

Spring Semester
2024

Career Training
Continuing Education
Lifelong Learning



**Forklift
Operator p. 11**



**Basic Ophthalmic
Certificate p. 12**

Phlebotomy p. 9

**Food Service Sanitation
and Safety p. 23**

Paramedic p. 14

**American Sign
Language p. 22**



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Maintenance - Basic p. 22**

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

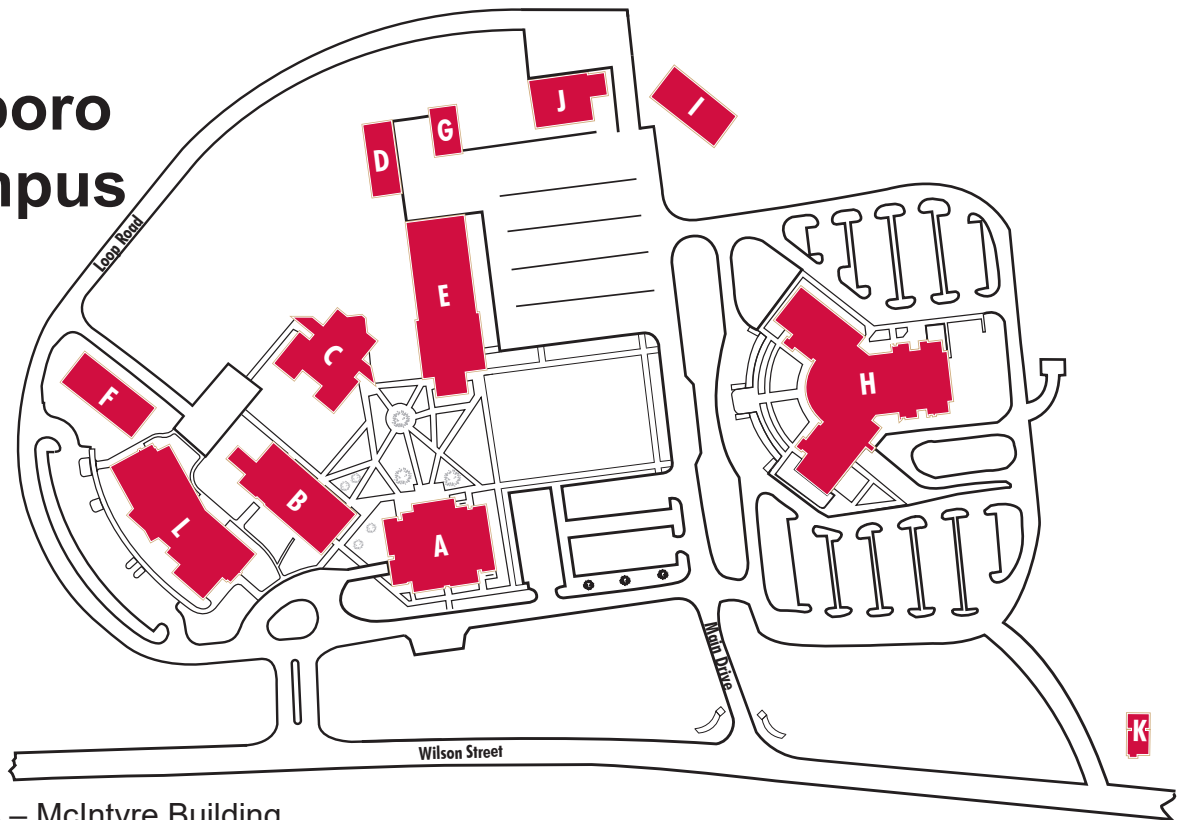
Funds may be available to help with Continuing Education classes.



(252) 618-6660
mannl@edgecombe.edu



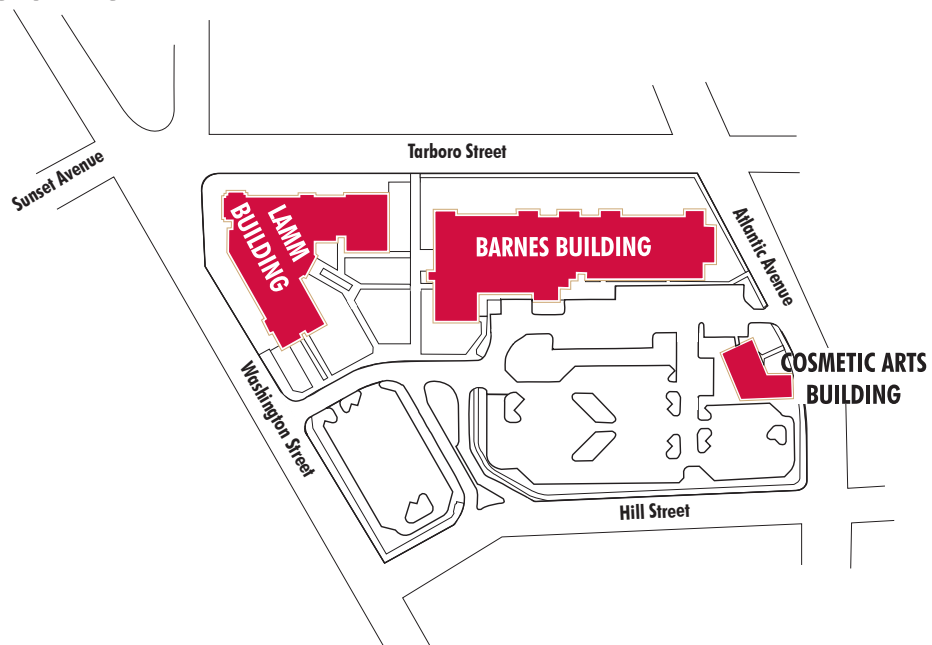
Tarboro Campus



- 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, 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.

5. Online Registration

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

REFUND POLICY

The College may refund registration fees under the following circumstances:

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

Important Notes:

- Please register and pay all class fees 7 days prior to the first day of class.
- Seats are not guaranteed until class fees have been paid in full.
- Late registration is available until the first day of class by contacting the Continuing Education Department.
- We reserve the right to cancel a course based on enrollment.
- Students ages 16-18 must have a signed Dual Enrollment form PRIOR to enrolling in class.



Like us on Facebook
facebook.com/edgecombecc



Follow us on Twitter
twitter.com/edgecombecc

Legend

Tarboro campus = TB
Rocky Mount campus = RM

Occupational Training



To register, please complete the online application located at <https://edgecombe.edu/continuing-education/continuing-education-application/>

Small Engine Repair

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
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. Students will be working on small engines.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6608.)
3/13-5/1 Wed 6:30-9:30pm E 445, TB

Collision and Repair

Intro to Autobody Repair – Night

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
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 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6608.)

1/30-5/9 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 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

TBA

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. (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

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

1/8-1/11	Mon-Thurs	8am-2:30pm	TB
2/13-2/22	Tues/Thurs	8am-2:30pm	TB
3/18-3/27	Mon-Wed	5:30-9:30pm	TB
4/15-4/18	Mon-Thurs	8am-2:30pm	TB
6/3-6/6	Mon-Thurs	8am-2:30pm	TB
7/8-7/19	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.) (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

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.) (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

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

1/16-4/3	Mon-Thurs	8am-2:30pm	TB
1/22-4/10	Mon-Wed	8:30am-3pm	RM
2/26-6/19	Mon-Wed	5:30-9:30pm	TB
5/15-9/13	Mon-Wed	5:30-9:30pm	TB

Nurse Aide I Refresher Training (NUR3242)

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

Fee \$130 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

4/22-5/1	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 is approximately \$160.) (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

** 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.

1/22-4/29 Mon/Wed 8am-4pm 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 screens.) Books are available in the bookstore and are needed on the first day of class. (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

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

3/4-9/2 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 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Health Occupations Department at (252) 618-6569.)

1/20 Sat 8am-5pm H 152, 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.)

3/5-8/20 Tues 5:30-9:30pm H 167, TB

Basic Ophthalmic Certificate

For more information, contact:

Paige Ashman (252) 618-6614

ashmanp@edgecombe.edu

Hours 96

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

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

2/6-5/23 Tues 6-9pm Lamm 318, RM

Natural Hair Care

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 300

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 (Scholarships are available for qualifying students.)

1/8-3/27	Mon-Thurs	8am-3pm	I, TB
1/8-5/20	Mon-Thurs	6-10pm	I, TB

Nail Technology

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 300

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 (Scholarships available for qualifying students.)

1/8-3/27	Mon-Thurs	8am-3pm	I, TB
1/8-5/20	Mon-Thurs	6-10pm	I, TB

Cosmetology Instructor Training

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 800

This is designed for students who are already licensed by the State of NC under any area of the Cosmetology concentration programs who have a desire to teach or become an instructor.

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

Pre-requisites: Course requires COS-224 or equivalent Trichology and Chemicals (2 credit hours)

1/8-8/1	Mon-Thurs	9am-4pm	I, TB
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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 (Registration and

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

Tarboro Evening Classes

1/22-1/23	Mon-Tues	6-10pm	H 173
2/19-2/20	Mon-Tues	6-10pm	H 173
3/18-3/19	Mon-Tues	6-10pm	H 173
4/15-4/16	Mon-Tues	6-10pm	H 173
5/20-5/21	Mon-Tues	6-10pm	H 173

Rocky Mount Evening Classes

1/8-1/09	Mon-Tues	6-9:30pm	Barnes 163
2/5-2/6	Mon-Tues	6-9:30pm	Barnes 163
3/11-3/12	Mon-Tues	6-9:30pm	Barnes 163
5/6-5/7	Mon-Tues	6-9:30pm	Barnes 163

Real Estate

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Self-Paced Online 1/8/23 until 5/7

Hours 75

Totally inclusive online course developed by the NC Real Estate Commission. Designed to prepare students to sit for the NC PSI Real Estate Exam upon completion.

Fee \$185 (no book required) (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6608.)

A hybrid course is available. Please call for details.

Fee \$185 plus \$60 book

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

1/23-4/24	Tues & Wed	5:30-9:30pm	D 107, TB
1/27-4/27	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)

1/8-6/19 Mon/Wed 7-10pm E 452, TB

1/9-6/20 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.)

6/4-11/26 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 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6608.)

1/16 Tues 8am-2pm H 264, TB

2/20 Tues 8am-2pm H 264, TB

3/19 Tues 8am-2pm H 264, TB

4/16 Tues 8am-2pm H 264, TB

5/14 Tues 8am-2pm H 264, TB

6/18 Tues 8am-2pm H 264, TB

7/16 Tues 8am-2pm H 264, TB

8/13

Tues

8am-2pm

H 264, TB

HVAC: Heating, Air Conditioning with Refrigerant Certification

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 96

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

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

TBA

Serve Safe Certification

For more information, contact:

Selwyn Spence, (252) 618-6648

spences@edgecombe.edu

Hours 22.5

Upon successful completion student will be Serve Safe certified and registered in the Serve Safe Data Registry. This class is taught on the Rocky Mount campus.

Fee \$75, additional \$125 for textbook, which includes exam fee (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6608.)

2/3-2/28 Wed 6-9pm TBA, RM

Sat 9am-12pm TBA, RM

4/6-5/1 Wed 6-9pm TBA, RM

Sat 9am-12pm TBA, RM

5/4-6/19 Wed 6-9pm TBA, RM

Sat 9am-12pm TBA, RM

STEPS4GROWTH Clean Vehicle Pre-Apprenticeship

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
Hours 96

As many industries are transitioning to more sustainable and renewable sources of energy, the growing interest in clean energy means a projected 9 million new jobs in the sector by 2030. To meet these demands, NC A&T State University has partnered with area community colleges to offer this highly sought-after clean energy training locally. This 96-hour course is part one of a two-part pre-apprenticeship program that trains participants in the clean vehicle sector. This portion of the program offers industry recognized credentials such as Lean Six Sigma and OSHA-10 certification. Participants are required to complete this section, as well as 80 hours of on-the-job training, to obtain their Clean Vehicles Pre-Apprenticeship.

(Scholarships are available for qualifying students.)
TBA

Automotive Maintenance – Basic



This class is a must for all vehicle owners!

March 14 – April 18, 2024

Thursday, 6 – 9 PM
p. 22

(252) 618-6614
ashmanp@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: February 6 – May 23, 2024

Tuesday & Thursday, 6 – 9 PM

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

(252) 618-6614
ashmanp@edgecombe.edu

Public Safety Training



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

Fire and Emergency Services Training

The Fire Service program at ECC is designed to provide full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, and certification in modern firefighting, rescue, officer development, and fire department management skills. Programs are open to all fire departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the ECC 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 ECC 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

1/9	Tues	9am-1pm	TB
2/13	Tues	9am-1pm	TB
3/12	Tues	9am-1pm	TB
4/9	Tues	9am-1pm	TB
5/14	Tues	9am-1pm	TB
6/11	Tues	9am-1pm	TB
7/09	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

1/30	Tues	8am-5pm	TB
2/27	Tues	8am-5pm	TB
3/26	Tues	8am-5pm	TB
4/30	Tues	8am-5pm	TB
5/28	Tues	8am-5pm	TB
6/25	Tues	8am-5pm	TB
7/30	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)

1/9	Tues	6pm-10pm	RM
5/31	Fri	6pm-10pm	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 (Additional costs for textbooks, testing supplies & uniforms)

1/10	Wed	9am-5pm	RM
4/30	Tues	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	Tues	9am-5pm	RM
1/10	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 ECC campus or at various department locations.

Basic Law Enforcement Training (BLET)

Hours: 22-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 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 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)

3/11-4/11 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.

Bob Moore Seminars / Webinars	Day	Time	Topic
1/22 Online	Mon	6-8pm	How to Start a Small Business the RIGHT Way During this presentation, Bob Moore will show you how to determine what licenses and permits you need, how to satisfy the IRS requirements, what records you need to keep, how to satisfy the NC Department of Revenue requirements, the legal structures available to you in this great state, and much more. Invest a small amount of time in attending this seminar and learn "How to Start a Small Business . . . the Right Way!"

Activity Director - Basic

March 5 – August 20



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) 618-6614 • ashmanp@edgecombe.edu

<p>3/20</p> <p>Lunch & Learn</p> <p>In-person event</p> <p>Rocky Mount Campus</p> <p>Sponsored by MEDC</p>	<p>Wed</p>	<p>11:30am-1:30pm</p>	<p>How to Increase Your Credit Score to Over 740 Points; Prepare for a Bank Business Loan</p> <p>The basics and many legal tricks on “How to Increase Your Credit Score to Over 740 Points” are revealed in this informative presentation. Other items discussed include how many credit cards you should have and the proper way to use these cards, what to do with credit cards you have had for a long time but you no longer use, how to read and understand credit reports, how to obtain your credit reports and scores without paying for them, and the factors that are used in calculating our FICO, Beacon, or Vantage scores. You will learn how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments, and carry balances. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days.</p>
<p>5/7</p> <p>Online</p>	<p>Tues</p>	<p>6-8pm</p>	<p>How to Increase Your Credit Score to Over 740 Points; Prepare for a Bank Business Loan</p> <p>The basics and many legal tricks on “How to Increase Your Credit Score to Over 740 Points” are revealed in this informative presentation. Other items discussed include how many credit cards you should have and the proper way to use these cards, what to do with credit cards you have had for a long time but you no longer use, how to read and understand credit reports, how to obtain your credit reports and scores without paying for them, and the factors that are used in calculating FICO, Beacon, or Vantage scores. You will learn how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments, and carry balances. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days.</p>

Melanie Diehl Seminars / Webinars	Day	Time	Topic
Digital Marketing Blueprint Course: 6-Part Series In a world where digital marketing reigns, the rules seem to constantly fluctuate. Small business owners need resources they can rely on that are easy to manage while maintaining all the other aspects of running a business. This 6-part course provides small business owners with a blueprint, or framework, that will give them the knowledge and tools they need to successfully market their business in today's online world.			
1/9 Online	Tues	5:30-7:30pm	Creating a Digital Marketing Blueprint for Your Business Before launching any marketing campaign, it's important to know what your business needs and why you need it. Not all businesses need to be on all platforms. Learn about the basics that will get your business started online and best practices for implementing additional platforms, or if you even need them.
1/16 Online	Tues	5:30-7:30pm	Identifying Your Target Market Not everyone is your potential customer or client. In this session, we discuss how to identify your target market (aka Avatar), how to create messages that they connect with, and how to reach them where they are.
1/23 Online	Tues	5:30-7:30pm	Websites and Point of Sale Systems for Your Business Your website is the one piece of the internet you actually own. There are multiple options for creating a website, from a single landing page to a multiple page site with customer access and shopping carts and more. How will you make online selling easy? In this session, learn from a panel of experts about websites and POS systems and determine what's best for your small business.
1/30 Online	Tues	5:30-7:30pm	Email Marketing for your Small Business Email marketing has a 90% deliverability rate and an average of 38x ROI. Done right, it can really drive sales and brand awareness for your small business. This seminar will help you avoid common mistakes and maximize your emails for powerful impact.

2/6 Online	Tues	5:30-7:30pm	Facebook Marketing for Your Small Business Learn the latest strategies for using Facebook to market your business: what's new and why it's important; the difference between a Facebook profile, a page, business manager, and ads manager. Learn the difference between Facebook ads and boosted posts, and about groups and bots. Pre-req: Facebook personal profile and Facebook business page
2/13 Online	Tues	5:30-7:30pm	Harnessing the Power of Instagram With over 500 million monthly active users on Instagram, your business has the potential to reach, engage, and build a massive community on Instagram. But where do you start? Join us for this seminar where we will cover how to build your Instagram brand, the ins and outs of Instagram, and hashtags. Bring your device and be ready for some hands-on time to practice what you learn in class. Pre-req: Instagram account
Canva Design: 2-Part Series			
4/9 In-person event Tarboro Campus	Tues	5:30-7:30pm	Canva: Design Basics Canva is a powerful, free design tool that you can use to create professional graphics, short videos, and print materials. Join this session to learn how to set up and use Canva, how to create eye-catching images using this software, and how to use other powerful features of this fantastic and user-friendly tool. This hybrid session consists of instruction and hands-on experience. No software or graphic design knowledge is needed.
4/23 In-person event Tarboro Campus	Tues	5:30-7:30pm	Canva: Advanced Design Skills In this training, digital marketing expert Melanie Diehl takes a deeper dive into the advanced capabilities of Canva. The session includes hands-on design time and screen-sharing for feedback. Pre-reqs: Canva account and working knowledge of Canva. Having a Canva Pro (paid subscription) account is highly recommended.

Mike Collins Webinars	Day	Time	Topic
Business Basics: 5-Part Webinar Series			
4/18	Thurs	2-3pm and/or 6:30-7:30pm	ABCs of Starting a Small Business on a Limited Budget It 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.
4/25	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 4 ways to describe your customer and sources to find out how many there are in your market area. The program features 5 ways to create a winning plan to target them.
5/2	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.
5/9	Thurs	2-3pm and/or 6:30-7:30pm	The Treasure Chest: Finding the Funds to Finance 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 reveals the rainbow of funding sources.
5/16	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.

Grow with Google

Learn how Google can help you
grow your business
Lunch and Learn workshops
coming this Spring



Basic Law Enforcement Training



Next Academy Begins February 2024

Apply Now to Enroll

P. 14

taylorb@edgecombe.edu • (252) 618-6613

www.facebook.com/ECCBLET



YOUTH ENTREPRENEUR CAMP



SUMMER 2024

MORE DETAILS COMING SOON
[EDGECOMBE.EDU/BIZ](https://edgecombe.edu/biz)



Lifelong Learning



To register, please complete the online application located at <https://edgecombe.edu/continuing-education/continuing-education-application/>

Creative

American Sign Language

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
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 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)

1/16-2/20 Tues 5:30-7:30pm H 209, TB

Automotive Maintenance – Basic

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
Hours 18

This course is designed to teach scheduled automotive maintenance to keep your vehicle in good operating order and give you the confidence to discuss more complex automotive issues with a professional mechanic. This class is a must for anyone who owns a vehicle!

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)
3/14-4/18 Thurs 6-9pm E 445, TB

Crochet for Beginners

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
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 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)

1/11-2/8	Thurs	10am-12pm	TBA
1/11-2/8	Thurs	6-8pm	TBA
4/4-5/2	Thurs	10am-12pm	TBA
4/4-5/2	Thurs	6-8pm	TBA

Intermediate Crochet

For more information, contact:
Paige Ashman, (252) 618-6614
ashmanp@edgecombe.edu
Hours 12.5

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

Fee \$45, additional costs for supplies (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)

2/22-3/21	Thurs	9:30am-12 pm	TBA
2/22-3/21	Thurs	5:30-9pm	TBA
5/9-6/3	Thurs	9:30am-12pm	TBA
5/9-6/3	Thurs	5:30-9pm	TBA

Upholstery Repair

For more information, contact:
Selwyn Spence, (252) 618-6648
spences@edgecombe.edu
Hours 24

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

Fee \$75 (Registration and payment are due 7 days prior

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

1/8-3/11	Mon	6-9pm	E 423, TB
3/18-5/13	Mon	6-9pm	E 423, TB
5/20-7/22	Mon	6-9pm	E 423, TB
1/9-2/27	Tues	6-9pm	E 423, TB
3/12-4/30	Tues	6-9pm	E 423, TB
5/7-6/25	Tues	6-9pm	E 423, TB
1/10-2/28	Wed	6-9pm	E 423, TB
3/13-5/1	Wed	6-9pm	E 423, TB
5/8-6/26	Wed	6-9pm	E 423, TB
1/11-2/29	Thurs	6-9pm	E 423, TB
3/14-5/2	Thurs	6-9pm	E 423, TB
5/9-6/27	Thurs	6-9pm	E 423, TB

Photography for Beginners

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

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

1/20-3/16 Sat 9am-12pm H 265, TB

Advanced Photography

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 24

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

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

4/8-6/3 Mon 6-9pm H 265, TB

Spring Bow Making

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 2

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

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

TBA

Spring Wreath Making

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 2

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

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

TBA

Culinary Arts

Food Service Sanitation and Safety

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

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 (plus \$36 exam fee) (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)

2/1-3/28 Thurs 5:30-8pm H 167, TB

Fitness

Zumba with Victoria Sowers

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

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

Foreign Language

Conversational Spanish

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 22.5

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

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)
2/6-4/2 Tues 6-8:30pm H 264, TB

Religion

Essentials of the Faith (The Nature and Work of Christ)

Hours 8

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

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

Fee \$20 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)
2/8-3/28 Thurs 6-7pm H 264, TB

Biblical Theology (Christology)

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 8

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

Fee \$20 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our

Continuing Education Department at (252) 618-6605.)
2/8-3/28 Thurs 7-8pm H 264, TB

Technology

Introduction to Computers

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

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

1/9-1/30 Tues 6-8pm H 262, TB

Office Applications

For more information, contact:

Paige Ashman, (252) 618-6614

ashmanp@edgecombe.edu

Hours 20

Refresh your skills on office applications. This course will cover the basic concepts of Word, PowerPoint, and Excel.

Fee \$75 (Registration and payment are due 7 days prior to the first class. For late registration, please contact our Continuing Education Department at (252) 618-6605.)
2/6-3/26 Tues 6-8pm H 262, TB

Historic Preservation – Genealogy

To register, please visit <https://edgecombe.edu/continuing-education/continuing-education-application/> to complete the online application.

For more information, contact:

Monika Fleming

mleafleming@gmail.com

Introduction to Genealogy

Hours 8

A basic course for beginners to learn how to complete family tree charts and family group sheets, and how to

identify and locate genealogical records including census records and vital records.

Fee \$50

1/27 Sat 9am-5pm Norfleet House, TB

Advanced Genealogy: Census Records

Hours 3

This is a half-day course on understanding U.S. census records from 1790 to 1950 and how to locate them.

Students will also learn about using the records to complete family trees.

Fee \$25

2/10 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 to 1950 and how to locate them.

Students will also learn about using the records to complete family trees.

Fee \$25

2/24 Sat 1-4pm Norfleet House, TB

Advanced Genealogy: Newspapers

Hours 3

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

Fee \$25

3/9 Sat 1-4pm Norfleet House, TB

Advanced Genealogy: 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

3/23 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

4/6 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

4/27 Sat 1-4pm Norfleet House, TB

Camp College 2024

Be on the lookout for Camp College 2024 information by April 15. 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. 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.

Intro to Autobody Repair – Night



January 30 – May 9, 2024
Tuesday & Thursday, 6 – 9 PM
P. 7

(252) 618-6614
ashmanp@edgecombe.edu

Human Resources Development



For more information, contact:

Latasha B. Sledge (252) 618-6611

sledgelb@edgecombe.edu

Visit edgecombe.edu/continuing-education/hrd/

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

Let us teach you how to:

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

Do I qualify for the fee waiver?

Individuals may be granted a waiver of class registration fees if they meet one of four criteria:

- Are unemployed
- Have received notification of pending layoff
- Are working and are eligible for federal earned income tax credit
- Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

Roadmap to Reentry

Hours 20

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

1/8-1/12	Mon-Fri	9am-1pm	NC Works Center-RM
1/16-1/19	Mon-Fri	9am-1pm	NC Works Center-RM
1/22-1/26	Mon-Fri	9am-1pm	NC Works Center-RM
1/29-2/2	Mon-Fri	9am-1pm	NC Works Center-RM
2/5--2/9	Mon-Fri	9am-1pm	NC Works Center-RM
2/12-2/16	Mon-Fri	9am-1pm	NC Works Center-RM
2/19-2/23	Mon-Fri	9am-1pm	NC Works Center-RM
2/26-3/1	Mon-Fri	9am-1pm	NC Works Center-RM
3/4-3/8	Mon-Fri	9am-1pm	NC Works Center-RM
3/11-3/15	Mon-Fri	9am-1pm	NC Works Center-RM
3/18-3/22	Mon-Fri	9am-1pm	NC Works Center-RM
3/25-3/28	Mon-Fri	9am-1pm	NC Works Center-RM
4/1-4/5	Mon-Fri	9am-1pm	NC Works Center-RM
4/8-4/12	Mon-Fri	9am-1pm	NC Works Center-RM
4/15-4/19	Mon-Fri	9am-1pm	NC Works Center-RM
4/22-4/26	Mon-Fri	9am-1pm	NC Works Center-RM
4/29-5/3	Mon-Fri	9am-1pm	NC Works Center-RM
5/06-5/10	Mon-Fri	9am-1pm	NC Works Center-RM
5/13-5/17	Mon-Fri	9am-1pm	NC Works Center-RM
5/20-5/24	Mon-Fri	9am-1pm	NC Works Center-RM
5/28-5/31	Mon-Fri	9am-1pm	NC Works Center-RM
6/3-6/7	Mon-Fri	9am-1pm	NC Works Center-RM
6/10-6/14	Mon-Fri	9am-1pm	NC Works Center-RM
6/17-6/21	Mon-Fri	9am-1pm	NC Works Center-RM
6/24-6/28	Mon-Fri	9am-1pm	NC Works Center-RM
7/1-7/5	Mon-Fri	9am-1pm	NC Works Center-RM
7/8-7/12	Mon-Fri	9am-1pm	NC Works Center-RM
7/15-7/19	Mon-Fri	9am-1pm	NC Works Center-RM
7/22-7/26	Mon-Fri	9am-1pm	NC Works Center-RM
7/29-8/2	Mon-Fri	9am-1pm	NC Works Center-RM
8/5-8/9	Mon-Fri	9am-1pm	NC Works Center-RM
8/12-8/16	Mon-Fri	9am-1pm	NC Works Center-RM
8/19-8/23	Mon-Fri	9am-1pm	NC Works Center-RM
8/26-8/30	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, and 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

2/5-2/15	Mon-Thurs	9am-12pm	Fleming, TB
3/4-3/14	Mon-Thurs	9am-12pm	Barnes, RM
4/8-4/18	Mon-Thurs	9am-12pm	Fleming, TB
5/6-5/16	Mon-Thurs	9am-12pm	Barnes, RM
6/3-6/13	Mon-Thurs	9am-12pm	Fleming, TB
7/8-7/18	Mon-Thurs	9am-12pm	Barnes, RM
8/5-8/15	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 Latasha B. Sledge and at the NC Works Career Center.

1/2-8/31 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

Schedule TBA

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

Schedule TBA

Career Readiness Certification

For more information, contact

Latasha B. Sledge, (252) 618-6611

sledgelb@edgecombe.edu

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

- For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy and problem-solving skills to be "job ready."
- For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a résumé citing experience in a different job setting.
- The CRC is based on WorkKeys, a nationally recognized, skills assessment tool developed by ACT Inc.

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

1. Workplace Documents (testing time 55 minutes)

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

2. Applied 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 B. Sledge, (252) 618-6611

sledgelb@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 2024:

1/17
2/14
3/13
4/17
5/15
6/12
7/17
8/14

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.

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 16, Feb 20, Mar 19, Apr 16,

May 14, Jun 18, Jul 16, Aug 13

Edgecombe Community College, Tarboro Campus

8AM – 2PM

Cost: \$75 | p. 11

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



Detention Officer Certification (DOCC) March 11 – April 11, 2024



DOCC Training Includes:

- **Subject control**
- **Suicide prevention**
- **Supervising inmates with mental illness**
- **Proper transportation of inmates**

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

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