

EDGECOMBE COMMUNITY COLLEGE

CONTINUING EDUCATION SCHEDULE

As of May 20, 2009

How to Register for Continuing Education Classes

1. Students may pre-register by calling ECC's Continuing Education Department.
2. Any person 18 years or older may register for a Continuing Education class.
3. Persons 65 or older may enroll without paying a registration fee (except self-supporting classes).
4. Provided the class makes, ECC has a no refund policy for Continuing Education classes.
5. The College reserves the right to cancel any class that does not have sufficient enrollment.

TABLE OF CONTENTS

Basic Skills Program.....	Pages 3-5
Business and Industry	Page 6-7
Criminal Justice Classes	Pages 8-9
Emergency Medical Services.....	Pages 10-11
Fire Service Classes	Page 12
Gunsmithing Classes.....	Page 13
Hispanic-Latino Program.....	Page 14
Human Resources Development Program.....	Page 15
Nursing Assistant Program	Page 16
Small Business Center Seminars	Pages 17
Special Programs	Pages 18-19
Ed2Go Courses	Pages 20-27

BASIC SKILLS PROGRAM

The Basic Skills Program consists of five areas designed to meet the needs of our students. Those areas are: GED (General Educational Development); AHS (Adult High School Diploma); ABE (Adult Basic Education); ESL (English as a Second Language); and CED (Compensatory Educational Development).

Non-high school graduates may earn an AHS diploma, GED certificate, or choose to improve their basic skills and/or life skills. High school graduates also may enroll to refresh their skills.

Basic Skills classes are offered on both Tarboro and Rocky Mount campuses, as well as off-campus sites in areas throughout Edgecombe County. Classes are free of charge. However, a \$7.50 testing fee is required for students taking the GED test.

Basic Skills Program Tarboro Location								
For more information, please contact: Kelly Rackly at 252-446-0436 ext. 385 or call the Learning Lab at 252-823-5166, ext. 229 or Samantha Phillips at 252-823-5166, ext. 271.								
Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
ABE II Math	L. Cobb	1/7/09	8-10 am	M-Th	18	FREE	Bldg B-10	
Developmental Math	S. Andrews	1/7/09	10-12 pm	M-Th	18	FREE	Bldg B-10	
Reading	M. Deloatch	1/7/09	8:30-12 pm	M-W	18	FREE	Bldg B-7	
Writing	D. Sykes	1/7/09	10-12 pm	W	18	FREE	Bldg B-7	
Tarboro Learning Lab		1/7/09	8-9 pm 8-4 pm	M-Th F	18	FREE	Bldg B-6	
GED	L. Glass	1/12/09	5:30-8:30 pm	M,T	18	FREE	Carver Elem. School	
Family Literacy	E. Gay	1/7/09	7:45-2:30 pm	M-Th	18	FREE	Stocks Elem. School	Contact Annette Walker, Family Resource Teacher at 641-7096.
ESL	D. Allison	1/13/09	6-8:30 pm	T, Th	17	FREE	Bldg H TBA	
ESL	K. Webb	1/12/09	6-8:30 pm	M, Th	17	FREE	Bldg H TBA	

Basic Skills Program Rocky Mount Location

For more information, please contact:
the Learning Lab at 252-446-0436, ext. 342
or Troy Winstead at 252-446-0436, ext. 379.

Students interested in developing their Basic Skills and GED certificates may also register for classes at the OIC (Opportunity Industrialization Center) in Rock Mount. Classes are offered Monday through Friday, 8:00 a.m. to 3:00 p.m.

Students interested in participating in the Compensatory Education program must be (17) years of age or older with a diagnosis of intellectual disabilities resulting from head injury or brain damage. All interested participants must meet with the Basic Skills Coordinator prior to being enrolled.

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
Compensatory Education	G. Jones	1/7/09	8:30-11:30 am 12:30-2:30 pm	M-Th	18	FREE	G. E. Barnes Building 163	
Compensatory Education	J. Hill	1/7/09	8:30-11:30 am 12:30-2:30 pm	M-Th	18	FREE	G. E. Barnes Building 248	
Developmental Math	J. Williams	1/7/09	9-12 pm	M-Th	18	FREE	Alford Building 306	
Reading / Writing	M. Gay	1/8/09	10:30-12:00 pm	T,TH	18	FREE	Alford Building 307	
ABE I Reading and Math	R. Jones	1/7/09	8:00-3:00 pm	M-Fri	18	FREE	G.E. Barnes Building 249	
Developmental Math	M. Gay	1/8/09	6-9 pm	T,TH	18	FREE	Alford Building 306	
Reading / Writing	D. Ellison	1/7/09	6-9 pm	M,W	18	FREE	Alford Building 306	
Rocky Mount Learning Lab		1/7/09	8-9 pm 8-4 pm	M-Th F	18	FREE	Alford Building 305	
GED Class	B. Cooper	1/7/09	6:00-9:00pm	M,W	18	FREE	Light Of Peace Church	

Basic Skills Program
Rocky Mount Location - Continued

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
GED Class	P. Smith	1/7/09	5:00-8:00pm	M,W	18	FREE	Bassett Center	

BUSINESS / INDUSTRY

Our mission is to address the training needs of businesses & industries and workplace candidates in our service communities through programs such as:

Customized Training Program

- 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 US military installations located in North Carolina.
- To receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:
 - The business is making an appreciable capital investment;
 - The business is deploying new technology;
 - The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and,
 - The skills of the workers will be enhanced by the assistance.
- Resources may support: training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.
- Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college.
- The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.
- For more information go to:
[http://www.ncccs.cc.nc.us/Business and Industry/CustomizedTraining.htm](http://www.ncccs.cc.nc.us/Business_and_Industry/CustomizedTraining.htm)

Customized Courses for Individual Businesses

Courses provided at times and locations that meet individual business needs

Examples include:

- **Apprenticeship programs** approved by the Department of Labor: e.g. electrical, welding, mobile cranes, etc.
- **Kepner-Tregoe** (a nationally recognized leader in problem solving): currently ECC offers Analytical Troubleshooting for industrial employees
- **Leadership, supervisory, customer service & recruiting & selection skills**
 - DDI, Development Dimensions International ®
 - DiSC – a behavior based learning tool for understanding individuals & groups
 - The Great Game of Business
 - ZodiacECC - the Game of Business and finance training through Zodiac
- **Practical Project Management** – a 3 day seminar for professionals, it offers foundation tools & techniques as defined by the *Project Management Institute*.
- **Quality improvement & quality management skills**
 - ISO 9000: 2000 auditing and implementation courses
 - Statistical Process Control
 - Six sigma yellowbelt, greenbelt, & blackbelt
- **Safety skills, e.g.:**
 - Confined space; Forklift training; HazCom; Hazmat/DOT; HazWoper 24, 40, refresher; Lockout/Tagout; OSHA 10 hr.; PPE
- **Specific technical skills:**
 - AutoCad; biotechnology; computer applications (Word, Excel, PowerPoint, Project, Access, Front Page, QuickBooks, Publisher, introduction to computers, Internet basic, and more); electrical & mechanical industrial maintenance skills; manufacturing automation; PLCs (programmable logic controllers) and more...
- **Train the Trainer**
- **WorkKeys** - job profiles, skill assessments, gap training, and Career Readiness Certification

Business and Industry Public Course Offerings

- Enable students to upgrade professional skills or learn new technologies
- Provide professional certifications, licensures, renewals, or job skill upgrades

For more information contact:

Randi Dikeman, Ed.D.
Director of Business & Industry Services
Edgecombe Community College
(252) 823-5166 ext. 249
email dikemanr@edgecombe.edu

Criminal Justice Classes

Prerequisites: Credentialed, Sworn Law Enforcement Officers Only

The Law Enforcement program at ECC is designed to provide Sworn Credentialed 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 Edgecombe County area. 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.

Registration fees exempt for credentialed members of a Fire, Rescue, First Responder, and/or Law Enforcement Department and NC Forestry Service.

In-Service Classes are offered at Edgecombe Community College and at a variety of agencies for credentialed personnel. Credentialed individuals wishing to receive more information involving Criminal Justice Service Programs or placement on the mail list, please call.

Patrol Dog Training: If you are in need of canine Patrol Dog Training or Narcotic Dog Training, look no further, Edgecombe Community College and East Coast Canine Inc. has the program for you. We offer the latest training in the area of: Obedience (On lead, Off lead, Voice and Hand Commands), Agility, Apprehension (Suspect apprehension and handler protection), Building Search, Woods Search, Article Search (Evidence search), Narcotics (Tested on four odors), Tracking (Suspect tracking).

Basic Canine School: This is a ten-week class that will have everything included that your canine team will need to work the streets after graduation. Each class includes Classroom material, Basic First-Aid for Canine, Canine Legal Update, and the Basic Handler Training for your canine team. The training standards are set at and above those set by other certifying organizations. The types of training that East Coast Canine Inc. and Edgecombe Community College is offering are Basic Patrol Dog Training and Narcotic Detection Dog Training. When you graduate from the class, your canine team will be prepared to work the streets at your department

For more information, please contact

Marion Proctor, Coordinator, Edgecombe Community College, proctorma@edgecombe.edu or 252-823-5166, ext. 175

Linda Sanderson, Administrative Assistant, Edgecombe Community College, sandersonl@edgecombe.edu or 252-823-5166, ext. 293

or contact the Chief Training Officer of the sponsoring department.

Criminal Justice Classes

Prerequisites: Credentialed, Sworn Law Enforcement Officers Only

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
Advanced Canine In Service Training (LAW ENFORCEMENT ONLY)	T. Braddy	Sept	9-9	W-Th	1	Exempt	Tarboro	Multi Entry In-Service
Advanced Canine In Service Training (LAW ENFORCEMENT ONLY)	T. Braddy	Oct	9-9	W-Th	1	Exempt	Rocky Mount	Multi Entry In-Service
Advanced Canine In Service Training (LAW ENFORCEMENT ONLY)	T. Braddy	Nov	9-9	W-Th	1	Exempt	Tarboro	Multi Entry In-Service
Advanced Canine In Service Training (LAW ENFORCEMENT ONLY)	T. Braddy	Dec	9-9	W-Th	1	Exempt	Rocky Mount	Multi Entry In-Service
Advanced Canine In Service Training (LAW ENFORCEMENT ONLY)	T. Braddy	Jan 09	9-9	M,T, WW-Th, F	10	Exempt	ECC SERVICE AREA	Class & Hands on
Detention Officer Certification (LAW ENFORCEMENT ONLY)	B. Taylor	Jan 09	7-5	M,T, WW-Th, F	5	Exempt	Pinetops	Class & Hands on
Domestic Violence Protective Orders (LAW ENFORCEMENT ONLY)	TBA	Sept 09	TBA	TBA	1	Exempt	Tarboro	Fleming Bldg
Verbal Judo & Customer Service (LAW ENFORCEMENT ONLY)	TBA	Oct09	TBA	TBA	1	Exempt	Tarboro	Fleming Bldg

Emergency Medical Technician

The role and responsibilities of the EMS system has grown tremendously over the past decade and has resulted in improved patient care and significantly increased the requirements, role and responsibilities of the emergency medical responders. Edgecombe Community College is focused on working with area EMS Systems in developing, implementing and delivering educational programs that meet the needs of our emergency medical services personnel based on approved, national, state and local requirements. Edgecombe Community College implements a comprehensive approach in providing appropriate levels of education to a variety of students. We work with respective EMS agencies, assess the needs of individuals starting a career or volunteering in emergency medical services as well as providing programs for credentialed individuals that desire to increase their knowledge in their respective field.

Components of the Emergency Medical System include but are not limited to: Student Education and credentialing, emergency medical care of victims, responder and victim personal safety, transportation, multidiscipline communications, resource management, and record keeping. Students will receive classroom and clinical applications including but not limited to: Introduction to the EMS System, Medical/Legal and Ethical Issues, Human Anatomy, Focused History & Assessment, Vital Signs, Airway Management, Cardio Pulmonary Resuscitation, Automatic Electronic Defibrillator, First Aid, Medications, Intubation, Care & Treatment of Ill or Injured Victims, Environmental Emergencies, Behavioral Issues and many more topics of significant interest.

In-Service EMS Classes are offered at Edgecombe Community College and at a variety of Fire and EMS Agencies. For more information involving ("Current Credentialed Members")EMS In-Service Programs or placement on the mail list, please call.

EMT-B: Requirements

Student prerequisite of a high school diploma, general education development (GED) diploma, and reading comprehension on the eleventh-grade level. Registration fees: \$65 per class (Books and Malpractice Insurance NOT INCLUDED)

EMT-I:

Prerequisites: Successful completion of all EMT-Basic educational requirements (Student Must Have Current EMT Basic Credential NO EXCEPTIONS)

High school or general education development (GED) diploma.

Successful completion of an entrance exam assessing basic reading comprehension and English language writing skills on a post-secondary level.

Examples of acceptable demonstration of this ability include:

Placement into, or successful completion of, a college-level reading and English language writing course.

(Developmental or remedial courses will not satisfy this requirement.) A reading and writing score of 41 or higher on the ASSET® placement exam.

Registration fees: \$65 per class (Two Classes Part A & B, Malpractice Insurance and Books NOT INCLUDED)

EMT-P:

Prerequisites: Successful completion of Anatomy and Physiology course (listed in the NC Continuing Education Master Course List)

Successful completion of an EMT-B and EMT-I educational program with current credential. (Student Must Have Current EMT Basic and EMT Intermediate Credential; NO EXCEPTIONS)

Student prerequisite of a high school diploma or general education development (GED) diploma.

Reading comprehension and English language skills on the post-secondary level.

Compliance with the mathematical skills on the high school grade level.

Registration fees: \$65 per class (Two Classes Part A & B, Malpractice Insurance and Books NOT INCLUDED)

AHA CPR, AED & First Aid: NO Prerequisites

This course is the basic CPR course designed by the American Heart Association. It includes instruction in Cardiopulmonary Resuscitation (CPR) for adults, children and Infants, and First Aid with practical applications using mannequins.

Registration fees: \$50 per class

ECC will CUSTOMIZE an AHA CPR, AED & First Aid course for your business, organization or group of six or more individuals. Call us to work out a time and location that fits your schedule.

Fee exempt for credentialed members of a Fire, Rescue, First Responder, and/or Law Enforcement Department and NC Forestry Service.

For more information, please contact

Marion Proctor, Coordinator, Edgecombe Community College, proctorma@edgecombe.edu or 252-823-5166, ext. 175

Linda Sanderson, Administrative Assistant, Edgecombe Community College, sandersonl@edgecombe.edu or 252-823-5166, ext. 293 or contact the Chief Training Officer of the sponsoring department.

Emergency Medical Service Classes

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
Emergency Medical Technician-Basic	J. Rose. Manning	TBA Aug 09	7-10p tba Sat	M-Th tba Sat	20	\$65 Tu \$10 Ins \$Book	Rocky Mount	Hospital Rescue Sta
Emergency Medical Technician-Paramedic Part B	D. Manning	TBA Oct 09	7-10 tba Sat	M-Th tba Sat	20	\$65 Tu \$10 Ins \$Book	Tarboro	Fleming Bldg Hospital Rescue Sta
American Heart Assoc. CPR, AED & First Aid	TBA	TBA Aug 09	9-5	TBA	1 DAY	\$50	Tarboro Room TBA	Fleming Bldg
American Heart Assoc. CPR, AED & First Aid	TBA	TBA Sept 09	9-5	TBA	1 DAY	\$50	Tarboro Room TBA	Fleming Bldg
American Heart Assoc. CPR, AED & First Aid	TBA	TBA Oct 09	9-5	TBA	1 DAY	\$50	Tarboro Room TBA	Fleming Bldg
American Heart Assoc. CPR, AED & First Aid	TBA	TBA Nov 09	9-5	TBA	1 DAY	\$50	Tarboro Room TBA	Fleming Bldg

Fire Service Classes

Prerequisites: Full time and/or Volunteer Firefighters NO EXCEPTIONS

The Fire Service program at ECC is designed to provide full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, and certification in modern firefighting, rescue, officer development, and fire department management skills. Programs are open to all fire departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various fire departments. Fire Service classes require physical exertion and use specialized departmental equipment and are therefore offered to credentialed fire service personnel only.

Registration fees exempt for credentialed members of a Fire, Rescue, First Responder, and/or Law Enforcement Department and NC Forestry Service.

In-Service Classes are offered at Edgecombe Community College and at a variety of agencies for credentialed personnel. Credentialed individuals wishing to receive more information involving Fire Service Programs or placement on the mail list, please call.

For more information, please contact

Marion Proctor, Coordinator, Edgecombe Community College, proctorma@edgecombe.edu or 252-823-5166, ext. 175

Linda Sanderson, Administrative Assistant, Edgecombe Community College, sandersonl@edgecombe.edu or 252-823-5166, ext. 293

or contact the Chief Training Officer of the sponsoring department.

Gunsmithing Classes

Edgecombe Community College's Gunsmithing class is a school-approved program conducted under the supervision of an instructor whose supervision has been approved by the school authority and operates under strict policy guidelines. The program is occupational in nature, oriented to individuals choosing to enter a technical and hands on approach to assessment, cleaning, maintenance, restoration of old/antique firearms and customizing modern firearms. Individuals must be 21 years of age or older with a clear criminal history. Registration fees \$60 per semester, senior citizens are fee exempt.

For more information, please contact

Marion Proctor, Coordinator, Edgecombe Community College, proctorma@edgecombe.edu or 252-823-5166, ext. 175

Linda Sanderson, Administrative Assistant, Edgecombe Community College, sandersonl@edgecombe.edu or 252-823-5166, ext. 293

Gunsmithing Classes								
Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
Gunsmithing Advanced	S Andrey	Aug 09	7-10	M-W	20	\$60	Tarboro Bldg E	Must be 21 yrs or older
Gunsmithing Basic	S Andrey	Aug 09	7-10	T-Th	20	\$60	Tarboro Bldg E	Must be 21 yrs or older

Hispanic-Latino Program

You need to register for hybrid classes at least two weeks prior to the first day of class by calling Mary Proctor at 252-823-5166 Ext. 265. Registration fee does not include the cost of textbooks. For more information, please call Maria Ortega, Coordinator, Edgecombe Community College, at 252-823-5166, ext. 164.

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
Conversational Spanish I	V. Bolivar	6/16	6:00-8:30 pm	Tues & Th.	7	\$35 65 or older free	Fleming Bldg. 173	Conversational Spanish I
Basic Skills ESL	K. Webb	5/28	6:00-8:30 pm	Tues & Th.	10	Free	Fleming Bldg. 267	Basic Skills ESL

Human Resources Development Program

Human Resources Development (HRD) is a state-funded program administered by the North Carolina Community College System. HRD focuses on the development of basic workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. HRD courses are free of charge to individuals who meet one of the following criteria: is unemployed; received notice of layoff; working and their income is 200% below the federal poverty level; or working and eligible for the federal earned income tax credit. This factor is appealing to individuals who need training but cannot afford to pay the registration fee. The course titles in the HRD program include IRA Workshop, Prepare to Job Hunt, Job Savvy, and STEPS, just to name a few.

For more information, please call
Debra Lovett at 252-823-5166, ext. 275 or
Lori Winstead at 823-5166, ext. 272 or ext. 166.

NURSING ASSISTANT PROGRAM

NOTE: Registration fees do not include cost of books and supplies.

For information or to register for upcoming seminars, please call:

Laura Clark, Nursing Coordinator, at 252-823-5166, ext. 223 or
Mary Proctor, Assistant to Associate VP of Instruction, at 252-823-5166, ext. 265 or
Gwen Hyman, Administrative Assistant, at 252-446-0436, ext 357.

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
NUR 3240— Nurse Assistant I	TBA	Jun 1	8:30am- 1:30pm	M-Th	8	73.50	Rocky Mount	CPR & Immunizations required

Small Business Center

For information or to register for upcoming seminars, please call:

Trudy Lynn, SBC Director, at 252-823-5166, ext. 220 or
 Linda Sanderson, Administrative Assistant, at 252-823-5166, ext. 293

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
ABC's of Starting a Business	Trudy Lynn	Jan. 13	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
How To Write a Business Plan	Trudy Lynn	Jan. 20	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
Limiting & Reducing Liability for Faith Based Organizations	Sam Gore	Jan. 22	6:00pm-9:00pm	Th.	1	Free	TB Fleming	Room 152
Notary Public	Stephanie Cox	Jan. 27 & 29	6:00pm-9:00pm	Tu. & Th.	1	\$50 \$22.42 Book	TB Fleming	Room 167
ABC's of Starting a Business	Trudy Lynn	Feb. 17	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
How To Start a Non Profit Organization	Sam Gore	Feb. 19	6:00pm-9:00pm	Th.	1	Free	TB Fleming	Room 152
How To Write a Business Plan	Trudy Lynn	Feb. 24	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
ABC's of Starting a Business	Trudy Lynn	Mar. 17	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
How To Write a Business Plan	Trudy Lynn	Mar. 24	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
"You're in Charge, Now What" What Every Supervisor Should Know	Mike Collins	Mar. 25	11:00am-2:00pm	Wed.	1	\$20	TB Fleming	Room 167
ABC's of Starting a Business	Trudy Lynn	Apr. 7	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
Notary Public	Stephanie Cox	Apr. 21 & 23	6:00pm-9:00pm	Tu. & Th.	1	\$50 \$22.42 Book	TB Fleming	Room 167

Small Business Center - Continued

Course Title	Instructor	Start Date	Time	Days	Weeks	Reg. Fee	Location	Comments
Administrative Professionals Day Celebration	Linda Rozelle	Apr. 22	11:00am-2:00pm	Wed	1	TBA		TBA
How To Write a Business Plan	Trudy Lynn	Apr. 28	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
ABC's of Starting a Business	Trudy Lynn	May 12	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
How To Write a Business Plan	Trudy Lynn	May 21	6:30pm-8:30pm	Th.	1	Free	TB Fleming	Room 167
ABC's of Starting a Business	Trudy Lynn	Jun. 9	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167
How To Write a Business Plan	Trudy Lynn	Jun. 16	6:30pm-8:30pm	Tu.	1	Free	TB Fleming	Room 167

Special Programs

Special Programs can custom design classes for any needs. There is no tuition fee for classes for seniors 65 or older unless the classes are self-supporting. Prices of textbooks are subject to change.

Some courses are OCCUPATIONAL EXTENSION for the purpose of training for employment, upgrading skills, and retraining. These courses can be set up upon demand.

COMMUNITY SERVICE COURSES focus on an individual's personal or leisure needs. A state wide community service grant is used for these courses. These classes are \$20.00 and free for those 65 or older.

SELF SUPPORTING COURSES are those which must support the salary of the instructor and the course expenses. All pay.

Prerequisite for NA I class: Must take reading assessment test in learning lab and pass; current CPR card; required shot records; matching names on Photo ID and SS Card.

Prerequisite for NA II class: High school diploma or GED; CPR card; required shot records; active registration on the NC Nursing Assistant Registry.

For information contact Marie Inscore 446-0436 x 322 or Gwen Hyman x 357, Mary Proctor 823-5166 x 265

Tarboro Campus

Course Title	Instructor	Start Date	Time	Days	Weeks	Regis Fee	Location	Comments
Fun with Photos	K. King	5/27	10-12	M/W	3	\$20 65 or older free	Tarboro campus, Fleming Room 213	

Classes, dates, prices of all classes on both campuses subject to change.

Some classes may have a supply fee or book which is extra.

Contact Tarboro Mary Proctor 823-5166 x 265 proctorm@edgecombe.edu

Contact Rocky Mount Gwen Hyman 446-0436 x 357 hymang@edgecombe.edu

Marie Inscore x 322 inscorem@edgecombe.edu

NURSING ASSISTANT I & II CLASSES TBA. Call the above numbers for more information.

LICENSURE RECERTIFICATION COURSES

These courses are offered upon demand for recertification purposes. For example: cosmetologists, nail technicians, estheticians, real estate brokers & appraisers, teachers.

Rocky Mount Campus

Course Title	Instructor	Start Date	Time	Days	Weeks	Regis Fee	Location	Comments
Notary	McGurie-Powers	July 13,14, 15	6-9pm	M/T/W	1	\$50 plus book	Rocky Mt.	Advanced registration required
Real Estate Pre-Licensing Provisional Broker Course	Rick Eason	May 27	6-10:00pm	Mon/Wed	10	\$50 plus book	Rocky Mt.	Advanced registration required
Real Estate Broker Post-Licensing: Selected Topics	Rick Eason	June 10	9 am-12 Noon 1-4 pm	Mon/Wed	2.5wks 30 hrs	\$55 plus book	Rocky Mt. TBA	Advanced registration required
Real Estate Broker Post-Licensing: Broker's Role & Responsibilities	Rick Eason	July 15	9 am-12 Noon 1-4 pm	Mon/Wed	2.5wks 30 hrs	\$55 plus book	Rocky Mt. TBA	Advanced registration required
Real Estate Broker Post-Licensing: Contracts & Closing	Rick Eason	August 5	9 am-12 Noon 1-4 pm	Mon/Wed	2.5wks 30 hrs	\$55 plus book	Rocky Mt. TBA	Advanced registration required

ED2GO – Online Classes ed2go.com/edgecombecc

All courses run for six weeks (with a two week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. Two lessons a week are downloaded. These courses are considered 24 contact hours (2.4 CEU's) and are approved for teacher renewal. Classes start every month and you may take more than one class.

Requirements: All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Two lessons a week are downloaded. The book is online and there is no cost.

Cost for all online classes: \$55.00 unless indicated. **Start dates for 2009 online classes:** May 20, June 17, July 15, August 19, September 16, October 21, November 11, December 9. For more information, please call

Marie Inscore at 252-446-0436, ext. 322, e-mail inscorem@edgecombe.edu
or Gwen Hyman at 252-446-0436, ext. 357, e-mail hymang@edgecombe.edu.

ED2GO WEBSITE: www.ed2go.com/edgecombecc

WRITING COURSES
Mystery Writing
Writing for ESL
Breaking into SitCom Writing
Fundamentals of Technical Writing
The Keys to Effective Editing
Grammar Refresher
Writer's Guide to Descriptive Settings
Effective Business Writing
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creative Training for Writers
Writing for Children
The Craft of Magazine Writing
Research Methods for Writers
Forensic Science: A Writer's Guide
Beginning Writers' Workshop
Beginner's Guide to Getting Published (US)
Becoming a Grant Writing Consultant
Write Fiction Like a Pro & Advanced Fiction Writing
Romance Writing Secrets
Travel Writing
Introduction to Journaling
Write Your Life Story
Business Marketing Writing
Introduction to Internet Writing Markets
Publish It Yourself: How to Start and Operate Your Own Publishing Business (US)
Resumé Writing Workshop

ENTERTAINMENT INDUSTRY CAREERS
Breaking Into SitCom Writing
Get Paid to Travel

ART, HISTORY, PSYCHOLOGY & LITERATURE
Drawing for the Absolute Beginner

LANGUAGES
Speed Spanish I,II,III
Intro to Teaching ESL/EFL
Beginning Conversational French
Grammar for ESL (US)
Writing for ESL
Conversational Japanese
Instant Italian

GRANT WRITING AND NONPROFIT MANAGEMENT
Creating Your Own Nonprofit
Introduction to Nonprofit Management (US)
Marketing Your Nonprofit
Wow, What a Great Event!
A to Z Grant Writing (US)
Get Grants! (US)
Writing Effective Grant Proposals (US)
Advanced Grant Proposal Writing (US)
Becoming a Grant Writing Consultant (US)

COMPUTER APPLICATIONS
Introduction to Microsoft Word 2003 & 2007
Intermediate Microsoft Word 2003
Intro Microsoft Office Accounting Professional 2008
Advanced Microsoft Word 2003
Introduction to Microsoft Excel 2003 & 2007
Intermediate Microsoft Excel 2003 & 2007
Advanced Microsoft Excel 2003
Introduction to Microsoft Access 2003 & 2007
Intermediate Microsoft Access 2003 & 2007
Intermediate Microsoft Vision 2003
Introduction to Microsoft PowerPoint 2003
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2007
Introduction to Microsoft Project 2003 & 2007
Introduction to Microsoft Publisher 2003 & 2007
Introduction to Crystal Reports 10
Introduction Microsoft Vision 2007
Introduction to Microsoft Project 2007
QuickBooks for Contractors 2006 & 2007
Performing Payroll in QuickBooks 2007 & 2009
Introduction to Microsoft Outlook 2007
Introduction to Microsoft Outlook 2003
Intro to Quickbooks 2007, 2008, 2009

PC TROUBLESHOOTING & NETWORKING & SECURITY
Introduction to PC Troubleshooting
Introduction to PC Security
Advanced PC Security
Wireless Networking
Introduction to Networking
Intermediate Networking

BASIC COMPUTER LITERACY
Introduction to Windows XP
What's New in Office 2007?
Computer Skills for the Workplace
Introduction to the Internet
Introduction to Linux

DATABASE MANAGEMENT & PROGRAMMING
Introduction to Database Development
Introduction to SQL
Introduction to Oracle
Intermediate Oracle
Introduction to Alice 2.0 Programming
Introduction to Microsoft Access 2003 & 2007
Intermediate Microsoft Access 2003 & 2007
Introduction to Crystal Reports 10
High Speed Project Management
Introduction to C++ Programming
Introduction to C# Programming
Intermediate C# Programming
Intermediate Access 2007
Introduction to Perl Programming
High Speed Project Management
Introduction to Visual Basic 2005 & 2008
Intermediate Visual Basic
Creating User Requirements Documents
Introduction to ASP.NET

ED2GO – Online Classes

(Continued)

THE INTERNET

Introduction to the Internet
Achieving Top Search Engine Positions
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Learn to Buy and Sell on eBay®
Start Your Own eBay Drop Off Store

WEB PAGE DESIGN

Creating Web Pages I & II
Reating a Classroom Website
Designing Effective Websites
Intermediate Dreamweaver CS 3
Intro to CSS & HTML
Introduction to Microsoft FrontPage 2003
Achieving Top Search Engine Positions
Introduction Dreamweaver 8 & CS3
Intermediate CSS & HTML
Introduction to Flash 8

SALES & MARKETING

Professional Sales Skills
Effective Selling
Business Marketing Writing
Principles of Sales Management
Marketing Your Business on the Internet
Managing Customer Service

BUSINESS PLANNING & ENTREPRENEURIAL COURSES START YOUR OWN BUSINESS

Creating a Successful Business Plan
Learn to Buy and Sell on eBay
Start and Operate Your Own Home-Based Business (US)
Publish It Yourself: How to Start and Operate Your Own Publishing Business (US)
Growing Plants for Fun and Profit (US)
Business Law for the Small Business Owner
Start a Consulting Practice (US)
Marketing Your Business on the Internet

DIGITAL PHOTOGRAPHY & DIGITAL VIDEO CON'T

PhotoShop Elements 2.0 for the Digital Photographer
PhotoShop Elements Projects
Photographing People with your Digital Camera
Photoshop Elements for the Digital Photographer
Intro to Photoshop CS3
Introduction to PhotoShop 7
Intermediate PhotoShop 7
Introduction Microsoft Publisher 2003
Making Movies with windows XP
PhotoShop Elements 5.0 for the Digital Photographer
PhotoShop Elements 4.0 for the Digital Photographer
Photoshop Elements 4.0 for the Digital Photographer II
Travel Photography for the Digital Photographer
Intermediate Photoshop CS2 & CS3
Secrets of Better Photography
Photographing Nature with Digital Camera

GRAPIC DESIGN

Introduction CorelDRAW x 3
Creating Web Graphics with Photoshop 3
Photoshop 7 for the Absolute Beginner
Intro InDesign Cs 3
Design Projects for Adobe Illustrator CS2
Intermediate Photoshop CS2 & CS3
Introduction to CS2 & CS3
Photoshop CS2 & CS3 for the Digital Photographer
Photoshop Elements 5.0 for the Digital Photographer
Intro to Publisher 2003 & 2007

ED2GO – Online Classes

(Continued)

BUSINESS ADMINISTRATION AND MANAGEMENT
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Understanding the Human Resources Function
High Speed Project Management
Building Teams that Work
Employment Law Fundamentals
Project Management Fundamentals
Project Management Applications
Project Management @ e-Speed
Introduction to Business Analysis
Administrative Assistant Fundamentals
Administrative Assistant Applications
Mastery of Business Fundamentals
Mastery of Business Applications
Manufacturing Fundamentals
Manufacturing Applications
Distribution and Logistics Management
Successful Construction Business Management
Managing Fundamentals
Principles of Sales Management
Six Sigms: Total Quality Fundamentals
Six Sigma: Total Quality Applications
Purchasing Fundamentals
Purchasing Applications
Supply Chain Management Fundamentals
Supply Chain Management Applications
Managing Customer Service
Managing Applications

CHILD CARE & PARENTING
Understanding Adolescents
Ready, Set, Read!
Enhancing Language Development in Childhood
Guiding Kids on the Internet
Home School with Success

LAW AND LEGAL CAREERS
Employment Law Fundamentals
Introduction to Criminal Law I & II
Evidence Law (US)
LSAT Preparation Part 1 & 2
Winning Strategy for the Courtroom
Legal Nurse Consulting (US)
Constitutional Law: Bill of Rights (US)
Worker's Compensation
Real Estate Law

ACCOUNTING
Accounting Fundamentals (US)
Accounting Fundamentals II
Creating a Successful Business Plan
Introduction to Microsoft Excel 2003& 2007
Intro to Office Accounting Professional 2008
Intermediate Microsoft Excel 2003
Advanced Microsoft Excel 2030
Introduction to QuickBooks 2005
Introduction to QuickBooks 2003
QuickBooks for Contractors 2006
Performing Payroll in QuickBooks 06,07,09
Intro Peachtree Accounting

MATH, PHILOSOPHY & SCIENCE
Introduction to Algebra
Everyday Math

ED2GO – Online Classes

(Continued)

PERSONAL DEVELOPMENT

Twelve Steps to a Successful Job Search

Keys to Effective communication

Resumé Writing Workshop

Get Assertive!

Leadership

Intro to Juornaling

Individual Excellence: Secrets of Career Success

Interpersonal Communication

Achieving Success with Difficult People

Merrill Ream Speed Reading

Effective Business Writing

Computer Skills for the Workplace

Grammar Refresher (US)

Get Paid to Travel

Mystery of Business Fundamentals

HEALTH CARE, NUTRITION & FITNESS

Medical Terminology: A Word Association Approach

Human Anatomy and Physiology

Become a Veterinary Assistant I

Become a Veterinary Assistant II: Canine Reproduction

Become a Veterinary Assistant III

Luscious, Low-Fat, Lightning- Quick Meals

Introduction to Natural Health and Healing

Medical Coding

Handling Medical Emergencies

Outdoor Survival Techniques

Assisting Aging Parents (US)

Legal Nurse Consulting

PERSONAL FINANCE & WEALTH BUILDING

Real Estate Investing I & II

Debt Elimination Techniques That Work (US)

Building Wealth (US)

Where Does All My Money Go? (US)

Personal Finance (US)

Stocks, Bonds and Investing: Oh My! (US)

The Analysis and Evaluation of Stocks (US)

Introduction to Stocks Options (US)

PERSONAL ENRICHMENT

Genealogy Basics (US)

Handling Medical Emergencies

Luscious, Low-Fat, Lightning- Quick Meals

Wine Appreciation for Beginners

Keys to Effective Communication

Interpersonal Communication

Achieving Success with Difficult People

Merrill Ream Speed Reading

Write Your Life Story

Handling Medical Emergencies

HIPPA Compliance

Assisting Aging Parents (US)

Become a Physical therapy Aide

Become an Optical Assistant

ED2GO – Online Classes

(Continued)

COURSES FOR TEACHING PROFESSIONALS

Solving Classroom Discipline Problems I & II

Ready, Set, Read!

The Classroom Computer

Using the Internet in the Classroom

PowerPoint in the Classroom 2003 & 2007

Big Ideas in Little Books

Get Assertive!

Leadership

Microsoft Word 2003 & 2007 in the Classroom

Creating Web Pages

Microsoft Excel 2003 in the Classroom

Speed Spanish

A to Z Grant Writing (US)

Enhancing Language Development in Childhood

Understanding Adolescents

Guiding Kids on the Internet

Integrating Technology in the K-5 Classroom

Teaching Science: Grades 4 & 6

The Creative Classroom

Differentiated Instruction in the Classroom

Guided Reading: Strategies for the Differentiated Classroom

Microsoft PowerPoint 2003 & 2007 in the Classroom

Teaching Math Grades 4-6

Using the Internet in the Classroom

Intro Teaching ESL/EFL

Creating a Classroom Website

Creating the Inclusive Classroom: Strategies for Success

Easy Classroom Podcasting

Guided Reading & Writing: Strategies for Maximum Student Achievement

Working successfully with Learning Disabled Students

Response to Intervention: Reading Strategies That Work

Singapore Math Strategies; Model Drawing for Grades 1-6.

Practical Ideas for the Adult ESL/EFL Classroom

Writing for Grades 4-6

Home school with Success

Grammar Refresher

COURSES FOR WEB & COMPUTER PROGRAMMING

Intermediate C# Programming

Intermediate Java Programming

Intermediate PHP and MySQL

Intermediate Visual Basic 2005

Introduction to Alice 2.0 Programming

Introduction to ASP.NET

Introduction to C# Programming

Introduction to C++ Programming

Introduction to Java Programming

Introduction to Perl Programming

Introduction to PHP and MySQL

Introduction to Python 2.5 Programming

Introduction to Ruby Programming

Introduction to Visual Basic 2005

COURSES FOR WEB GRAPHICS & MULTIMEDIA

Creating Web Graphics with Photoshop CS3

Drawing for the Absolute Beginner

Introduction to CorelDRAW X3

Introduction to Flash 8

Introduction to Flash MX 2004