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*Spring 2010
Continuing Education*



 *Edgecombe*
COMMUNITY COLLEGE

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Ways to Register

1. You may register the first night of the first class.
2. Contact the appropriate individual for each of the program areas.
3. Visit the Continuing Education Department on either campus. In Tarboro, see Linda Sanderson in the Fleming Building (Nina Fountain Wing) at 2008 West Wilson St., Tarboro. She also can be reached at (252) 823-5166, ext. 293. In Rocky Mount, see Gwen Hyman in the Barnes Building, 225 Tarboro St., Rocky Mount, (252) 446-0436, ext. 357.
4. You may mail your registration and fee to Linda Sanderson (for classes in Tarboro) or to Gwen Hyman (for classes in Rocky Mount). Their addresses are listed above.

This publication highlights some of the new programs and courses offered through Edgecombe Community College’s Continuing Education and Workforce Development divisions. During the course of a year, the college offers about 1,300 classes and serves 9,000 individuals. Call (252) 823-5166 to learn more about our classes.

On the Cover: Upholstery (page 10), a popular class, is offered three times a year through Special Programs. Billy Bridgers, owner of Bridgers Upholstery in Tarboro, is the instructor. Shown with Bridgers (seated) is student Rufus Savage of Rocky Mount.

Edgecombe Community College does not discriminate on the basis of race, color, national origin, gender, or disability.

Edgecombe Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

From the Desks of ... Dr. Kristi Snuggs and Mr. J. Lynn Cale

Fall 2009 has, without a doubt, been the busiest semester ever for Edgecombe Community College. We have 3,073 curriculum students, and before the semester is over, we will serve approximately 3,500 continuing education and workforce development students. Edgecombe County's unemployment rate continues to hover around 16%, and these 6,500 plus students are being trained or retrained so that they can enter or reenter the job market in fields that are in high demand in our service area.

Spring 2010 will be a busy semester for ECC as well. We will continue offering courses that are a part of the JobsNOW: 12 in 6 Project. Governor Bev Perdue started this statewide initiative this past summer, and it is federally funded through the American Recovery and Reinvestment Act (ARRA). Dislocated workers are encouraged to investigate the JobsNOW programs being offered at ECC. They include Building Operator Certificate, Residential Weatherization, Tire Manufacturing, Warehousing/Logistics Associate, Warehousing/Logistics Leadership, Technical Trades, Historic Preservation, Nursing Assistant, Medication Aide, Phlebotomy, Ambulatory Billing/Coding, Medical Office Administration, Facilities Maintenance/Green Energy Systems, Manufacturing/Energy Management Systems, Automotive Alternative Systems Technology, and Autobody Repair. To learn more about the JobsNOW: 12 in 6 Project, an initiative targeting 12 occupational areas that a worker can be trained/retrained in from one week to six months, contact George Anderson at (252) 823-5166, ext. 197. Mr. Anderson is ECC's new JobsNOW/Sustainability Coordinator.

ECC recently learned that it would become the state's eighth and final GATE site. GATE (Growing America Through Entrepreneurship) is a program that will enable those who are interested in reentering the workforce to do so by starting their own business. Those selected as GATE participants will be awarded a scholarship that will be used to fund four courses, including the North Carolina Rural Entrepreneurship through Action Learning course. Participants will receive one-on-one counseling for up to six months as they strive to establish their own business. ECC's goal is to award 20 GATE scholarships during 2010.

We hope to see you in either Tarboro or Rocky Mount during the spring of 2010. The courses listed in this publication are but a sampling of the more than 1,300 continuing education and workforce development classes we offer each year. We are sure you will find a personal enrichment class, a workforce development training or retraining opportunity, or a basic skills class that will fit your schedule. You'll find classes such as Historic Preservation, Community Theatre, Alive@25, Ed2Go, Art, GED, ESL, Canine Training, EMS, Gunsmithing, HRD, Nursing Assistant, Landscape Maintenance, Bow Making, Upholstery, and Real Estate, just to name a few.

And finally, best wishes to Marie Inscore, Director of Special Programs, who will be retiring in December. Mrs. Inscore has literally touched thousands of students by offering not only occupational extension classes but also community service and self-supporting classes. She has worked tirelessly by offering creative programming and has played a vital role in the training and retraining of the workforce in our service area. We wish Mrs. Inscore "Godspeed" in her retirement.

Please call us if you have questions or suggestions as we attempt to serve a diverse and dynamic population.

Committed to lifelong learning, we are,



A handwritten signature in cursive that reads "Kristi B. Snuggs".

Dr. Kristi Snuggs
Vice President of Instruction
(252) 823-5166, ext. 251



A handwritten signature in cursive that reads "J. Lynn Cale".

Mr. J. Lynn Cale
Associate Vice President of Instruction
(252) 446-0436, ext. 327

Continuing Education Schedule Spring 2010

Legend

Tarboro Campus = TB

Rocky Mount Campus = RM

Basic Skills Program

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

Non-high school graduates may earn an AHS diploma, earn a 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 testing fee is required for students taking the GED test.

Students registering to attend Basic Skills classes on campus must first complete an orientation session. Please contact the respective campus's learning lab for details on signing up.

Basic Skills Classes Tarboro Location

For more information, please contact:
Learning Lab, (252) 823-5166, ext. 229
Kelly Rackley, (252) 446-0436, ext. 385
Helen Clark, (252) 823-5166, ext. 271

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
ABE II Math	L. Cobb	Jan 11	8-10am	M-Th	18	Free	TB-Fountain	Room B9
DEV Math/A101	S. Andrews	Jan 11	10am-12pm	M-Th	18	Free	TB-Fountain	Room B9
DEV Math/A101	S. Andrews	Jan 11	1-3pm	M-Th	18	Free	TB-Fountain	Room B9
ABE I/II Reading	M. Deloatch	Jan 11	8:30-10am	M-Th	18	Free	TB-Fountain	Room B7
English/Writing/A102	V. Kinnin	Jan 12	10am-12pm	T,Th	18	Free	TB-Fountain	Room B7

Basic Skills Classes Rocky Mount Location

For more information, please contact:
Learning Lab, (252) 446-0436, ext. 342
Troy Winstead, (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 Rocky 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	Fee	Location	Comments
Compensatory Education	G. Jones	Jan 11	8:30-11:30am 12:30-2:30pm	M-Th	18	Free	RM-Barnes	Room 163
Compensatory Education	J. Hill	Jan 11	8:30-11:30am 12:30-2:30pm	M-Th	18	Free	RM-Barnes	Room 248
Basic Skills Learning Lab	Lab Instructors	Jan 11	8am-9pm	M-F	18	Free	RM-Alford	Room 304
Developmental Math	J. Williams	Jan 11	9am-12pm	M-Th	18	Free	RM-Alford	Room 306
Reading/Writing	M. Gay	Jan 11	10:30am-12pm	T,Th	18	Free	RM-Alford	Room 307
GED/Advanced Math	M. Gay	Jan 11	9am-12pm	M,W	18	Free	RM-Alford	Room 307
ABE I Reading and Math	R. Jones	Jan 11	8am-3pm	M-F	18	Free	RM-Barnes	Room 249
Developmental Math	M. Gay	Jan 12	6-9pm	T,Th	18	Free	RM-Alford	Room 306
Reading/Writing	D. Ellison	Jan 11	6-8:30pm	M,W	18	Free	RM-Alford	Room 306
GED Class	J. Harper	Jan 11	8:30am-3pm	M,W	18	Free	OIC	
GED Class	J. Harper	Jan 11	8:30am-3:30pm	T,Th	18	Free	OIC	
GED Class	J. Harper	Jan 11	8:30am-11:30am	Fri	18	Free	OIC	
GED Class	J. Harper	Jan 11	6-9pm 6-8pm	M T,W,Th	18	Free	OIC	
Comp. Ed	M. Leib	Jan 11	8:15am-4pm	M-Th	18	Free	TCL	
GED Class	B. Cooper	Jan 4	6-9pm	M,T	18	Free	Light Of Peace Church	

Business and Industry Services

Customized Training Program

For more information, please contact:
Dr. Randi Dikeman, (252) 823-5166, ext. 249

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.

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 also are 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

Customized Courses for Individual Businesses

Customized courses can be designed for local businesses and industries who meet criteria established by the State of North Carolina. Courses are provided at times and locations that meet individual business needs.

Examples include the following:

- 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 and 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 and 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 N.C. Career Readiness Certification

Business and Industry Public Course Offerings

Selected business and industry course offerings enable students to upgrade professional skills or learn new technologies, and provide professional certifications, licensures, renewals, or job skill upgrades.

Community Theatre

Six courses are required to complete a certificate in community theatre. Seniors 65 or older can take up to 96 hours free.

For more information, please contact:
 Mary Proctor, (252) 823-5166, ext. 265
 J. Lynn Cale, (252) 446-0436, ext. 327

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Design	R. Cashwell	April 9	6-10pm Fri 9am- 1pm Sat	F-Sat	3	\$65+ book	TB	McIntyre Auditorium
Costume & Makeup	R. Cashwell	May 7	6-10pm Fri 9am- 1pm Sat	F-Sat	3	\$65+ book	TB	McIntyre Auditorium

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Acting 2	R. Cashwell	March 12	6-10pm Fri 9am- 1pm Sat	F-Sat	3	\$65+ book	TB	McIntyre Auditorium

Criminal Justice

Prerequisites: Credentialed, Sworn Law Enforcement Officers Only

For more information, please contact:

Marion Proctor, (252) 823-5166, ext. 175

Linda Sanderson, (252) 823-5166, ext. 293

Or contact the Chief Training Officer of the sponsoring department

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Canine In Service Training (LAW ENFORCEMENT ONLY)	East Coast Canine	Monthly 4th W&Th	9am-9pm	W-Th	1	Waived	TB	Multi Entry In-Service Credential Officer Only
Concealed Compartment Search	East Coast Canine	Feb	8am-8pm	M-W	1	Waived	TBA	Credential Officer Only
Detention Officer Certification	ECC	Feb	8am-8pm	M,T,W,Th,F	5	Waived	Pinetops	Sheriff DO Only
Basic Executive Protection Ops	R. Tucker	Jan	8am-8pm	W,Th,F,Sat	1	Waived	TB	Credential Officer Only

Emergency Medical Services

Seniors 65 or older can take up to 96 hours free.

For more information, please contact:

Marion Proctor, (252) 823-5166, ext. 175

Linda Sanderson, (252) 823-5166, ext. 293

Or contact the Chief Training Officer of the sponsoring department

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Emergency Medical Technician-Basic	J. Rose	Jan	6-10pm TBA Sat	M-Th Sat	21	\$183.50 + book	RM	Hospital Rescue Station
Scope of Practice	D. Manning	Jan 9	8am-5pm	Sat	1	Waived	TB	Cred Dept Only
CPR AHA-BLS Provider	TBA	Jan	8am-5pm			\$65	TB	
CPR AHA-BLS Provider	TBA	Feb	8am-5pm			\$65	TB	

Gunsmithing

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. Seniors 65 or older can take up to 96 hours free.

For more information, please contact:
 Marion Proctor, (252) 823-5166, ext. 175
 Linda Sanderson, (252) 823-5166, ext. 293

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Gunsmithing A	S. Andrey	Jan 11	7-10pm	M-W	16	\$175	TB-Havens Room 440	Must be 21 or older
Gunsmithing B	S. Andrey	Jan 12	7-10pm	T-Th	16	\$175	TB-Havens Room 440	Must be 21 or older

Hispanic/Latino Program

Students need to register 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. Seniors 65 or older can take up to 96 hours free.

For more information, please contact:
 Maria Ortega, (252) 823-5166, ext. 164

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Introduction to Spanish	V. Bolivar	Jan 11	6-8pm	M&W	6	\$65	TB-Fleming	Room 173
Conversational Spanish II	V. Bolivar	Jan 11	1-3pm	M&Th	6	\$65	Roberson Center	Classroom
Workplace Spanish for Health Care	V. Bolivar	Feb 2	6-8pm	T&Th	6	\$65	TB-Fleming	Room 173
Workplace Spanish for Customer Service	V. Bolivar	March 15	6-8pm	M&W	6	\$65	TB-Fleming	Room 173
Conversational Spanish I	V. Bolivar	March 16	6-8pm	T&Th	6	\$65	TB-Fleming	Room 173
Conversational Spanish II	V. Bolivar	May 19	6-8pm	M&W	6	\$65	TB-Fleming	Room 173

Historic Preservation Trades

Edgecombe Community College is the only community college in the state that offers a training program in preservation-related building trades. Seniors 65 or older can take up to 96 hours free.

For more information, please contact:
 Monika Fleming, (252) 823-5166, ext. 241

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Intro to Historic Pres.	S. Power & J. Wood	Jan 23	8am-5pm	Sat	1	\$65	TB	
Blacksmith & Ironworks	R. Hodges	Jan 30-31	8am-5pm	Sat-Sun	1	\$65	TB	Limit to 12

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Energy Efficiency in Historic Bldgs	R. Thomas	Feb 6	8am-5pm	Sat	1	\$65	TB	
Intro to Timber Framing	K. Wilson	Feb 20-21 27-28	8am-5pm	Sat-Sun	2	\$120	TB	Tools & workbooks
Beginning Furniture Repair	J. Ecker	Mar 2-Apr 27	6-9pm	Tues	8	\$65	TB	Limit to 10
Cemetery Preservation	M. Fleming	Mar 6 Mar 7	6-9pm 8am-5pm	Fri Sat	1 1	\$65	TB	Textbook
Ceramic Tile	S. Modlin	Mar 8	8am-5pm	Sun	1	\$65	TB	
Historic Window Repair	D. Hoggard	Mar 13-14, 20-21	8am-5pm	Sat-Sun	2	\$120	TB	Tools list, limit to 15
Blacksmith & Ironworks	R. Hodges	Mar 26-27	8am-5pm	Sat-Sun	1	\$65	TB	Limit to 12
Historic Roofing	J. Armstrong	Apr 17-18, 24-25	8am-5pm	Sat-Sun	2	\$120	TB	Workbook



This project received support from the Golden LEAF Foundation.

Human Resources Development

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. 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 contact:
Debra Lovett, (252) 823-5166, ext. 275
Lori Winstead, (252) 823-5166, ext. 272

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Computer Savvy	S. Grant	Jan 8	9am-3pm	M-F	3	Waived	TB-Fleming	Room 257
I.R.A. Workshop	J. Lucas	Jan 11	9am-1pm	M-Th	1	Waived	RM-ESC	Conference Room
I.R.A. Workshop	J. Lucas	Jan 19	9am-1pm	M-Th	1	Waived	TB-Fleming	Room 259
Computer Savvy	S. Grant	Feb 1	9am-3pm	M-F	3	Waived	TB-Fleming	Room 257
I.R.A. Workshop	J. Lucas	Feb 1	9am-1pm	M-Th	1	Waived	RM-ESC	Conference Room
I.R.A. Workshop	J. Lucas	Feb 9	9am-1pm	T-F	1	Waived	RM-ECC	TBD
I.R.A. Workshop	J. Lucas	Feb 15	9am-1pm	M-Th	1	Waived	TB-Fleming	Room 259

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Computer Savvy	S. Grant	Feb 22	9am-3pm	M-F	3	Waived	TB-Fleming	Room 257
I.R.A. Workshop	J. Lucas	Mar 1	9am-1pm	M-Th	1	Waived	RM-ESC	Conference Room
I.R.A. Workshop	J. Lucas	Mar 8	9am-1pm	M-Th	1	Waived	TB-Fleming	Room 259
Computer Savvy	S. Grant	Mar 15	9am-3pm	M-F	3	Waived	TB-Fleming	Room 257
I.R.A. Workshop	J. Lucas	Mar 22	9am-1pm	M-Th	1	Waived	RM-ESC	Conference Room
I.R.A. Workshop	J. Lucas	Mar 29	9am-1pm	M-Th	1	Waived	TB-Fleming	Room 259
Computer Savvy	S. Grant	Apr 12	9am-3pm	M-F	3	Waived	TB-Fleming	Room 257
I.R.A. Workshop	J. Lucas	Apr 13	9am-1pm	T-F	1	Waived	RM-ECC	TBD
I.R.A. Workshop	J. Lucas	Apr 19	9am-1pm	M-Th	1	Waived	RM-ESC	Conference Room
I.R.A. Workshop	J. Lucas	Apr 26	9am-1pm	M-Th	1	Waived	TB-Fleming	Room 259
Computer Savvy	S. Grant	May 3	9am-3pm	M-F	3	Waived	TB-Fleming	Room 257
I.R.A. Workshop	J. Lucas	May 3	9am-1pm	M-Th	1	Waived	RM-ESC	Conference Room
I.R.A. Workshop	J. Lucas	May 10	9am-1pm	M-Th	1	Waived	TB-Fleming	Room 259

Nursing Assistant

Prerequisite for NA I class: Must take reading assessment test in learning lab and pass, PPD/TB skin test current through end of class, matching names on photo ID and social security card.

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

Students will have to apply on official application after completing placement test. Health form for NAII will be approved by faculty prior to being considered a candidate for a class.

Other classes may be available at a later date. Please contact Edgecombe Community College with any questions regarding these courses or any unpublished courses. Seniors 65 or older can take up to 96 hours free.

For more information, please contact:
 Laura Clark, (252) 823-5166, ext. 223
 Mary Proctor, (252) 823-5166, ext. 265
 Gwen Hyman, (252) 446-0436, ext. 357

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
NUR 3240-Nurse Assistant I	Moore	Jan 11	8:30am-1:30pm	M-W	14	\$183.50	TB	Negative PPD required
NUR 3240-Nurse Assistant I	Hudson	Jan 12	8:30am-1:30pm	T,W,Th	14	\$183.50	RM	Negative PPD required
NUR 3240-Nurse Assistant I	Moore	April	8:30am-1:30pm	M-W	14	\$183.50	TB	Negative PPD required

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
NUR 3240-Nurse Assistant I	Hudson	April	8:30am-1:30pm	T,W,Th	14	\$183.50	RM	Negative PPD required

Small Business Center

The goal of the Small Business Center is to increase the success rate of small businesses in North Carolina. The center offers a variety of services which include counseling and consulting as well as free or low-cost educational seminars and workshops.

For more information, please call:
 Trudy Lynn, (252) 823-5166, ext. 220
 Linda Sanderson, (252) 823-5166, ext. 293

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Customer Service Telephone/E-Mail Communication	B. Griffin	Nov 12	11am-1pm	T	1	\$20	TB-Fleming	Room 167
The ABCs of Starting a Business	T. Lynn	Jan 14	6-9pm	Th	1	Free	RM	
How to Write a Business Plan	T. Lynn	Jan 21	6-9pm	Th	1	Free	RM	
The ABCs of Starting a Business	T. Lynn	Jan 20	6-9pm	Th	1	Free	TB	
How to Write a Business Plan	T. Lynn	Jan 27	6-9pm	Th	1	Free	TB	
Marketing for Success	Waller	TBA	6-9pm		1	Free	TBA	
Financing Your Small Business	Scarlett	TBA	6-9pm		1	Free	TBA	
Tax Implications for Small Business	IRS	TBA	6-9pm		1	Free	TBA	
Body Language, The Silent Killer	T. Moore	Jan 28	11am-2pm	Th	1	\$20	TB-Fleming	Room 167
Bashful to Bold: Uncovering the Leader in You	D. Wolfe	Feb 11	11am-2pm	Th	1	\$20	TB-Fleming	Room 167
Creating the Magic in Health Care	J. Formica	Feb 16	9am-12pm	T	1	\$20	TB-Fleming	Room 167
Creating the Magic in Health Care	J. Formica	Feb 16	2-5pm	T	1	\$20	RM	
Marketing for Churches	M. Collins	Feb 22	6-9pm	M	1	Free	TB-Fleming	Room 152
Cash Flow and Projections	P. Kilette	Feb 25	6-9pm	Th	1	Free	RM	

Special Programs

For more information, please contact:
 Trudy Lynn, (252) 823-5166, ext. 220
 Marie Inscore, (252) 446-0436, ext. 322
 Gwen Hyman, (252) 446-0436, ext. 357
 Mary Proctor, (252) 823-5166, ext. 265

For classes that are \$65, seniors 65 or older can take up to 96 hours free.
 For classes that are \$20, everyone pays, including senior citizens.

Tarboro Campus

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Notary Public	S. Cox	Dec 8 & 10	6-9:30pm	T&Th	1	\$65 + book	TB-Fleming	T-Room 167 Th-Room 173
Landscape Design	A. Pierce	Jan 12	6-8pm	T	7	\$65	TB-Fountain	Room 10
Initial Safety and OBDII	R. Bynum	Jan 23 & 24	8am-5pm	Sat	1	\$65	TB	
Simple Computers	K. King	Jan 25	10am-12pm	M/W	7.5	\$20	TB-Fleming	
Small Engine Repair	T. Williams	Jan 26	6:30-9:30pm	T	13	\$20	TB-Havens	Auto Mechanics
Customer Service Certification: Vital Learning	J. Finn	Feb. 12, 19, 26; must attend all 3 classes	12-4pm	F	3	\$65, \$100 book is free	TB-Fleming	Room 167; limited seating, pre-registration required
Bow Making	B. Rease	Feb 22	6-8pm	M/T	2	\$20	TB-Fleming	TBA
Furniture Making	J. Ecker	Feb 23	6:30-9:30pm	T	6	\$65	TB-Maintenance	
Landscape Gardening	A. Pierce	Mar 2	6-8pm	T	8	\$65	TB-Fountain	Room 10
Still Life Drawing with Charcoal & Pastels	M. O'Neill	Mar 4	6:30-9pm	Th	8	\$20	TB	
Fun with Computers	K. King	Mar 29	10am-12pm	M/W	5	\$20	TB-Fleming	TBA
Floral Design With a Flair	B. Rease	Apr 12	6-8pm	M/T	4	\$20	TB-Fleming	TBA
Plant Propagation	A. Pierce	Apr 27	6-8pm	T	8	\$65	TB-Fountain	Room 10
Upholstery	B. Bridgers	Jan 25	6-9pm	M	8	\$20	TB-Fountain	Room 10
Upholstery	B. Bridgers	Mar 29	6-9pm	M	6	\$20	TB-Fountain	Room 10
Upholstery	B. Bridgers	Jan 21	9am-12pm	Th	8	\$20	TB-Fountain	Room 10
Upholstery	B. Bridgers	Mar 25	9am-12pm	Th	7	\$20	TB-Fountain	Room 10

Rocky Mount Campus

Course Title	Instructor	Start Date	Time	Days	Weeks	Fee	Location	Comments
Notary	McGuire-Powers	Jan 11-12	6-9:30pm	M&T	1	\$65 + book	RM	Room TBA
Notary	McGuire-Powers	Mar 15-16	6-9:30 pm	M&T	1	\$65 + book	RM	Room TBA
Notary	McGuire-Powers	May 10-11	6-9:30 pm	M&T	1	\$65 + book	RM	Room TBA
Cake Decorating	G. Hyman	Feb 2	6-8pm	T	7	\$20	RM	Room TBA
Floral Design	G. Hyman	Mar 23	6-8pm	T	5	\$20	RM	Room TBA
Effective Substitute Teacher	R. Eason	Feb 1-4	9am-12 pm, 1-4 pm	M-Th	1	\$65	RM	Room TBA
Effective Substitute Teacher	R. Eason	Mar 1, 3-5	9-12 noon, 1-4 pm	M-Th	1	\$65	RM	Room TBA
Real Estate Pre-Licensing: Provisional Broker Course	R. Eason	Jan 11	6-9:30pm	M/W	10	\$175 + book	RM	Room TBA
Real Estate Broker Post Licensing: Broker Relationships & Responsibilities	R. Eason	Jan 11	9am-4 pm, lunch 12-1 pm	M/W	2.5	\$120 + book	RM	Room TBA
Real Estate Broker Post Licensing: Contracts & Closing	R. Eason	Feb 8	9am-4 pm, lunch 12-1 pm	M/W	2.5	\$120 + book	RM	Room TBA
Real Estate Broker Post Licensing: Select Topics	R. Eason	Mar 8	9am-4 pm, lunch 12-1 pm	M/W	2.5	\$120 + book	RM	Room TBA

Dates to remember for Real Estate Appraisers CEU Workshops: March 3/10, April 21/28, 9:30 a.m.-1:00 p.m., 2:00-5:30 p.m.

Education to Go (ED2GO) – Online Courses

www.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 CEUs) 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, Netscape Navigator, or Microsoft Internet Explorer. The book is online, and there is no cost.

Start dates for Spring 2010 online classes are January 20, February 17, March 17, April 21, May 19.

Tuition \$65, seniors 65 or older free. Tuition is waived for seniors 65 or older who take 76 or less contact hours of non-credit (continuing education) instruction per academic semester.

Not all courses are listed. Go to www.ed2go.com/edgecombecc to see a complete listing of courses.

For more information, please contact:
 Marie Inscore, (252) 446-0436, ext. 322
 Trudy Lynn, (252) 823-5166, ext. 220
 Gwen Hyman, (252) 446-0436, ext. 357

Writing Courses

Mystery Writing
Writing for ESL
Introduction to Adobe FrameMaker 7.1
The Keys to Effective Editing (US)
Grammar Refresher (US)
Correcting Oral and Written Errors
Effective Business Writing
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creative Training for Writers
Writing for Children
The Craft of Magazine Writing

Languages

Speed Spanish I, II, & III
Instant Italian
Conversational Japanese
Beginning Conversational French
Grammar for ESL (US)
Writing for ESL
Spanish in the Classroom

Grant Writing and Nonprofit Management

Creating Your Own Nonprofit
Introduction to Nonprofit Management (US)
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, 2007
Advanced Microsoft Word 2003, 2007
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
Introduction Microsoft Vision 2003, 2007
Intermediate Vision 2003, 2007
Introduction to Microsoft PowerPoint 2003, 2007
Introduction to Quickbooks 2007, 2008, 2009
Performing Payroll in Quickbooks, 2007, 2009

Basic Computer Literacy

Introduction to Windows XP
Computer Skills for the Workplace
Navigating the to the Internet
Introduction to Linux
What's New in Microsoft 2007

PC Troubleshooting and Networking & Security

Introduction to PC Troubleshooting
Introduction to PC Security
Advanced PC Security
Creating a Small Office Network
Wireless Networking
Introduction to Networking
Intermediate Networking

Computer Programming and Database Management

Introduction to Database Development
Introduction to SQL
Introduction to Oracle
Intermediate Oracle
Introduction to Alice 2.0 Programming
Introduction to Microsoft Access 2003
Intermediate Microsoft Access 2003
Introduction to Crystal Reports 10
Introduction to Game Industry
Introduction to C++ Program
Introduction to C# Programming
Intermediate C# Programming
Intermediate Access 2007
Introduction to Perl Programming
High Speed Project Management
Introduction to Visual Basic.NET
Intermediate Visual Basic.NET
Introduction to Visual Basic 2005

Creating User Requirements Documents
Introduction to ASP.NET
Introduction to Microsoft Access 2007

The Internet

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

Web Page Design

Creating Web Pages
Creating Web Pages II
Designing Effective Websites
Introduction to Dreamweaver 8 & Dreamweaver CS3
Intro to CSS & HTML
Introduction to Flash

Graphic Design

Introduction CorelDRAW x 3
Creating Web Graphics with Photoshop 3
Photoshop 7 for the Absolute Beginner
Intro Adobe Framemaker 7.1
Design Projects for Adobe Illustrator CS2
Intermediate Photoshop CS2 & CS3
Introduction to CS2, CS3, & CS4
Photoshop CS2 & CS3 for the Digital Photographer
Photoshop Elements 5.0 for the Digital Photographer
Introduction to InDesign CS3

Digital Photography & Digital Video

Discover Digital Photography
PhotoShop Elements 2.0 & 3.0 for the Digital Photographer
Making Movies with Windows XP
PhotoShop Elements Projects
Photographing People with Your Digital Camera
Photoshop Elements 7 for the Digital Photographer I & II
Introduction to PhotoShop 7
Photographing Nature with Your Digital Camera
Travel Photography for the Digital Photographer

Business Planning & Entrepreneurial Courses

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)
Secrets of the Caterer
Growing Plants for Fun and Profit (US)
Start Your Own e-Bay Drop Off Store
Start Your Own Small Business
Start a Consulting Practice (US)
Caring for Children (US)

Child Care & Parenting

Understanding Adolescents
Ready, Set, Read!
Enhancing Language Development in Childhood
Guiding Kids on the Internet

Other topics:

Law and Legal Careers
Math, Philosophy, and Science
Business Administration and Management
Health Care, Nutrition, and Fitness
Personal Finance & Wealth Building
Family and Personal Enrichment
Courses for Teaching Professionals

Continuing Education and Workforce Development Contact Information

Vice President of Instruction, Dr. Kristi Snuggs, (252) 823-5166, snuggsk@edgecombe.edu
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Special Programs, Marie Inscore, (252) 446-0436, inscorem@edgecombe.edu
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Special Programs, Gwen Hyman, (252) 446-0436, hymang@edgecombe.edu
Special Programs, Mary Proctor, (252) 823-5166, proctorm@edgecombe.edu

Start Your Own Business

Project GATE, or Growing America Through Entrepreneurship, is a new federal program to help laid-off rural workers start their own small business. To learn more, contact Trudy Lynn at (252) 823-5166, ext. 220.

Alive at 25: New Partnership Between ECC and the District Attorney

For more information about how young adults ages 16 through 24 can have a traffic citation reduced by taking a 4-hour course, contact Marion Proctor in Tarboro at (252) 823-5166, ext. 175, or Gwen Hyman in Rocky Mount at (252) 446-0436, ext. 357.

Tarboro Campus
2009 West Wilson Street
Tarboro, NC 27886
(252) 823-5166
Fax: (252) 823-6817

Rocky Mount Campus
225 Tarboro Street
Rocky Mount, NC 27801
(252) 446-0436
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www.edgecombe.edu



Jumpstart Your Career Through JobsNOW: 12 in 6

ECC offers training in 6 months or less in fields that are in high demand. Training is available in:

- Building operator
- Residential weatherization
- Nursing assistant
- Medication aide
- Phlebotomy
- Historic preservation trades
- Ambulatory billing/coding
- Medical office administration
- Tire manufacturing
- Warehouse and logistics
- Automotive alternative systems technology
- Green energy systems/facilities
- Energy management systems/manufacturing
- Automotive body repair

Call (252) 823-5166, ext. 197, for more information.



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