pm</td>
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<tr>
<td>Business Accounting/Financial (Webinar)</td>
<td>Day</td>
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<td></td>
<td>Mon</td>
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<td>6-8:30pm</td>
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<td>Tues</td>
<td>6-8pm</td>
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<thead>
<tr>
<th>Statewide Webinars presented by Secretary of State Office</th>
<th>Day</th>
<th>Time</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tues</td>
<td>9-10am</td>
<td>Make it Official: Registering a Business in NC including Assumed Business Names</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>12-1:30pm</td>
<td>Claim your Marks! Registering Trademarks in NC &amp; Beyond</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>9-10am</td>
<td>Where’s the Money: Crowdfunding in North Carolina</td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>3-4:30pm</td>
<td>SOSNC &amp; Your Charity or Nonprofit: From Registration to Fundraising</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Start-up Assistance (Webinar/In-person events)</th>
<th>Day</th>
<th>Time</th>
<th>Topic: Start-Up Assistance Speaker: Roxanne Reed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-week Farm to Fork Master Class Culinary Lab, CFI Room 144</td>
<td>Mon</td>
<td>6-8pm</td>
<td>Session 1: Risk Mitigation, Legal Structures and Decision Making to Protect Your Business (Webinar)</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Time</td>
<td>Session</td>
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<tr>
<td>4/10</td>
<td>Mon</td>
<td>6-8pm</td>
<td><strong>Session 2:</strong> Strategic Planning and Learning How to Navigate the 9 Building Blocks for Success (Webinar)</td>
</tr>
<tr>
<td>4/17</td>
<td>Mon</td>
<td>6-8pm</td>
<td><strong>Session 3:</strong> Financial Strategies and Finding Your Top Products that Make $ and an Impact on Your Brand (Webinar)</td>
</tr>
<tr>
<td>4/24</td>
<td>Mon</td>
<td>6-8pm</td>
<td><strong>Session 4:</strong> Marketing &amp; Branding the Right Way – Owning your Culinary Niche and Finding the Right Customers (Webinar)</td>
</tr>
<tr>
<td>5/1</td>
<td>Mon</td>
<td>6-8pm</td>
<td><strong>Session 5:</strong> Packaging and Presentation of Your BEST products (In-person – Culinary Lab)</td>
</tr>
<tr>
<td>5/8</td>
<td>Mon</td>
<td>6-8pm</td>
<td><strong>Session 6:</strong> Recipe Exploration and Competition with Local Guest Chefs (In-person – Culinary Lab)</td>
</tr>
</tbody>
</table>

**Farm to Fork Master Class**

6 - Week Program

4/3 Risk Mitigation, Legal Structures and Decision Making To Protect Your Business (Webinar)

4/10 Strategic Planning and Learning How to Navigate the 9 Building Blocks for Success (Webinar)

4/17 Financial Strategies and Finding Your Top Products that Make $ and an Impact on Your Brand (Webinar)

4/24 Marketing & Branding the Right Way – Owning Your Culinary Niche and Finding the Right Customers (Webinar)

5/1 Packaging and Presentation of Your BEST Products (In-person – Culinary Lab) Center for Innovation Tarboro Campus

5/8 Recipe Exploration and Competition with Local Guest Chefs (In-person – Culinary Lab) Center for Innovation Tarboro Campus

Register for each individual class: edgecombe.edu/biz
<table>
<thead>
<tr>
<th>Marketing and Sales (Webinars)</th>
<th>Day</th>
<th>Time</th>
<th>Topic: Marketing and Sales</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Speaker: Toya Wilson-Smith</td>
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<tr>
<td>6/6</td>
<td>Tues</td>
<td>6-8pm</td>
<td>Copywriting to Sell Almost Anything</td>
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<td></td>
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<td>You will learn proven copywriting formulas that remove the guesswork from writing. Toya will teach you how to write headlines that draw people in and get them moving down the rest of the page. Copywriting tactics for specific types of projects, including landing pages, CTAs, email, social media, videos, and much more.</td>
</tr>
<tr>
<td>6/13</td>
<td>Tues</td>
<td>6-7:30pm</td>
<td>How to Create Contagious Content to Build Your Business</td>
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<td>Learn what drives the power of word of mouth marketing. Discover how to craft a strategic marketing plan around those “viral moments” you will create.</td>
</tr>
<tr>
<td>6/20</td>
<td>Tues</td>
<td>6-8pm</td>
<td>Video Marketing for the Introverted</td>
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<td>Do you know that video marketing is the fastest way to attract new customers to your business and become famous online? Yet, many business owners haven’t even started using video in their marketing efforts. In this fun and transformational webinar, you will learn how to create engaging videos.</td>
</tr>
<tr>
<td>6/27</td>
<td>Tues</td>
<td>6-8pm</td>
<td>TikTok Marketing for Beginners</td>
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<td>Learn why TikTok should be used to help grow your brand and why you should be using it now. Stay up to date with the latest features and functionalities and use the platform in only 10 minutes/day.</td>
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</table>

![QR Code](QR – SBC)
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

Tarboro Campus

Food Service Sanitation and Safety

February 7 – April 4
Tuesday
5:30 – 8PM

ServSafe certificate test will be given on last night

Fee $75 | p. 23

(252) 618-6648 | spences@edgecombe.edu

EDGECOMBE COMMUNITY COLLEGE DETENTION OFFICER CERTIFICATION COURSE

January 9 – February 9
Monday – Friday
8AM – 5PM

Tuition waived for students sponsored/hired by a law enforcement agency (required)

p. 13

(252) 618-6584 | smithr@edgecombe.edu
Lifelong Learning

For more information, contact:
Selwyn Spence, (252) 618-6684
spences@edgecombe.edu
Visit edgecombe.edu/continuing-education/lifelong-learning/

DDC – Attitudinal Dynamics of Driving
Hours 4
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 $75 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
This course introduces the fundamental elements of American Sign Language. Emphasis is placed on the development of basic expressive and receptive skills.
Fee $75
1/24-2/28 Tues 5:30-7:30pm H 209, 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
1/9-3/1 Mon 4-8pm H 173, TB
2/13 Mon 4-8pm H 173, TB
3/13 Mon 4-8pm H 173, 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
1/21-3/11 Sat 9am-12pm H 265, TB

Wreath-Making Fun
Hours 2
This course is designed to provide students the opportunity to make wreaths for their home.
Fee $15
TBA Barnes 163, RM
**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)  
4/1 Sat 10am-2pm F 100, TB  
4/15 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)  
4/22 Sat 10am-2pm F 100, TB  
4/29 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**  
5/6 Sat 10am-1pm F 100, TB  
5/20 Sat 10am-1pm F 100, TB

**Culinary Arts**  
**Food Service Sanitation and Safety**  
**Hours 22.5**  
This course introduces the basic principles of sanitation and safety. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.  
**Fee $75**  
2/7-4/4 Tues 5:30-8:00pm H 167, TB

**Basic Cake Decorating**  
**Hours 12**  
This course is designed to provide students with knowledge and skills to decorate cakes.  
**Fee $50** (additional costs for supplies)  
2/8-3/1 Wed 4-7pm 137 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**  
1/23-2/27 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**  
2/7-4/4 Tues 6-8:30pm H 264, TB

**Safety**  
**Motorcycle Safety**  
**Hours 18**  
In this course, students will spend time in the classroom viewing videos and reading material. The majority of the course is spent riding the motorcycle learning the basic skills and progressing to independently riding the motorcycle. Upon completion, students can acquire their NC driver’s license motorcycle endorsement without a driver’s test.  
**Fee $135**  
TBA Sat & Sun 8am-6pm H 114, TB

**Technology**  
**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**

1/9-2/2 Mon-Thurs 5:30-7:30pm Barnes, RM
1/9-1/23 Mon-Thurs 9am-12pm Fleming, TB
2/6-2/23 Mon-Thurs 5:30-7:30pm Barnes, RM
2/6-2/16 Mon-Thurs 9am-12pm Fleming, TB
3/6-3/16 Mon-Thurs 9am-12pm Fleming, TB
3/13-3/30 Mon-Thurs 5:30-7:30pm Barnes, RM
4/3-4/13 Mon-Thurs 9am-12pm Fleming, TB
5/1-5/11 Mon-Thurs 9am-12pm Fleming, 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**

3/13-3/30 Mon & Thurs 6-8pm H 262, TB
5/8-5/25 Mon & Thurs 6-8pm H 262, TB
Historic Preservation – Genealogy
For more information, contact:
Monika Fleming
mleafleming@gmail.com
Visit 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
1/21 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
2/4 Sat 1-4pm Norfleet House, TB

Advanced Genealogy: Genealogy Websites
Hours 3
This is a half-day course on understanding US census records from 1790-1950 and how to locate them. Students will also learn about using the records to complete family trees.
Fee $25
2/18 Sat 1-4pm Norfleet House, TB

Advanced Genealogy: Land Records
Hours 3
Learn how to locate and understand deeds and property records.
Fee $25
3/11 Sat 1-4pm Norfleet House, TB

Cemetery Preservation
Hours 8
In the morning, there will be an overview of cemetery history, tombstones, and preservation. After lunch, we will visit several cemeteries and learn how to map a small cemetery, how to properly clean the stones, and how to create a maintenance schedule.
Fee $50
3/25 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
4/1 Sat 1-4pm 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
4/15 Sat 1-4pm Norfleet House, TB

Historic Preservation – Construction and Trades
For more information, contact:
Selwyn Spence, (252) 618-6684
spences@edgecombe.edu
Visit edgecombe.edu/continuing-education/lifelong-learning/

Intro to Timber Framing and Joinery
Hours 24
This course targets existing carpenters who want to step up their game and beginning carpenters looking for a different career path.
Fee $75
1/7-2/11 Sat 8am-12pm F 100, TB

Historic Drafting and Field Drawing
Hours 24
This course is designed to learn how to make hand drawn field notes and sketches. This is an old-fashioned drawing course. If you are tired of sitting behind a monitor all day operating a CAD system, join us for the sheer joy of being able to hand draw section details in the field.
Fee $75
1/7-2/11 Sat 1-5pm F 100, TB

Advanced Historic Drafting and Field Drawing
Hours 24
If you think knowing CAD is all you need, you need to think again! Come find out more about hand drawing! This course will be a continuation of the historic drafting and field drawing class.
Fee $75
2/18-3/25 Sat 1-5pm F 100, TB
**Forklift Operator**

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

Classes are offered on the following dates:
- Jan 17, Feb 21, Mar 21, Apr 18,
- May 16, Jun 20, Jul 18, Aug 15

Edgecombe Community College, Tarboro Campus

8AM-2PM
Cost: $75 | p. 10

(252) 618-6648 | spences@edgecombe.edu

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**Activity Director - Basic**

February 7 – July 25

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

5:30-9:30 PM
Cost: $185 | scholarships available | p. 9

(252) 618-6648 • spences@edgecombe.edu

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**Camp College 2023**

Be on the lookout for Camp College 2023 information by April 1. We will have summer camps for K-9th grades.

Check our website:
edgecombe.edu/camps
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.

The Career Readiness Certification (CRC) will be 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)
Schedule dates: TBD

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:
Sylvia Hinton-Grant, (252) 618-6611
grants@edgecombe.edu
Visit edgecombe.edu/continuing-education/hrd/

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

Let us teach you how to:
• Network effectively to find career opportunities
• Determine if a posted opportunity is right for you
• Improve employability skills
• Write a résumé and cover letter
• Fill out an application correctly
• Prepare for an interview
• Keep that new job and get promoted

Do I qualify for the fee waiver?
Individuals may be granted a waiver of class registration fees if they meet one of four criteria:
• Are unemployed
• Have received notification of pending layoff
• Are working and are eligible for federal earned income tax credit
• Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

Roadmap to Reentry
Hours 20
This course focuses on those who are seeking to return to the workforce but may not have the best background. Topics include time management skills, interview skills, résumé writing, goal setting, job retention skills, and more. Courses are offered at the NC Works Career Center in RM. Please ask for Dennis Gunter.
1/3-1/6 Mon-Fri 9am-1pm NC Works Center-RM

Simple Computers and Keyboard
Hours 24-30
This course introduces integrated functions with keyboarding communications, internet applications, sending and receiving emails. This course is a beginner keyboarding skill set. Highly recommended for senior citizens and clients with no computer skills. Fee waived for qualified students.
Fee $70 or Qualifying fee waiver
1/9-2/2 Mon-Thurs 5:30-7:30pm Barnes, RM
1/9-1/23 Mon-Thurs 9am-12pm Fleming, TB
2/6-2/23 Mon-Thurs 5:30-7:30pm Barnes, RM
2/6-2/16 Mon-Thurs 9am-12pm Fleming, TB
3/6-3/16 Mon-Thurs 9am-12pm Fleming, TB
3/13-3/30 Mon-Thurs 5:30-7:30pm Barnes, RM
4/3-4/13 Mon-Thurs 9am-12pm Fleming, TB
5/1-5/11 Mon-Thurs 9am-12pm Fleming, TB

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 Sylvia Grant and at the NC Works Career Center.
1/9-5/9 Mon-Fri 9am-5pm NC Works Center

NC FAST Online
Hours 30
Human services specialists help people determine if they are eligible for benefits such as Food and Nutrition, Work First Family Assistance, and Medicaid. In the caseworker training program, you will learn the roles and responsibilities of an income maintenance caseworker:
• Employability skills and keyboarding
• Customer service and client interviewing
• NC FAST computer application
• Time management and data collection
• Interview practice and skills
1/9-1/20 Mon-Fri 6-9pm Online
1/16-1/27 Mon-Fri 6-9pm Online
3/13-3/24 Mon-Fri 6-9pm Online
4/17-4/28 Mon-Fri 6-9pm Online
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.
1/9-1/13 Mon-Fri 9am-1pm NC Works Center-RM

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
1/23-1/31 Mon-Thurs 6-9pm Fleming, TB
2/20-2/28 Mon-Thurs 6-9pm Fleming, TB
4/17-4/25 Mon-Thurs 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.

Register by email by sending your name, address, telephone number, and desired testing date to:
Sylvia Hinton-Grant, (252) 618-6611
grants@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

April 17 – October 16
Monday, 6 – 10PM

Cost: $185 (Additional costs for textbooks and certification exams.)
Scholarships are available.
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(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:
1/18
2/15
3/15
4/12
5/17
6/14

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.
Spring Historic Preservation Workshops

**Genealogy**
- Introduction to Genealogy | Jan 21
- Census Records | Feb 4
- Genealogy Websites | Feb 18
- Land Records | Mar 11
- Cemetery Preservation | Mar 25
- Local and State Records | Apr 1
- Military Records | Apr 15
Contact mleafleming@gmail.com

**Construction and Trades**
- Introduction to Timber Framing and Joinery | Jan 7-Feb 11
- Historic Drafting and Field Drawing | Jan 7-Feb 11
- Advanced Historic Drafting and Field Drawing | Jan 7-Feb 11
Contact spences@edgecombe.edu

See p. 24 for details!