

*f.y.i.*

# Continuing Education Fall 2016



Drones 101 back page



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Historic Preservation p. 14



Community Health Coach p. 7



**Get More Than An Education.  
Get The Edge.**





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# Registration Information

We have a seat for you!  
4 Ways to Register

1.  Phone Registration  
Students may call the Receptionist at (252) 823-5166, ext. 293, or Gwen Hyman at (252) 823-5166, ext. 357, 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: Brittany Harrelson  
2009 W. Wilson Street  
Tarboro, NC 27886

or

Edgecombe Community College  
ATTN: Gwen Hyman  
225 Tarboro Street  
Rocky Mount, NC 27801

3.  Fax Registration  
Fax the registration form to (252) 823-6817 Attention Brittany Harrelson or fax the registration form to (252) 985-2212 Attention Gwen Hyman. Payment must be made by credit card for fax registration. Registration form and credit card form are pages 3-4.

4.  Walk-In Registration  
Walk-in registration allows you to register in person at the Tarboro or Rocky Mount campus. On the Tarboro campus, Brittany Harrelson is located in the Nina Fountain wing of the Fleming building at 2009 W. Wilson Street in Tarboro, NC. On the Rocky Mount campus, Gwen Hyman 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 4:00pm.

## REFUND POLICY

The College may refund registration fees under the following circumstances:

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

## Important Notes

If possible, please register and pay 3 business days prior to the first class to ensure a seat for all Continuing Education courses. We reserve the right to cancel a course based on enrollment. Students ages 16-18 must have a signed Dual Enrollment form PRIOR to enrolling in class.



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Follow us on Twitter  
[twitter.com/edgecombcecc](https://twitter.com/edgecombcecc)





**CONTINUING EDUCATION STUDENT REGISTRATION**

CLASS TITLE \_\_\_\_\_ STUDENT ENTRY DATE \_\_\_\_\_

1. SOCIAL SECURITY OR ECC ID NUMBER \_\_\_\_\_

2. NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

3. ADDRESS \_\_\_\_\_

Check here if new address

4. CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

5. COUNTY OF RESIDENCE \_\_\_\_\_ E-MAIL \_\_\_\_\_

6. HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ BUSINESS PHONE (\_\_\_\_\_) \_\_\_\_\_ EXT \_\_\_\_\_

7. BIRTH DATE Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

8. RACE (Circle One) White-1 Black-2 Indian-3 Hispanic-4 Asian-5 Other-6

9. GENDER (Circle One) Male Female

10. STUDENT TYPE (Check all that apply)

Paid Firefighter

Volunteer Firefighter

Paid Rescue Squad

Volunteer Rescue Squad

Paid First Responder

Volunteer First Responder

Law Enforcement

Inspector fire/bldg/mech/elec/plumb

Inmate

ECC Full-time Employee

Other

11. EMPLOYMENT STATUS (Check One)

Full Time

Part Time List Hours Per Week \_\_\_\_\_

Unemployed - Seeking

Unemployed - Not Seeking

Retired

12. EDUCATION LEVEL (Check One)

GED Diploma

Adult High School

Completed High School

OR Highest Grade Completed \_\_\_\_\_

One Year Vocational Diploma

Associate's Degree

Bachelor's Degree

Master's Degree

13. CITIZENSHIP (Circle One) US Citizen Permanent Resident Alien Alien Authorized to Work

14. JOB TITLE / EMPLOYER \_\_\_\_\_

15. STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE IN THIS AREA UNLESS DIRECTED**

Tuition \_\_\_\_\_

Books \_\_\_\_\_

Fees \_\_\_\_\_

Total \_\_\_\_\_

Contract # \_\_\_\_\_

Term \_\_\_\_\_

Class Start Date \_\_\_\_\_

I hereby give permission to Edgewcombe Community College and the NC Dept. of Community Colleges to release my grades/transcripts to the following credentialing agencies and affiliated chief officer of my agency/department:

NC Dept. 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 / Dept. Chief Officer (Written Request)



**CREDIT CARD BILLING FORM**

Name of cardholder: \_\_\_\_\_

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 Edgewcombe 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: \_\_\_\_\_



# Occupational Training



## Automotive

### Auto 101 Auto Repair and Maintenance

Hours 6

This class will cover topics that will show you how to perform basic auto maintenance and repair tasks on your own vehicle, such as fixing flat tires, changing oil, checking air pressure, checking windshield wiper fluid, and maintaining a vehicle. This class will provide you with a practical approach for saving money and time.

Fee \$25

11/8-11/22 T 6-8pm D, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### NCDMV OBDII Emissions Inspection

Hours 8

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.

Fee \$70

7/10 Sun 8am-5:30pm E 445, TB

8/14 Sun 8am-5:30pm E 445, TB

9/11 Sun 8am-5:30pm E 445, TB

10/9 Sun 8am-5:30pm E 445, TB

11/13 Sun 8am-5:30pm E 445, TB

12/11 Sun 8am-5:30pm E 445, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### NCDMV OBDII Emissions Re-certification

Hours 4

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau.

Fee \$70

7/26 T 5:30pm-9:30pm E 445, TB

8/23 T 5:30pm-9:30pm E 445, TB

9/27 T 5:30pm-9:30pm E 445, TB

10/25 T 5:30pm-9:30pm E 445, TB

11/29 T 5:30pm-9:30pm E 445, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### NCDMV Vehicle Safety Inspection

Hours 8

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.

Fee \$70

7/9 Sat 8am-5:30pm E 445, TB

8/13 Sat 8am-5:30pm E 445, TB

9/10 Sat 8am-5:30pm E 445, TB

10/8 Sat 8am-5:30pm E 445, TB

11/12 Sat 8am-5:30pm E 445, TB

12/10 Sat 8am-5:30pm E 445, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293

Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

### **NCDMV Vehicle Safety Re-certification**

Hours 8

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau.

Fee \$70

7/19 & 7/21 T/Th 5:30pm-9pm E 445, TB

8/16 & 8/18 T/Th 5:30pm-9pm E 445, TB

9/20 & 9/22 T/Th 5:30pm-9pm E 445, TB

10/18 & 10/20 T/Th 5:30pm-9pm E 445, TB

11/15 & 11/17 T/Th 5:30pm-9pm E 445, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Introduction to Auto Body Repair**

Hours 80

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 \$180

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Small Engine Repair**

Hours 21

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.

Fee \$70

8/17-9/21 W 6-9:30pm E 445, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Fire & Emergency Services Training**

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

Courses Available

- Firefighter Orientation & Safety 16hr
- Alarms & Communication 16hr
- Fire Behavior 12hr
- Personal Protective Equipment 20hr
- Forcible Entry 12hr
- Ventilation 20hr
- Ropes 12hr
- Ladders 15hr

- Fire Hose, Streams, & Applications 20hr
- Foam Fire Streams 8hr
- Fire Control 36hr
- Loss Control 16hr
- Emergency Medical Care 12hr
- Rescue 20hr
- Water Supplies 20hr
- Sprinklers 16hr
- Fire & Life Safety Preparedness 12hr
- Building Construction 16hr
- Health & Wellness 8hr
- Safety & Survival 16hr
- Mayday 8hr
- Emergency Vehicle Driver 20hr
- Pump Operations
- Aerial Operations
- HazMat Level 1 Responder 36hr
- Fire Office I & II combo 64hr
- Chief 101 12hr
- Fire Instructor I & II combo 64hr
- TR-GEN (Series) 88hr
- TR-VMR (Series) 60hr
- TR Ropes (Series) 75hr
- TR Water (Series) 48hr
- TR Confined Spaces (Series) 64hr
- TR Trench (Series) 64hr
- TR Structural Collapse (Series) 88hr
- TR Wilderness (Series) 90hr
- TR Agriculture (Series) 28hr

### **EMS and Rescue**

The EMS and Rescue program at ECC is designed to provide certification in a wide variety of emergency medical and rescue related programs. It provides full time and volunteer Rescue Squads with the opportunity to gain knowledge, practical skills, and advanced skills based on pre-hospital emergency situations. Programs are open to all EMS departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various departments. Any of these classes may be offered to interested citizens; however, Emergency Medical Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed EMS personnel only.

### **CPR/AED**

Hours 4

Heartsaver® CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking on an adult. This course teaches skills with AHA's research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students' learning of skills.

Fee \$70 for course, \$7 for card

8/18 Th 1-5pm RM

9/14 W 6-10pm TB

9/22 Th 6-10pm RM

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Robert Whistler, (252) 823-5166, ext. 120, or whistlerr@edgecombe.edu

### **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, \$7 for card

8/6 M 9am-6pm TB



|      |     |         |    |
|------|-----|---------|----|
| 9/3  | Sat | 9am-6pm | TB |
| 9/10 | Sat | 9am-6pm | TB |
| 10/1 | Sat | 9am-6pm | TB |
| 11/5 | Sat | 9am-6pm | TB |
| 12/3 | Sat | 9am-6pm | TB |

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Robert Whistler, (252) 823-5166, ext. 120, or whistlerr@edgecombe.edu

### Emergency Medical Technician (EMT) Basic

Hours 203 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 all the requirements of the National Standard Curriculum for Emergency Medical Technician. The program covers basic patient assessment and treatment techniques.

Fee \$320.50 (Additional costs for textbooks, testing supplies & uniforms)

8/26 M & W & Every Other Sat M&W 6:30-10pm Sat 9am-5pm TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Robert Whistler, (252) 823-5166, ext. 120, or whistlerr@edgecombe.edu

## Health Care

### General Health Occupations Programs

Interested student candidates may contact Brittany Harrelson, harrelsonb@edgecombe.edu, with any questions regarding Health Occupation programs at Edgecombe Community College.

All courses require that the student candidate meet the application and registration requirements.

Students may register on Rocky Mount or Tarboro campuses in the Continuing Education Department. Please bring required items listed under each course to be eligible to complete the application and registration process.

The Division of Continuing Education at Edgecombe Community College supports clinical agencies that require drug screening and criminal background checks.

Cost of this testing is the student's responsibility. Certain programs will require a background and/or drug screen. This will be listed under course requirements.

Courses listed in this publication are not an inclusive list. Courses may be added after this publication is made available. Interested students should frequently check the Edgecombe Community College website continuing education course schedule for updated classes.

Courses can also be developed based on requests.

### Community Health Coach (HEA3120)

Community Health Coach is designed to provide individuals the knowledge, tools, and resources to work in a variety of health care settings under the supervision of licensed health professionals. Community Health Coaches will also support community individuals to improve their personal health through churches and community groups.

Instructional topics include: leadership and coaching, case management, emotional literacy, communication and confidentiality, servant leadership, clinical signs and symptoms of chronic disease, risk factors and disease complications, vital signs and clinical skills proficiency, nutrition and cardiovascular disease, oral health and tobacco use, foot care, DASH diet, food safety, nutrition and cancer, community outreach, computer skills, physical activity and stress, community engagement, and community health assessment processes.

Fee \$180 (Additional costs for textbooks, supplies, and/or items that may be needed to participate in class)

9/6-11/7 M-W 8am-11:45am RM-TBA, RMT

10/3-12/6 M-W 12:30pm-4pm RM-TBA, RMT

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Sharon Green (252) 823-5166, ext. 356, greens@edgecombe.edu,  
Jennifer Norville (252) 823-5166, ext. 202, norvillej@edgecombe.edu

### Medication Aide Training (PHM4100)

Medication Aide Training is designed to meet the training requirements to become a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics include 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.

Fee \$70 (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 bought before the class starts.

8/3-8/10 M-W 8:30am-3:30pm RM 255, RMT

8/22-8/25 M-Th 8:30am-3:30pm OIC, RMT

8/23-9/19 M/W 1-4:00pm RM 44, TB

11/9-12/7 M/W 1-4:00pm RM 44, TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

### 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 aging process including mental, social and physical needs of the elderly, patient's 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). Upon successfully passing the NNAAP, written and skills portions, the student will be listed as a Nurse Aide I by the NC Division of Health Service Regulation.

Fee \$195.50 (Additional costs for textbook, uniforms, criminal background expenses or drug screens if they are required by the clinical agency.) Uniforms will be discussed during orientation to the class. Books are available in the bookstore and are needed on the first day of class.

8/1-11/22 M-W & 1 Sat 5:45pm-9:45pm BioTec-TBA, RMT

8/9-12/8 T/Th 8:30am-3:30pm RM 255, RMT

8/16-12/6 T/Th 8:15am-3:00pm RMC44, TB

8/29-12/14 M-W & 1 Sat 5:45am-9:45am RMC44, TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Patricia Gibbs, (252) 823-5166, ext. 538, gibbsp@edgecombe.edu

### 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 course with passing academic and attendance requirements.

Fee \$120 (Additional costs for textbooks or uniforms.) Books are available in the bookstores and are needed the first day of class.

10/13-12/8 T/Th 1-4pm RN44, TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Laura Clark, clarkl@edgecombe.edu

### Nurse Aide Training II (NUR 3241)

The Nurse Aide II course prepares graduates to perform more complex skills for patients regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory, and clinical learning experiences.

Fee \$195.50 (Additional costs for textbook, uniforms, criminal background checks, or drug screens when they are required.) Books are available in the bookstores and are needed the first day of class.

8/22-12/5 M/W 8:30am-3:15pm RM255, RMt

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Toria Moore, (252) 823-5166, ext. 174, mooret@edgecombe.edu

### PHCAST Training

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 health care. The program is taught in four (4) phases.

PHCAST is offered at each location several times each year. Interested students should contact their location of interest to determine course offerings, eligibility and requirements.

PHCAST phases 1, 2 & 3 are taught at OIC or the Edgecombe County Business Incubator.

- Phase I: Introduction to Direct Care Work-HRD 3003-Focuses on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing.
- Phase II: Direct Care Basics-HRD 3004-Focuses on non-nurse aide personal care tasks and soft skill development. This is an expansion of nurse aide (NA-1). Phase II enables one to become a limited home care aide.
- Phase III: NUR 3240-Nurse Aide I Training-see Nurse Aide I information sheet
- Phase IV & Phase IV (May consist of 1 or more courses which may include: Medication Aide, Nurse Aide II, Phlebotomy, Home Care Aide, and Geriatric Aide.) Students also may opt to apply to the college to enter curriculum programs at Edgecombe Community College.

See individual course information for the courses listed under Phase IV.

Tuition varies depending on student progression and approval through the application process.

Courses are scheduled for Fall 2016. Please see contact information below for location of interest and course information.

At OIC, contact: Charles Washington, cwashington@oicone.org

Greg Royal, groyal@oicone.org

At Edgecombe County Business Incubator, contact:

William Wooten, wootenw@edgecombe.edu

Amy Brown, amy.w.brown@ncesc.gov

At Edgecombe Community College, contact:

ContinuingED@edgecombe.edu

Sharon Green, greens@edgecombe.edu

Laura Clark, clarkl@edgecombe.edu

### Phlebotomy Training (MLA3022)

Phlebotomy Training provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Fee \$195.50 (Additional costs for textbooks, uniforms, criminal background checks, or drug screens when required.) Books are available in the bookstore and are needed on the first day of class.

9/12-2/28 M/W & Th 9am-6pm BioTech-TBA, RM

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Laura Clark, clarkl@edgecombe.edu

### Law Enforcement Training

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.

### Basic Law Enforcement Training, (BLET)

Hours: 20-week program consisting of 735 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)

10/4-2/21 M-F 8am-5pm H, TB

For more information and to set up an interview, please contact:

Bernie Taylor, (252) 823-5166, ext. 175, taylorb@edgecombe.edu

Find us on Facebook at: <https://www.facebook.com/ECCBLET>

### Natural Hair Care

#### Natural Hair Care Licensure: Completion 7 Months

This course provides an understanding in the study and practice of chemically free hair styling that includes working with textured hair, braiding, extensions, twists, locks, and weaves.

Fee \$180 (Additional costs for textbook & kit)

6/3-12/17 F & Sat 5:30pm-9:30pm F 8am-5pm Sat I, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Notary Public

Hours 7

This course is designed to provide 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, individuals are then commissioned to perform notarial acts. Must have high school diploma or GED.

Fee \$70 (Additional cost for textbook)

8/9 & 8/10 T&Th 6-9:30pm Barnes 201, RM

8/23 & 8/25 T&Th 6-9:30pm H 209, TB

9/13 & 9/15 T&Th 6-9:30pm Barnes 201, RM

9/27 & 9/29 T&Th 6-9:30pm H 209, TB

10/11 & 10/13 T&Th 6-9:30pm Barnes 201, RM

10/25 & 10/26 T&Th 6-9:30pm H 209, TB

11/1 & 11/3 T&Th 6-9:30pm Barnes 201, RM

11/15 & 11/17 T&Th 6-9:30pm H 209, TB

11/29 & 12/1 T&Th 6-9:30pm Barnes 201, RM

12/13 & 12/15 T&Th 6-9:30pm H 209, TB

Saturday Classes

8/13 9am-4:30pm H 209, TB

9/10 9am-4:30pm H 209, TB

10/8 9am-4:30pm H 209, TB

11/12 9am-4:30pm H 209, TB

12/10 9am-4:30pm H 209, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

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Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu



## Real Estate

### Real Estate Pre-Licensing Series

Hours 84

This course is designed to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. Course modules include the following:

Fee \$180

8/23-11/15 T & W 6-9:30pm RM

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Effective Teacher Training

Hours 7

This course is designed to provide teacher assistants and substitutes with principles and practices of effective teaching. Core topics will focus on skills for basic classroom management, childhood development, and instructional techniques.

Fee \$70

9/12-16 M-Th 9am-4pm RM (Friday class may be needed depending on number of students)

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Tourism/Ambassador

This course provides an overview of the hospitality and tourism industry. Topics include the history, career opportunities, economic impact, customer service, LEED/Green Hospitality, customer services, applied math, and the North Carolina Responsible Alcohol Seller Program (RASP). Upon completion, students will be prepared for entry level positions in hotels, restaurants, and other customer service industry.

Fee \$70 (includes 8 classes)

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Welding

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) welding.

Fee \$180, Certification \$75

|              |            |      |             |       |
|--------------|------------|------|-------------|-------|
| ARC Welding  | 9/6-11/30  | T, W | 5:30-9:30pm | D, TB |
| ARC Welding  | 9/10-12/10 | Sat  | 8am-4pm     | D, TB |
| ARC Welding  | 1/21/-4/15 | Sat  | 8am-4pm     | D, TB |
| ARC Welding  | 1/24-4/12  | T, W | 5:30-9:30pm | D, TB |
| ARC Welding  | 5/30-8/23  | T, W | 5:30-9:30pm | D, TB |
| ARC Welding  | 6/3-9/9    | Sat  | 8am-4pm     | D, TB |
| MIG Welding  | 9/6-11/30  | T, W | 5:30-9:30pm | D, TB |
| MIG Welding  | 9/10-12/10 | Sat  | 8am-4pm     | D, TB |
| MIG Welding  | 1/21/-4/15 | Sat  | 8am-4pm     | D, TB |
| MIG Welding  | 1/24-4/12  | T, W | 5:30-9:30pm | D, TB |
| MIG Welding  | 5/30-8/23  | T, W | 5:30-9:30pm | D, TB |
| MIG Welding  | 6/3-9/9    | Sat  | 8am-4pm     | D, TB |
| PIPE Welding | 9/6-11/30  | T, W | 5:30-9:30pm | D, TB |
| PIPE Welding | 9/10-12/10 | Sat  | 8am-4pm     | D, TB |
| PIPE Welding | 1/21/-4/15 | Sat  | 8am-4pm     | D, TB |
| PIPE Welding | 1/24-4/12  | T, W | 5:30-9:30pm | D, TB |
| PIPE Welding | 5/30-8/23  | T, W | 5:30-9:30pm | D, TB |

|              |            |      |             |       |
|--------------|------------|------|-------------|-------|
| PIPE Welding | 6/3-9/9    | Sat  | 8am-4pm     | D, TB |
| TIG Welding  | 9/6-11/30  | T, W | 5:30-9:30pm | D, TB |
| TIG Welding  | 9/10-12/10 | Sat  | 8am-4pm     | D, TB |
| TIG Welding  | 1/21/-4/15 | Sat  | 8am-4pm     | D, TB |
| TIG Welding  | 1/24-4/12  | T, W | 5:30-9:30pm | D, TB |
| TIG Welding  | 5/30-8/23  | T, W | 5:30-9:30pm | D, TB |
| TIG Welding  | 6/3-9/9    | Sat  | 8am-4pm     | D, TB |

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121

otrimskil@edgecombe.edu

### Blueprint Reading

Hours 24

This course covers basic shop math and measurement skills. Explains how to read, use, and make blueprints. Discusses various welds, weld joints, and weld symbols.

Explains advanced shop math and measurement skills.

Fee \$70 (Additional costs for textbook)

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121

otrimskil@edgecombe.edu

# Small Business Center

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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, workshops, and panel discussions designed to assist prospective and existing small business owners develop their ideas into realities, and to expand the knowledge of all business owners, managers, and employees that will lead to growth and prosperity. In addition, free, confidential one-on-one counseling is provided during regular office hours or by appointment at both the Tarboro and Rocky Mount campuses. We will also meet with you at your business location if that is more convenient. Special-interest seminars can be arranged for existing businesses and their employees, on or off-site. Contact the SBC Director for more information.

## New Business Development Seminar Series

The New Business Development Series is designed for individuals considering starting a new business, and for existing small business owners looking for ways to grow and prosper. Topics covered in this series include traits of successful entrepreneurs, personal assessment, how to decide on a business, reasons businesses fail, organizational structures, and stages of implementation, business planning, financing, marketing, record keeping, tax issues, and more. Upon completion of this series, participants should be able to conduct research, determine the feasibility of their business idea, and develop a formal business plan. SBC consultants are available for assistance on an on-going basis, and all SBC services are provided at no charge.

For more information, to pre-register for one or more seminars, or to set up a confidential appointment with a small business specialist, visit our website at [www.smallbusiness.edgecombe.edu](http://www.smallbusiness.edgecombe.edu) or call (252) 823-5166, ext. 220 or 247.

## How to Start a Small Business – the ABCs

Hours 2-3

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing, and marketing as well as important information about legal issues, licensing, zoning, operations, and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

|      |    |       |            |
|------|----|-------|------------|
| 8/23 | T  | 6-9pm | E 423, TB  |
| 9/1  | Th | 6-9pm | RM 247, RM |

## How to Finance a Small Business

Hours 2-3

Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea and what do they need from me, to, How will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

|      |    |       |            |
|------|----|-------|------------|
| 8/25 | Th | 6-9pm | RM 247, RM |
| 9/13 | T  | 6-9pm | E 423, TB  |

## How to Write a Business Plan

Hours 2-3

A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan, and steps for making the process easy. This seminar is designed for new and established business owners.

|       |    |       |            |
|-------|----|-------|------------|
| 8/30  | T  | 6-9pm | E 423, TB  |
| 10/27 | Th | 6-9pm | RM 247, RM |

## E-Commerce for Small Business

Hours 2-3

Are you thinking about starting a business where you sell your products online? Do you have an existing business and want to take your products and services to millions of online customers? If so, then you'll be joining the millions of entrepreneurs who have carved out a niche in the world of e-commerce. Join us for this informational seminar into the world of e-commerce. Topics included: Email marketing, website development, social media, e-commerce strategy, and much more!

|      |   |       |           |
|------|---|-------|-----------|
| 9/20 | T | 6-9pm | E 423, TB |
|------|---|-------|-----------|

## Grant Writing 101 – How to Write a Grant

Hours 2-3

Don't let the process of writing a grant scare you away from potential funding. This two-part seminar series is designed to encourage and build confidence of current and potential nonprofits leaders concerning the process of grant writing. If you're looking for a place to begin, or you want to investigate what is involved in the grant writing process, this seminar is for you. Bring your board members, or potential board members, directors and volunteers.

|       |    |       |            |
|-------|----|-------|------------|
| 9/15  | Th | 6-9pm | H 213, TB  |
| 10/25 | T  | 6-9pm | RM 153, RM |

## Grant Writing 102 – How to Write a Grant

Hours 2-3

Don't let the process of writing a grant scare you from potential funding. This two-part seminar series is designed to encourage and build confidence of current and potential nonprofits leaders concerning the process of grant writing. If you're looking for a place to begin, or you want to investigate what is involved in the grant writing process, this seminar is for you. Bring your board members, or potential board members, directors, and volunteers.

|      |    |       |            |
|------|----|-------|------------|
| 9/22 | Th | 6-9pm | H 213, TB  |
| 11/1 | T  | 6-9pm | RM 153, RM |

## Social Network Marketing for Small Businesses – Part 1

Hours 2-3

Social media marketing is the process of gaining awareness, driving traffic, and engaging your customers and prospects using social media channels. Many organizations just assume customers are using social media channels. Before you jump in with both feet, stop and consider how social media will work for your business goals. This two-part seminar series will help you determine how it can work best for you.

|      |   |       |            |
|------|---|-------|------------|
| 10/4 | T | 6-9pm | E 423, TB  |
| 10/5 | W | 6-9pm | RM 153, RM |

## Social Network Marketing for Small Businesses – Part 2

Hours 2-3

Social media marketing is the process of gaining awareness, driving traffic, and engaging your customers and prospects using social media channels. Many organizations just assume customers are using social media channels. Before you jump in with both feet, stop and consider how social media will work for your business goals. This two-part seminar series will help you determine how it can work best for you.

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|-------|---|-------|------------|
| 10/11 | T | 6-9pm | E 423, TB  |
| 10/12 | W | 6-9pm | RM 153, RM |

## Recordkeeping and Tax Issues for Small Businesses

Hours 2-3

Many businesses require permits and licenses from local, county, state, and even federal agencies. Federal and state tax requirements are not the only reason to keep good, up-to-date records in your business. While the last thing you want to do is have the IRS or State Department of Revenue hassling you, good record keeping habits will allow you to focus on generating revenue rather than worrying about catching up on your bookkeeping. Both new and existing business owners will benefit from this seminar.

|      |    |       |            |
|------|----|-------|------------|
| 11/3 | Th | 6-9pm | RM 247, RM |
| 11/8 | T  | 6-9pm | E 423, TB  |



### **Get Your Mind Right! Entrepreneurial Mindset**

Hours 2-3

One of the most undersold and underrated skills any great entrepreneur has is mental strength and awareness. In this seminar, we will discuss what it takes to transition from the “employee” mindset to the “entrepreneur” mindset. So get your mind right, come ready to learn, and let’s tap into the power of the human brain!

11/10 Th 6-9pm RM 247, RM

### **How to Improve Your Credit (so you can get a loan)**

Hours 2-3

In order to qualify for financial assistance, a small business owner must have acceptable credit. And a good credit score can save thousands in interest costs. This seminar is designed to explain the mystery of credit reports and scores and give ideas of improving them. No matter what your score, there is always room for improvement.

11/15 T 6-9pm E 423, TB

### **Getting Social: How to Make Friends and Money Online**

Hours 2-3

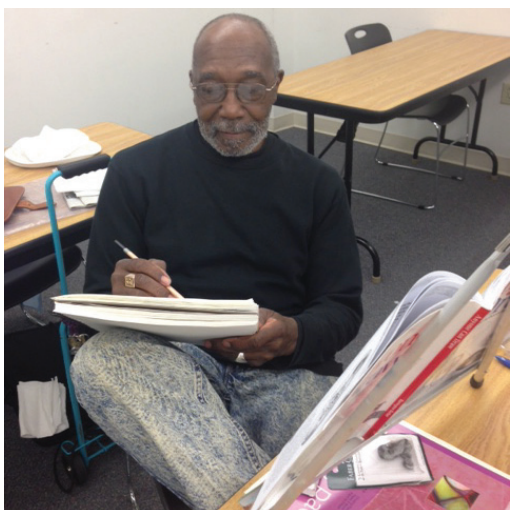
One of the more intimidating spaces as a business owner is definitely social media. We all see companies using Facebook, Twitter, YouTube, and many more mediums effectively, yet we are stuck wondering “How do they do it?” We wonder no more! In this seminar, we will tackle the monster we call social media and learn how to tame it to work for us. So come ready to make friends, get likes, see thumbs go up, and watch revenues jump!

11/17 Th 6-9pm RM 247, RM

For more information, to pre-register for one or more seminars, or to set up a confidential appointment with a small business specialist, visit our website at [www.smallbusiness.edgecombe.edu](http://www.smallbusiness.edgecombe.edu) or call (252) 823-5166, ext. 220 or 247.



# Lifelong Learning



## Alive@25

Hours 4

Alive at 25 is a unique classroom training program. It speaks directly to young people about the dangers they face while driving without pulling any punches. Participants are actively involved in frank, open discussions about peer pressure, attitudes, substance abuse, rules of the road, and taking responsibility. Topics include speeding, following distance, sharing the road with large trucks and other vehicles, cell phone use, and safety belts. All students receive a 28-page course guide and certificate of completion.

This program may allow you to receive a reduction from the charged infraction to a nonmoving violation, Improper Equipment – Speedometer (N.C.G.S. 20-123.2).

To be eligible

- Must be between the ages of 16-24
- Must be recommended by one of the Assistant District Attorneys
- Must complete class by the second court date (can only take every 3 years)

Fee \$60 AND MUST preregister before the class, have the referral form from the Assistant District Attorney, and driver's license or photo ID.

8/15 M 4:30pm-9pm H 173, TB

9/19 M 4: 30pm-9pm H 173, TB

10/17 M 4: 30pm-9pm H 173, TB

11/21 M 4: 30pm-9pm H 173, TB

12/19 M 4: 30pm-9pm H 173, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Arts

### Line Dancing

Hours 8

You do not need a partner to have some fun! Here is your chance to get on the dance floor. Come join us for the excitement while we learn the popular line dances.

Fee \$30

10/6-10/27 Th 6:00-8:00pm Keihin Aud. Stage

For more information, contact:

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Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Creative

### Bow & Mesh Wreath Making

Hours 12

This course is designed to provide students the opportunity to make bows and mesh wreaths for their home and enjoyment.

Fee \$30 (plus the cost of materials, a list will be provided the first night of class)

9/22-10/27 Th 6-8pm H 113, TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Crochet for Beginners Class

Hours 10

This fun, interactive course is designed to teach the basics of the art of crochet to beginners in a small class setting. The course meets 2.5 hours each week for 4 consecutive weeks. No prior experience is necessary. If you can hold a hook and yarn, you'll be creating your own handmade projects in no time!

Fee \$25 (Additional costs for required supplies)

9/6-9/27 T 6-8:30pm H264

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu



### **Crochet Handmade Gifts Project Class**

Hours 10

Need some ideas and help with taking your crochet skills to the next level. In this class, you will make various gifts by using different techniques of crocheting.

Fee \$25 (Additional costs for required supplies)

11/1-11/22 T 6-8:30pm H264

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Distress Furniture with Southern Strokes Design by Jennifer Cooke**

Hours 12

Want to add some character to your furniture without spending a fortune?

Distressing wood furniture is the answer! Vintage, antique, and worn-down furniture will add that charm to your house. This course will cover the steps to learn how to distress wood furniture to achieve that aged look. Bring your furniture and let Jennifer Cooke teach you how to achieve the look!

Fee \$40(Additional costs for required supplies)

9/6-9/27 T 6-9pm D, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **DIY Wooden Pallets Furniture Design**

Hours 18

This is an interactive class that students will work with the instructor to reuse wooden pallets to create a unique furniture item. The students will disassemble wood pallets that can be used for his/her furniture projects. You will stay busy in this class. The pallets are provided.

Fee \$60

10/4-11/15 T 6-9pm D, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Fall Floral Design**

Hours 12

This course is designed to provide students the opportunity to make beautiful fall floral arrangements for their home and enjoyment.

Fee \$30 (plus the cost of materials, a list will be provided the first night of class)

9/20-10/25 T 6-8pm H 113, TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Gunsmithing Barrel Selection and Fitting**

Hours 96

Selecting the proper barrel for any firearm is an important part of the custom gunsmith's job. The barrel is more than a simple pipe with spiral grooves inside it. This course will cover the following topics: source for barrels, how to select a barrel based on intended use, weight, contour, and twist rate and proper fitting of the barrel to the action.

Fee \$180 (Additional costs for course)

7/11-12/14 M&W 7-10pm E 452, TB

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121, otrimskil@edgecombe.edu

### **Gunsmithing Stock Selection and Fitting**

Hours 96

A stock is more than just a "handle" used to hold on to a firearm. Stocks play a very important role in the successful final outcome of any rifle project. This course will cover the following topic: sources for stocks, how to select a stock based on

intended use, hunting, varmint shooting, target shooting, precision bench rest shooting, extended/extreme long range shooting, and proper fitting of the stock to the firearm.

Fee \$180(Additional costs for course)

7/12-12/15 T&Th 7-10pm E 452, TB

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121, otrimskil@edgecombe.edu

### **Holiday Bow & Wreath Making**

Hours 10

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

Fee \$35

10/6-11/3 T 6-8pm RM

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

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Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Pottery (Level 1)**

Hours 24

You've got clay on your hands! Hand-built Pottery

This course is designed for all levels of learning and will give instructions for basic clay hand building techniques: coiling, pinching, slabbing, and molding. Projects will focus on these techniques used to create ceramic forms, both functional and sculptural. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods.

Fee \$70 (Additional costs for required supplies)

8/23-10/11 T 6-9pm Fecho Designs Art Studio and Gallery, TB

9/12-10/31 M 10am-1pm Fecho Designs Art Studio and Gallery, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

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Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Pottery (Level 2)**

Hours 24

Beyond the Basics – Exploring Forms and Surface Design in Clay

This course is designed for beginning and intermediate levels of learning. All projects will focus on basic hand building techniques used to create ceramic forms, both functional and sculptural. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods.

Fee \$70 (Additional costs for required supplies)

8/25-10/13 Th 6-9pm Fecho Designs Art Studio and Gallery, TB

For more information, contact:

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Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

Fecho Designs Art Studio and Gallery, (252) 377-2890

### **Pottery (Functional)**

Hours 24

From the earth to the table

This course is designed for all levels of learning and will give instructions for basic clay hand building techniques. Projects will focus on techniques used to create functional pottery. Suggested project ideas (cups, plates, vases, etc.) will be presented. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods.

Fee \$70 (Additional costs for required supplies)

10/18-12/13 T 6-9pm Fecho Designs Art Studio and Gallery, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

Fecho Designs Art Studio and Gallery, (252) 377-2890

## Pottery (Jewelry)

Hours 24

Beads, Buttons, & Brooches – Jewelry Making in Clay

This course is designed for all levels of learning and will give instructions for basic clay hand building techniques for creating beads, buttons, brooches, and pendants used to make unique jewelry designs. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods.

Fee \$70 (Additional costs for required supplies)

10/20-12/15 Th 6-9pm Fecho Designs Art Studio and Gallery, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Introduction to Scrapbooking

Hours 10

This course is designed to provide students the opportunity the make memories that will last a life time.

Fee \$35

11/10-12/15 Th 6-8pm RM (No class on 11/24)

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Splash into Painting

Hours 30

This class introduces concepts of oil, acrylic, and watercolor painting. This class will give instructions in techniques in all areas of painting. Students will receive a “splash” of all different types of painting.

Fee \$60

8/23-10/25 T 6-9pm H152, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## T-shirt Quilting

Hours 8

This course is designed to provide students the opportunity to make quilts out of T-shirts that have sentimental value but are no longer worn. The T-Shirt Quilt will be based around the “design” portion on the front or back of a sentimental T-Shirt.

Fee \$25

For more information, contact:

Phyllis Talbot, (252) 823-5166, ext.188

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Upholstery Auto/Marine

Hours 24

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

Fee \$70

8/18-10/6 Th 6-9pm H 113, TB

10/13-12/8 Th 6-9pm H 113, TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Upholstery Repair

Hours 24

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

Fee \$70

8/16-10/4, T, 9am -12 noon H113 TB.

8/16-10/4 T 6-9pm H 113 TB

10/11-12/6 T 9am -12 noon H 113 TB

10/11-12/6 T 6-9pm H 113 TB

For more information, contact:

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Culinary Arts

### Basic Cake Decorating

Hours 10

This course is designed to provide students with knowledge and skills to decorate cakes.

Fee \$35

9/1-9/29 Th 6-8pm RM

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Fall Cooking School

The Stephen Ribustello Fall Cooking School! Stephen is the executive chef and co-owner of On the Square restaurant and wine store in Tarboro.

Fees \$35 per class or \$70 for all 3 classes

9/20 T 6-8pm H 152, TB “October Fest”

10/18 T 6-8pm H 152, TB “French Cuisine”

11/15 T 6-8pm H 152, TB “Cooking for the Holidays”

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Fitness

### Get Healthy Now

Hours 12

This is a six-week course including nutrition and cooking along with exercise and wellness topics. During this course you will create a plan for good health in your life. Come and join us for a new and healthy you!

Fee \$35

8/22-10/3 M 5:30pm-7:30pm H152, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Historic Preservation

### Introduction to Genealogy

Hours 8

A basic course for beginners to learn how to complete family tree charts, family group sheets and how to identify and locate genealogical records including census records and vital records.

Fee \$70

8/27 Sat 9am-5pm Norfleet House, TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, flemingm@edgecombe.edu

### Genealogy Websites – Advanced Genealogy Series

Hours 3

A half day course in learning about several websites, from Family Search, Ancestry, Fold3, Genealogy Bank, Newspapers.com, and others to discover genealogy gems about family.

Fee \$25

9/17 Sat 9am-12pm Norfleet House, TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, flemingm@edgecombe.edu



### **Window Repair**

Students will learn basic window repair and restoration of wooden windows including removal, repair, and reglazing, and learn about storm windows. Instructor Daniel Chasse.

Fee \$70

9/24 Sat 9am-5pm Tarboro workshop

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Study of North Carolina Architecture**

Hours 9

A one-day course introducing the popular types of architecture used in North Carolina from the mid-1700s to the mid-20th century. Students will view slides and videos, and the class will end with tour of a couple of local properties.

Fee \$70

10/15 Sat 8am-5pm Norfleet House, TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Understanding Land Records – Advanced Genealogy series**

Hours 3

This is a half-day course focusing on deeds, land records, plats, and other documents to help place family in a specific place.

Fee \$25

10/22 Sat 9am-12pm Norfleet House, TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Painting and Finishing**

Hours 8

A look at traditional paints and finishes of linseed oil and paint, both exterior and interior, of the 18th century. Preservatives, topcoats. Instructor Daniel Chasse

Fee \$70

10/15 Sat 9am-5pm Tarboro Workshop

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Colonial Wall Box – focusing on dovetails**

A one-day class constructing a wall box used in colonial 18th century. Students will learn to plan and cut dovetails using traditional tools. Instructor Daniel Chasse.

Fee \$70

11/5 Sat 9am-5pm Tarboro campus workshop

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **State and Local Records – Advanced Genealogy series**

Hours 3

This is a half-day course on locating vital records on a county or state level and using regional resources such as libraries and historical societies.

Fee \$25

11/19 Sat 9am-12pm Norfleet House, TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

Upcoming Classes – call for dates and reservations, (252) 823-5166, ext. 241.

### **Furniture and Decorative Arts**

A one-day class with Julie Thomas on understanding the different styles of furnishings used in history homes in the 18th and 19th centuries.

Fee \$70

October date to be announced Sat 9am-5pm Norfleet house, TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Timberframing Techniques**

Hours 8

Understand historic building technology prior to 1820s using timberframing techniques including mortice and tenon construction. Students will complete a small project.

Fee \$70

TBA Sat & Sun 9am-5pm TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Masonry**

Hours 8

Learn about repointing, repairing masonry elements like piers, chimneys or foundations, and decorative walls.

Fee \$70

TBA Sat 8am-5pm TB

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Slate and Metal Roofing Repair**

Hours 8

Learn the method of standing seam metal and slate roofs common the 18th and 19th century.

Fee \$70

TBA Sat 9am-5pm Tarboro workshop

For more information, contact:

Monika Fleming, (252) 823-5166, ext. 241, [flemingm@edgecombe.edu](mailto:flemingm@edgecombe.edu)

### **Horticulture/Gardening**

#### **Beekeeping 101 (Bee-ginner's Beekeeping)**

Hours 24

This course is an introduction to the art of beekeeping, with an emphasis on natural and organic practices. This hands-on class will introduce the student to the equipment needed to start a colony of bees. The student will also be involved in taking field trips as a part of this class. Each student will need to purchase a list of supplies for this class. The list will be discussed during the first class.

Fee \$40 (Additional costs for required supplies)

9/10-10/29 Sat 9am-12pm H 264, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, [greens@edgecombe.edu](mailto:greens@edgecombe.edu)

Receptionist, (252) 823-5166, ext. 293, [ContinuingED@edgecombe.edu](mailto:ContinuingED@edgecombe.edu)

Gwen Hyman, (252) 823-5166, ext. 357, [ContinuingED@edgecombe.edu](mailto:ContinuingED@edgecombe.edu)

### **Language**

#### **Sign Language for the Workplace**

Hours 24

A Basic course in Communication with the Deaf and Hard of Hearing: Instruction from a Certified, North Carolina Licensed Sign Language Interrupter – Learn the ABCs of American Sign Language. This course offers a basic instruction of the language, culture, and the unique dynamics of communicating with those who are deaf and hard of hearing. Students will learn how to interact with the deaf community by engaging in conversation and respecting the differences between the hearing and deaf communities. Instruction is presented in an interactive, unintimidating environment. This course teaches interaction etiquette and is ideal for those who work in public service encountering a diverse population.

Fee \$70

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, [greens@edgecombe.edu](mailto:greens@edgecombe.edu)

Receptionist, (252) 823-5166, ext. 293, [ContinuingED@edgecombe.edu](mailto:ContinuingED@edgecombe.edu)

Gwen Hyman, (252) 823-5166, ext. 357, [ContinuingED@edgecombe.edu](mailto:ContinuingED@edgecombe.edu)

## Spanish for the Workplace

Hours 24

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is non-Spanish. Emphasis is on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Strong emphasis will be on the knowledge and understanding of the Hispanic culture.

Fee \$70

9/12-10/31 M 6-9pm B 8, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Music

### Beginning Guitar

Hours 8

In this course for beginners, you'll learn the basics of playing the guitar: stringing and tuning the instrument, playing chords, strumming, picking techniques, and basic music fundamentals. Make singing more fun by accompanying yourself on the guitar! Explore simple, fun songs together as a class during your lunch hour or after school. Ideal for teachers of early childhood through elementary grades, and those who would like to accompany their families at home or play with friends around the campfire. Acoustic guitar and standard guitar pitch pipe are required.

Fee \$20

9/13-11/1 T 4-5pm Keihin Aud. Dressing Room, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Introduction to Piano

Hours 12

This class is for those who know very little about music and playing the piano. This class will cover introductory subjects as well as playing simple examples on the keyboard.

Fee \$35

10/13-11/15 Th 6-8pm Keihin Auditorium, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Introduction to Reading Music

Hours 12

This course introduces you to the basics of reading music, shows you some more advanced methods, and suggests some ways to gain more knowledge about the subject.

Fee \$35

9/1-10/6 Th 6-8pm H 264, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Safety

### Motorcycle Safety

Hours 20

In this course students will spend time in the classroom viewing videos and reading material. The majority of the course is spent riding the motorcycle learning the basic skills and progressing to independently riding the motorcycle. Upon

completion students can acquire their NC driver's license motorcycle endorsement without requiring a driver's test.

Fee \$135

TBA F & Sat & Sun F 6-10pm Sat & Sun 8am-5pm TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Self-Defense

Hours 16

This course is a basic introduction to self-defense techniques. Things to gain from attending the course include: Awareness, prevention, risk reduction, and avoidance options. Realistic, usable defense tactics and lectures and extensive hands-on training enable you to develop confidence and proficiency.

Fee \$50

10/4-11/29 T 6-8pm Keihin Aud. Stage, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

## Technology

### Introduction MS Word & PowerPoint

Hours 24

This course is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, format, and print Microsoft Word documents.

Fee \$70

9/12-10/19 M/W 10am-12pm H 262, TB

9/12-10/20 T/Th 6-9pm H 262, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### Introduction to MS Excel

Hours 24

This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Excel worksheets. Students will learn to create and edit basic worksheets and workbooks.

Fee \$70

10/24-12/14 M/W 10am-12pm H 262, TB

10/25-12/15 T/Th 6-9pm H 262, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### iPad for Newbies

Hours 6

This course is designed for beginners and will cover the very basics from what that round button at the bottom of the iPad does to how you can move or delete an app. There is even a lesson with tips that will help you get the most out of the iPad and perhaps even teach your friends a neat trick or two.

Fee \$35

10/6-10/13 Th 6-8pm H 173, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu  
Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu  
Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu



### **iPhone for Newbies**

Hours 6

Gets you started with your iPhone and introduces you to the multi-touch interface, syncing with iCloud, making phone and video calls, texting, working with the calendar and more.

Fee \$35

9/8-9/22                      Th      6-8pm                      H 173, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Keyboarding**

Hours 12

The Introduction to Keyboarding course is designed for individuals who have no formal training in keyboarding. The objective is to teach students the skill of keyboarding - essential to the learning of other computer applications and workplace skills.

Fee \$35

8/23-9/8                      T/Th      10am-12pm                      H 262, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

### **Simple Computers**

Hours 12

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

Fee \$35

9/13-9/29                      T/Th      10am-12pm                      H 262, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu

Receptionist, (252) 823-5166, ext. 293, ContinuingED@edgecombe.edu

Gwen Hyman, (252) 823-5166, ext. 357, ContinuingED@edgecombe.edu

# **Business and Industry Services**



We train the employees who keep our local industries strong and growing. Our fee-effective training targets performance improvement and cross-training issues specific to each industry. Our classes are as different as the industries we serve. We can help with the 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 which can save you time and money.

### **Lean Six Sigma Green Belt**

Hours 64

Principles and practices of quality and productivity improvement using statistical methods. Includes project leading to certification by NC State.

Fee \$555

9/13-11/8                      T              8:30am-4:30pm                      H 262, TB

For more information, contact:

George Anderson, (252) 823-5166, ext. 197, andersong@edgecombe.edu

### **Introduction to Tire Manufacturing in conjunction with Bridgestone**

Hours 33

This is an introductory course that meets 3 days a week for 4 weeks and is designed to prepare individuals for entry level jobs at a tire manufacturing facility. The course provides the student with the basic technical knowledge needed for tire manufacturing processes. Topics include safety, quality, math and measurement systems, teamwork and communications, and tire manufacturing processes. Successful completion of this course is not a guarantee of an interview or placement at Bridgestone.

Fee \$125

8/30-9/21                      T-Th      9am-12pm                      RM 203, RM

8/30-9/21                      T-Th      6-9pm                      RM 203, RM

10/25-11/16                      T-Th      9am-12pm                      RM 203, RM

10/25-11/16                      T-Th      6-9pm                      RM 203, RM

1/17-2/8                      T-Th      9am-12pm                      RM 203, RM

1/17-2/8                      T-Th      6-9pm                      RM 203, RM

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121, otrimskil@edgecombe.edu

### **Introduction to Electronics Manufacturing in conjunction with Keihin**

Hours 30

This course is designed to provide basic preparation for entry-level jobs in the electronics manufacturing industry. Students will gain competence in safety, quality, measurement systems, teamwork, and communication, as well as processes

involved in the manufacture of printed circuit boards. Successful completion of this course is not a guarantee of an interview or placement at Keihin Carolina Systems Technology (KCST).

For more information, contact:

Express Employment Professionals, (252) 443-1199 or George Anderson, (252) 823-5166, ext. 197, andersong@edgecombe.edu

Introduction to Electronics Manufacturing TBA T- Th 6-9pm TB

## OSHA

Hours 10

This training program is intended to provide entry-level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter.

Fee \$70 for course, \$7 for card

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121, otrimskil@edgecombe.edu

## Hazwoper

Hours 8, 24, or 40

These courses meet the requirements outlined in OSHA 29 CFR 1910.120 training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards.

Fee \$70 for 8 & 24 hour course, \$125 for 40hr course

For more information, contact:

Laura Otrimski, (252) 823-5166, ext. 121, otrimskil@edgecombe.edu

## Customized Training & Development

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.us/Business\\_and\\_Industry/CustomizedTraining](http://www.ncccs.cc.us/Business_and_Industry/CustomizedTraining)

# Human Resources Development



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 what make 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 resume 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

For more information, contact:

Sheila Shaw, (252)-823-5166, ext. 272, shaws@edgecombe.edu

## On Target for Employment

Hours 56

This class is designed for students interested in making a good impression during the job search process. Students will explore effective communication skills, making a good impression, and problem solving.

Fee: Tuition Waived

|             |     |                                  |       |
|-------------|-----|----------------------------------|-------|
| 7/5-7/14    | M-F | 8am-3:30pm (No Class M 7/4 or F) | ECDSS |
| 7/18-7/28   | M-F | 8am-3:30pm (No Class F)          | RM    |
| 8/1-8/11    | M-F | 8am-3:30pm (No Class F)          | ECDSS |
| 8/15-8/26   | M-F | 8am-2:30pm; F 8am-12pm           | RM    |
| 9/6-9/16    | M-F | 8am-3:30pm (No Class M 9/5)      | ECDSS |
| 9/19-9/30   | M-F | 8am-2:30pm; F 8am-12pm           | RM    |
| 10/3-10/14  | M-F | 8am-2:30pm; F 8am-12pm           | ECDSS |
| 10/17-10/28 | M-F | 8am-2:30pm; F 8am-12pm           | RM    |
| 10/31-11/11 | M-F | 8am-2:30pm; F 8am-12pm           | ECDSS |



|             |     |   |       |
|-------------|-----|---|-------|
| 11/14-11/23 | M-F | 8am-3:30pm; F 8am-12pm<br>(No Class Th 11/24 & F 11/25) | RM    |
| 11/28-12/10 | M-F | 8am-2:30pm; F 8am-12pm                                  | ECDSS |

For more information, contact:  
(252)-823-5166, ext. 249, ContinuingED@edgecombe.edu

### Job Smart for the 21st Century

Hours 24

This class is designed for students interested in improving job knowledge, CRC testing strategies, and new strategies for navigating the job market. Students will explore identifying principles, interests and skills, setting goals, attitude, hidden job market, and selling yourself.

Fee: Tuition Waived

|            |      |          |    |
|------------|------|----------|----|
| 7/5-7/28   | T/Th | 6-9:30pm | RM |
| 7/6-7/27   | M/ W | 6-10pm   | TB |
| 8/1-8/29   | M/ W | 6-9:30pm | TB |
| 8/2-8/25   | T/Th | 6-9:30pm | RM |
| 9/6-9/29   | T/Th | 6-9:30pm | RM |
| 9/7-9/28   | M/W  | 6-9:30pm | TB |
| 10/3-10/26 | M/W  | 6-9:30pm | TB |
| 10/4-10/27 | T/Th | 6-9:30pm | RM |
| 11/2-11/21 | M/ W | 6-10pm   | TB |
| 11/1-11/22 | T/Th | 6-10pm   | RM |

For more information, contact:

(252) 823-5166, ext. 249, ContinuingED@edgecombe.edu



### Career Readiness Certification

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 resume citing experience in a different job setting.
- The CRC is based upon WorkKeys, a nationally recognized skills assessment tool developed by ACT Inc.

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

#### Reading for Information (testing time 45 minutes)

- The Reading for Information 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.

#### Applied Mathematics (testing time 45 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.

#### Locating Information (testing time 45 minutes)

- The Locating Information 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.

#### Applied Technology (testing time 55 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.

For more information or to register and reserve your spot for test dates, email Sylvia Hinton-Grant, CRC Coordinator, grants@edgecombe.edu or ContinuingED@edgecombe.edu

# College and Career Readiness



The mission of College and Career Readiness, formerly Basic Skills, is to offer adults the opportunity to improve their literacy skills and acquire the necessary knowledge for success in employment, self-sufficiency, higher education, and the family. College and Career Readiness assists interested adults 18 years or older who have not completed high school. Non-high school graduates 16 and 17 may also enroll with special permission.

The following College and Career Readiness programs are offered to assist adults in reaching their goals:

- High School Equivalency Diploma Program
- Adult High School Diploma (AHSD) Program
- Adult Basic Education I (formerly Compensatory Education)
- Adult Basic Education II
- Adult Secondary Education
- English as a Second Language (ESL) Program

Within these six (6) program areas, ECC offers more than 20 courses in the College and Career Readiness Department.

College and Career Readiness classes allow students to work at their own pace. Some individualized instruction is provided. Classes are taught on both the Tarboro and Rocky Mount campuses. Off-campus classes are located at various sites throughout Edgecombe County.

Off Campus sites for High School Equivalency Program

- GW Bulluck School
- Lakeside Community Worship Center
- Princeville School
- Rocky Mount O.I.C.: Day & Evening classes
- Battleboro HSE Center

For more information, contact:

Jerry Harper, (252) 823-5166, ext. 379, harperj@edgecombe.edu  
Viola Harris, (252) 823-5166, ext. 385, harrisv@edgecombe.edu

# Ed2Go—Online Learning

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 \$70 with 24 contact hours. Lessons are issued on Wednesday and Friday for 6 weeks. These courses can be used for 2.4 Continuing Education Units.

For more information, and a list of available courses, visit the college's Ed2Go website or contact Gwen Hyman at (252) 823-5166, ext. 357, hymang@edgecombe.edu.

## How to Get Started

1. Visit our Online Instruction Center: [www.ed2go.com/edgecombecc](http://www.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 log in with your e-mail and the password you selected during enrollment.

ECC offers over 300 courses. Listed below are just some of the more popular courses we offer.

## Online Courses for Healthcare Professionals

### Medical Terminology: A Word Association Approach

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: Canine Reproduction

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

Understanding the Human Resources Function

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 Web sites that are both attractive and wickedly effective.

# T-Shirt Quilting



A T-shirt Quilt is based around the “design” portion on the front or back of a T-shirt. This can include any screen-printed, painted, embroidered, autographed, appliqued, or patched portions on a T-shirt that can be cut into a 16-inch square.

P. 14

Please call (252) 823-5166, ext. 293 or 356, to register.

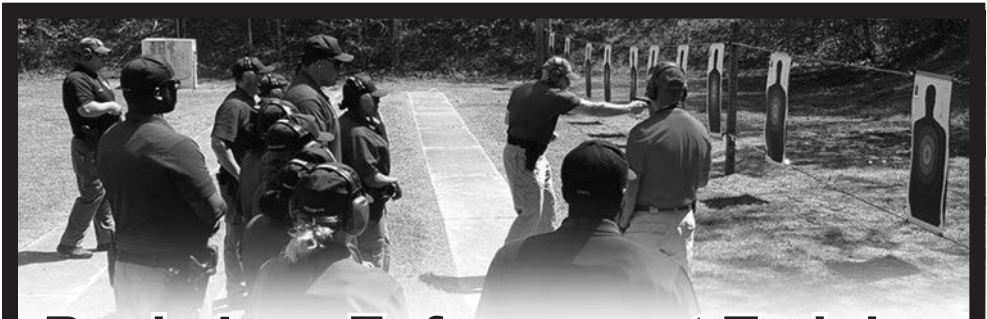
# Crochet for Beginners

Bring your hook and yarn to the college for this fun interactive class.



P. 12  
class starts 9/6, 6-8:30pm

Please call (252) 823-5166, ext. 293 or 356, to register.

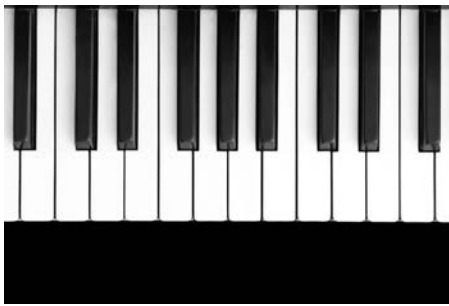


# Basic Law Enforcement Training

Next Academy Begins October 4.  
Apply Soon to Enroll.

P. 8

taylorb@edgecombe.edu  
(252) 823-5166, ext.175  
www.edgecombe.edu  
www.facebook.com/ECCBLET



## Learn To Play The Piano

P. 16  
class starts 10/13, 6-8pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

## Pottery

Please join the college for all levels of pottery classes. We have levels 1 & 2, functional, and making jewelry out of pottery.

Pp. 13-14  
classes start 8/23



Please call (252) 823-5166, ext. 293 or 356, to register.

## Walk Your Way to Wellness



Join us and create a plan for good health that includes nutrition, cooking, and exercise.

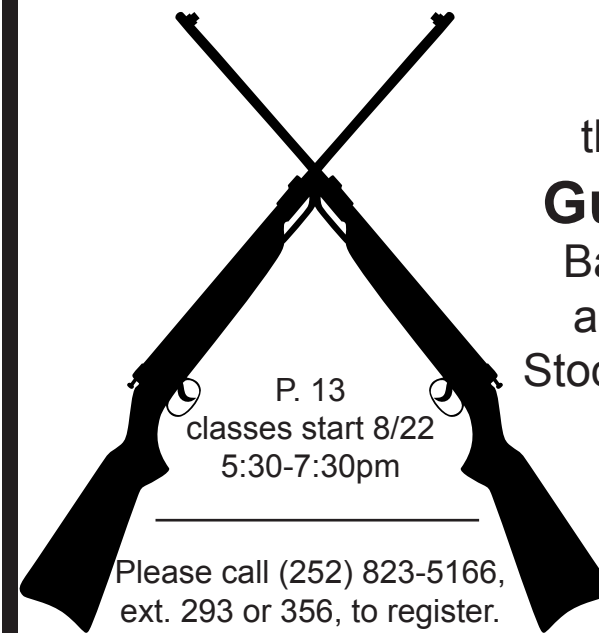
P. 14  
class starts 8/22, 5:30-7:30pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

## Learn To Play The Guitar

P. 16  
class starts 9/13, 4-5pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

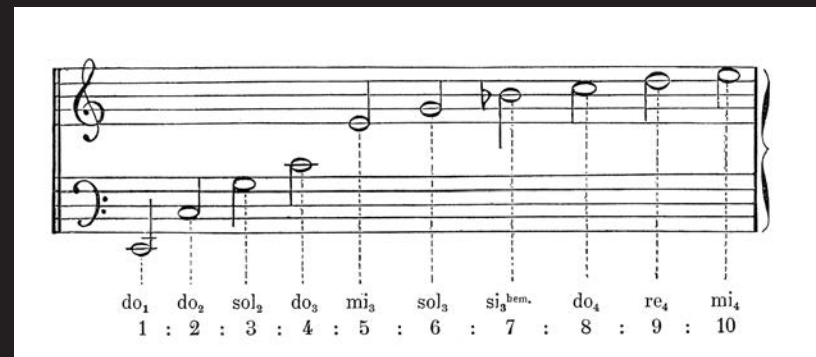


Please join the college for **Gunsmithing** Barrel Selection and Fitting and Stock Selection and Fitting.

P. 13  
classes start 8/22  
5:30-7:30pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

## Introduction To Reading Music



P. 16  
class starts 10/13, 6-8pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

## Auto 101 Auto Repair and Maintenance



Save money by learning how to perform basic auto maintenance.

P. 5  
class starts 11/8, 6-8pm

Please call (252) 823-5166, ext. 293 or 356, to register.



# Fall Cooking School

October Fest  
French Cuisine  
Cooking for the Holidays



Instructor: **Stephen Ribustello**  
Executive Chef & Co-owner  
of  
**On the Square**

P. 14  
classes start 9/20, 6-8pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.



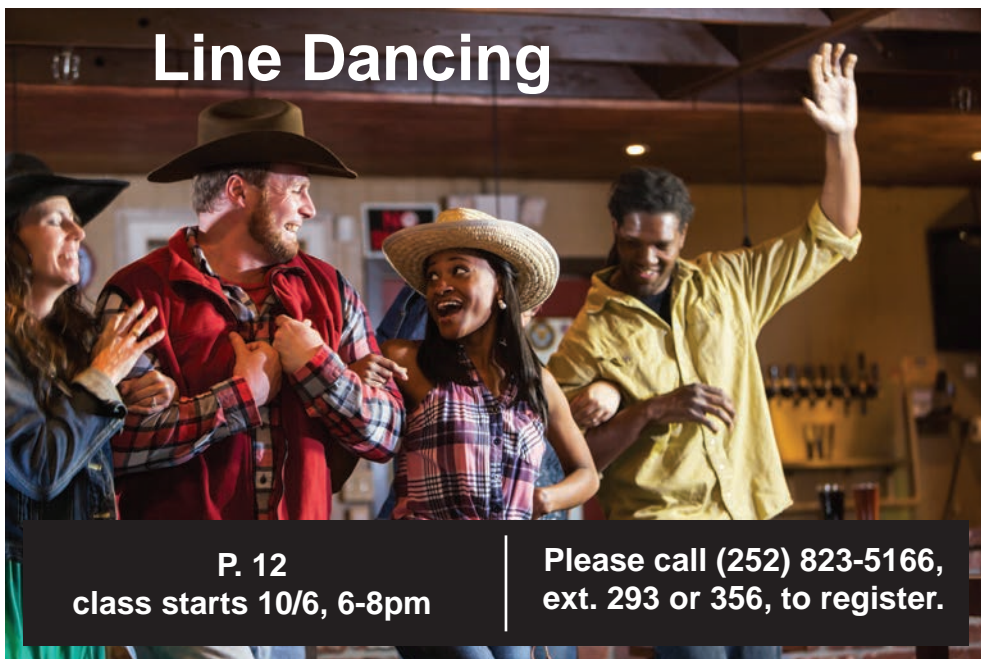
## Splash into Painting

Join this class for techniques in all areas of painting.

P. 14  
class starts 8/23, 6-8pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

## Line Dancing



P. 12  
class starts 10/6, 6-8pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.

## Turn Pallets into Christmas Decorations



P. 13  
class starts 10/4, 6-9pm

Please call (252) 823-5166,  
ext. 293 or 356, to register.



## Upholstery For Home - Auto - Boats - Trucks

P. 14, class starts 8/16, 6-9pm

Please call (252) 823-5166, ext. 293 or 356, to register.

For the most up-to-date Continuing Education Course Schedule, please go to  
<http://www.edgecombe.edu/CEWEB.pdf>

# Continuing Education Schedule Fall 2016

## Drones 101

**July 30, 10am-3pm  
Tarboro Campus, H-152**

**Registration \$25  
Lunch \$5 (noon-1pm)**

**Ages 8-17 cost of class \$15  
if accompanied by a paying adult**



- Safety guidelines will be reviewed and enforced
- Participants will be required to sign a liability waiver
- Participants will observe drones/unmanned aircraft systems from a designated area on campus
- In addition to having a professional Aerospace Specialist teach the class, staff from the NextGen Air Transportation Center/Institute for Transportation Research and Education at North Carolina State University have been invited to display and demonstrate Unmanned Aircraft Systems (UAS)/Drones.