

f.y.i.

Continuing Education Fall 2017



 **Edgecombe**
COMMUNITY COLLEGE

*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 Brittany Harrelson 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.



Like us on Facebook
facebook.com/edgecombcecc

Follow us on Twitter
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

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

8/19	Sat	8am-5pm	E 445, TB
9/16	Sat	8am-5pm	E 445, TB
10/21	Sat	8am-5pm	E 445, TB
11/18	Sat	8am-5pm	E 445, TB
12/16	Sat	8am-5pm	E 445, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

NCDMV OBDII Emissions 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

8/19	Sat	8am-5pm	E 445, TB
9/16	Sat	8am-5pm	E 445, TB
10/21	Sat	8am-5pm	E 445, TB
11/18	Sat	8am-5pm	E 445, TB
12/16	Sat	8am-5pm	E 445, TB

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

9/9	Sat	8am-5pm	E 445, TB
10/14	Sat	8am-5pm	E 445, TB
11/11	Sat	8am-5pm	E 445, TB
12/09	Sat	8am-5pm	E 445, TB

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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

9/9	Sat	8am-5pm	E 445, TB
10/14	Sat	8am-5pm	E 445, TB
11/11	Sat	8am-5pm	E 445, TB
12/09	Sat	8am-5pm	E 445, TB

For more information, contact:

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Health Care

General Health Occupations Programs

Interested student candidates may contact Brittany Harrelson, harrelsonb@edgecombe.edu, with any questions regarding Health Occupations 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. Students who do not have required information will not be allowed to register.

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. These requirements are listed under each program if a background and/or drug screen is required. However, any clinical agency, at any time, may require either a background check or a drug screen.

Courses listed in this publication are not an inclusive list. Courses may be added after this publication is made available. Courses may also be developed based on requests. Interested students should frequently check the Edgecombe Community College website continuing education course schedule for updated classes at the following link: <http://www.edgecombe.edu/continuing-education/find-classes/>.

Each program in Health Occupations has specific requirements. Students may view the checklist at www.edgecombe.edu/continuing-education/health-occupations/. The requirements will be checked by Continuing Education Staff. All Health Occupation students should plan to take CRC/WorkKeys assessment prior to completion of a course.

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 also support community individuals to improve their personal health through churches and community groups.

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

8/15-11/21	T/Th	5:15pm-8:45pm	AA121, RM
8/28-11/20	M/W	8:00am-12:00pm	AA303, RM
8/28-11/20	M/W	12:30pm-4:30pm	AA303, RM
9/12-12/5	T/Th	8:00am-12:00pm	C21 TB
9/12-12/5	T/Th	12:30pm-4:30pm	C21 TB

For more information contact:

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@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. Upon successful completion, students will be eligible to take the state competency exam. You must be a Nursing Assistant I to work as a Med. Aide in a skilled Nursing Facility.

*ECCstaff will verify the two forms of ID.

***Students who successfully complete this class and the NACES Medication Aide Competency will be eligible to work in Long Term Care Skilled Nursing Facilities if they are on the NAI registry.

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 purchased before the class starts.

8/22-9/14	T/Th	1:00pm-4:00pm	C47
9/11-9/27	M/W	5:30pm-9:30pm	AA203, RM
10/30-11/15	M/W	5:30pm-9:30pm	AA203, RM
11/9-12/7	M	1:00pm-4:00pm	C47
11/29-12/20	W	8:30am-3:00pm	Barnes 255, RM

For more information contact:

Brittany Harrelson (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Patricia Gibbs (252) 823-5166, ext. 541, gibbsp@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. 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.

Program Specific Requirements

- One of the academic admission criteria.
- Photo ID (government issued; North Carolina, current).
- Social Security Card or Government issued work visa (signed; cannot be laminated, must be physically intact and legible).
- Tuberculin Skin Test (TST) – current, negative, or documentation of negative chest x-ray or TB screening from primary provider or health department.
- Must be able to lift a minimum of 50 pounds and perform clinical responsibilities.

*ECC staff will verify the two forms of ID.

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.

8/8-11/21	T/Th	8:30am-3:00pm	C44, TB
8/21-12/12	M-W	5:30pm-9:30pm	C44, TB
8/22-12/12	T/Th	8:30am-3:00pm	Barnes 255, RM
8/29-12/18	M/W	8:30am-3:00pm	C44, TB

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

**Saturday clinical will start earlier than the start times for theory and lab and typically do not end until after lunch.

For more information contact:

Brittany Harrelson (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Patricia Gibbs (252) 823-5166, ext. 541, gibbsp@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.

Upon satisfactory completion of the course and skill/competency evaluation, then verification by the college, the candidate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. After verification by the college of successful course completion, the candidate has thirty (30) days to complete the application with the Nurse Aide II Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel.

Program specific requirements

- One of the academic admission criteria.
- Written documentation of high school diploma, official transcript, or equivalency.
- Written proof of current listing on DHSR nurse aide registry. (Student must bring a copy from ncnar.org.)
- Must be able to lift a minimum of 50 pounds and perform clinical responsibilities.
- 2-step Tuberculin Skin Test (TST) – current and negative, or documentation of negative chest x-ray or TB screening from primary care provider or health department. (A two-step Tuberculin Skin Test is normally performed with the first placement performed and read, then 7-10 days later a second placement is performed and read. Currently, proof of two Tuberculin Skin Test placed and read within the last 365 days, and that will remain current through the end of clinical, is acceptable.)
- Flu Vaccine-current through end of clinical. (These are seasonal and may be unavailable at times).
- MMR (completed or started) or a positive titer. (Series = two immunization in most cases)
- Hepatitis B (completed or started) or positive titer. (Series = three immunizations)
- Varicella series (completed or started) or positive titer (Series = two immunizations)
- Adult Tetanus or Tdap in last 10 years.
- A background check through the vendor contracted with Edgecombe Community College must be completed by the end of the day on the 3rd day of class or students will be de-enrolled. Students should be aware that the background check required by the clinical agency has to be completed by the set due date in order to provide the clinical agency time for review and to determine clinical participation eligibility. Students should prepare and plan for payment of background upon registering for the class. Students not completing this as required will be de-enrolled.
- Drug screens may be required by clinical agencies – guidelines will be discussed during orientation to class. Students should be aware that drug screens required by the clinical agency have to be completed by the set due date in order to provide the clinical agency time for review. Students should submit payment of the drug screen upon registering for the class. Students not completing this as required will be de-enrolled.

***Students may be registered for classes who do not have all immunizations complete. However, the student must stay current on the series of immunizations due. At a minimum for registration, the first TB skin test must be completed and the first of each series of immunizations must be completed. If a student does not stay in compliance with the immunization requirements clinical activities may be prohibited.

***Staff registering students will not register students who have not completed and provided written proof of the minimum immunizations requirements, proof of high school completion, and proof of Nurse Aide I registry.

***Staff registering students will provide the student with the appropriate background instruction sheet upon registration. Drug tests will be discussed during course orientation.

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.

8/30-12/11	M/W	8:30am-3:00pm	Barnes 255, RM
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**All clinical mornings will start earlier than the start times for theory and lab.

**Saturday clinical will start earlier than the start times for theory and lab and typically do not end until after lunch.

For more information contact:
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Toria Moore, (252) 823-5166, ext. 174, mooret@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. 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.

Program Specific Requirements

- Photo ID (government issued; North Carolina, current).
- Social Security Card or Government issued work visa (signed; cannot be laminated, must be physically intact and legible).

Students eligible for this course must meet one of the following requirements:

1. Written proof of completion of an approved North Carolina Nurse Aide I Training program within the last 5 years and who has never taken the National Nurse Aide Assessment Program, (NNAAP) test.
or
2. Unsuccessful nurse aide competency candidates, (National Nurse Aide Assessment Program, NNAAP), who provide written proof of completion of a state approved North Carolina Nurse Aide I Training program in the last 5 years.
or
3. Written proof of previous or current registry listing on any state recognized or military health care credential via nurse aide listing # or other credential identifier within the last 5 years.

Fee \$120.00

9/18-11/8 M/W 1:00-4:00pm C 47, TB

For more information contact:

Brittany Harrelson (252) 823-5166, ext. 293, harrelsonb@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.

Phases I, II, and III of PHCAST are offered at the Opportunities Industrialization Center (OIC) and at the Business Incubator (BI) several times each year. Interested students should contact their location of interest to determine course offerings, eligibility and requirements.

- 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 (NAI). 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: May consist of 1 or more courses which may include: Medication Aide, Nurse Aide II, Phlebotomy, Home Care Aide, Geriatric Aide, and Community Health Coach. Students may also 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.

***Students who participate in Phases I, II, and III will be registered on site the first day of class.

***Students who proceed to Phase IV will follow the instructions under the Phase IV course.

***Program Specific Requirements and Schedules – Contact the site of interest to determine the process and when the next upcoming courses are scheduled.

Tuition & Fees vary depending on student eligibility, progression, and approval through the application process.

At OIC contact: Charles Washington, cwashington@oinone.org or Greg Royal, groyal@oicone.org

At Edgecombe County Business Incubator contact: Ambra Newton, ambra.newton@ncworks.gov or Amy Brown, amy.w.brown@ncworks.gov

Students may also contact:

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Laura Clark, (252) 823-5166, ext. 223, 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. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians.

Program Specific Requirements

- One of the academic admission criteria.
- Must be 18 years of age prior to course completion.
- Written documentation of high school diploma, official transcript, or equivalency.
- Must be able to perform clinical responsibilities.
- 2-step Tuberculin Skin Test (TST) – current and negative, or documentation of negative chest x-ray or TB screening from primary care provider or health department. (A two-step Tuberculin Skin Test is normally performed with the first placement performed and read, then 7-10 days later a second placement is performed and read. Currently, proof of two Tuberculin Skin Test placed and read within the last 365 days, and that will remain current through the end of clinical, is acceptable.)
- * Flu Vaccine – current through end of clinical. (These are seasonal and may be unavailable at times.)
- MMR (completed or started) or a positive titer. (Series = two immunization in most cases)
- Hepatitis B (completed or started) or positive titer. (Series = three immunizations)
- Varicella series (completed or started) or positive titer. (Series = two immunizations)
- Adult Tetanus or Tdap in last 10 years.
- A background check through the vendor contracted with Edgecombe Community College must be completed by the end of the day on the 3rd day of class or students will be de-enrolled. Students should be aware that the background check required by the clinical agency has to be completed by the set due date in order to provide the clinical agency time for review and to determine clinical participation eligibility. Students should prepare and plan for payment of background upon registering for the class. Students not completing this as required will be de-enrolled.
- Drug screens may be required by clinical agencies – guidelines will be discussed during orientation to class. Students should be aware that drug screens required by the clinical agency have to be completed by the set due date in order to provide the clinical agency time for review. Students should prepare and plan to payment of the drug screen upon registering for the class. Students not completing this as required will be de-enrolled.

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***Staff registering students will provide the student with the appropriate background instruction sheet upon registration. Drug tests will be discussed during course orientation.

Tuition & Fees \$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.

9/11-3/31 M/T 5:30pm-9:30pm AA121, RM
1/8-6/29 M/T 5:30pm-9:30pm C43 TB

** Clinical hours are from 8am-5pm Mondays-Fridays, with some Wednesdays from 11am-8pm based on clinical site. The schedule is a rotation type schedule so students will only be in clinical for a 13-day rotation, after which a different student will begin. The clinical schedule is completed and the rotations are assigned after students have enrolled and other clinical requirements are completed, usually about six to eight weeks after the first day of class.

For more information contact:

Brittany Harrelson (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

Jennifer Norville, (252) 823-5166, ext. 202, norvillej@edgecombe.edu

***All Health Occupations students should plan to take the CRC/WorkKeys Assessment prior to completion of a course. It should only be taken once. The schedule is on the Edgecombe Community College website, and a copy of the schedule will be posted in classrooms. This is a valuable work credential offered by the college and is beneficial when seeking employment. For additional information contact Sylvia Grant at grants@edgecombe.edu.

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)

9/22-4/7	Fri & Sat	Fri 5:30pm-9:30pm	TB
	Sat	8am-5pm	TB

For more information, contact:

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Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Tarboro – Evening Classes

9/12 & 9/14	T&Th	6-9:30pm	H 209, TB
10/10 & 10/12	T&Th	6-9:30pm	H 209, TB
11/07 & 11/09	T&Th	6-9:30pm	H 209, TB

Rocky Mount – Evening Classes

8/22 & 8/26	T&Th	6-9:30pm	Barnes, RM
9/26 & 9/28	T&Th	6-9:30pm	Barnes, RM
10/24 & 10/26	T&Th	6-9:30pm	Barnes, RM
11/28 & 11/30	T&Th	6-9:30pm	Barnes, RM

Tarboro – Saturday Classes

8/19	9am-4:30pm	H 209, TB
9/23	9am-4:30pm	H 209, TB
11/18	9am-4:30pm	H 209, TB

Rocky Mount – Wednesday Classes

9/13	9am-4:30pm	Barnes, RM
11/8	9am-4:30pm	Barnes, RM

For more information, contact:

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

Real Estate

Real Estate Pre-Licensing

Hours 91

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

Fee \$180

08/22-11/28	T&W	6-9:30pm	Barnes, RM 163
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For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

7/10-7/13	M-Th	9am-4pm	Barnes, RM 163
8/28-8/31	M-Th	9am-4pm	Barnes, RM 163
10/09-10/13	M-Th	9am-4pm	Barnes, RM 163

(Friday class depending on number of students)

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

9/5/17-11/29/17	T, W	5:30pm-9:30pm	D, TB
9/9/17-12/2/17	Sat	8:00am-4:30pm	D, TB

For more information, contact:

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

Blueprint Reading

Hours 48

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 cost for textbook)

8/28-12/18	Mon	6:00-9:00pm	H 264, TB
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For more information, contact:

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

Public Safety Training



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.

Healthcare Provider CPR/AED

Hours 6

Healthcare Provider CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use to certified health care providers. 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

8/15	Tues	9am-3pm	RM
10/31	Tues	9am-3pm	RM
12/12	Tues	9am-3pm	RM

For more information, contact:

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@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

9/8	Fri	9am-6pm	TB
9/22	Fri	9am-6pm	TB
10/20	Fri	9am-6pm	TB
11/17	Fri	9am-6pm	TB
12/15	Fri	9am-6pm	TB

For more information, contact:

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@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, and uniforms)

8/30	M & W & every other Sat	M&W 6:30-10pm Sat 9am-5pm	TB
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For more information, contact:

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Robert Whistler, (252) 823-5166, ext. 120, or whistlerr@edgecombe.edu

Law Enforcement Training

The Law Enforcement program at ECC is designed to provide Sworn Law Enforcement Officers, Detention Officers, and Communication Personnel with the opportunity to gain knowledge and skills based on new and existing technology. Programs are open to all law enforcement agencies in the State of North Carolina. 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)

February 2018 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>

Charming and Practical Sewing Projects

Learn how to make pillows, curtains and other practical household sewing projects. Classes will begin in September.

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Quilting Projects

Learn how to make quilting projects from fabrics of loved ones. Classes will begin in October.

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Cooking With Sweet Sweet Sound Bakery

Make sweet breads and yeast rolls on September 25
with Chelsie Riggs Ferry
P. 16

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Small Business Center



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 SBC Director Tina Parker 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 <https://goo.gl/QxSXCM> or call (252) 823-5166, ext. 220 or 247. Like us on Facebook at [facebook.com/ECCSBC](https://www.facebook.com/ECCSBC).

Small Business Start-up Series

How to Start a Successful Business

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. Instructor: Tina Parker

8/15 Tues 6-8:30pm Barnes 153, RM

9/16 Sat 9-11:30am Edgecombe County Memorial Library, Tarboro

How to Write a Successful Business Plan

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 and 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. Instructor: Tina Parker

8/29 Tues 6-8:30pm Barnes 153, RM

9/16 Sat 12:15-2:15pm Edgecombe County Memorial Library, Tarboro

How to Finance a Business

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. Instructor: Ruben Gonzales

11/7 Tues 6-8:30pm Barnes 153, RM

9/16 Sat 2:30-5pm Edgecombe County Memorial Library, Tarboro

How to Start a Homebased Child Care Business Part I

In this seminar, attendees will become aware of what is needed to start a Family Child Care business in their home. This session is loaded with information to assist participants in making better-informed decisions before becoming an Entrepreneur. It is highly recommended to attend "How to Start a Home-Based Daycare Part II.

Instructor: Trudy Lynn

9/21 Thurs 6-9pm Barnes 153, RM

How to Start a Homebased Child Care Business Part II

This seminar is a continuation of How to Start a Homebased Child Care business in their home. Content includes the various NC Child Care Requirements. It is highly recommended that you attend the "How to Start a Home-Based Daycare Part I.

Instructor: Trudy Lynn

9/28 Thurs 6-9pm Barnes 153, RM

How to Start a Cosmetology or Barbering Business

Cosmetology and Barbering are unique businesses in the world of small business. This is especially true in the rural counties of NC as cosmetology opens opportunity for many to become an entrepreneur, but it simply isn't about great-looking hair and nails. Behind the glamour are the realities of operating a small business. Join us as we break down the step-by-step process needed when considering what is necessary to open a salon. Learn about the potential profit centers, how to find customers, and customer service tips that keep them coming back time after time.

Instructor: Steve Carver

10/23 Mon 2:30-5pm TB, Location TBD

please reference <https://goo.gl/QxSXCM>

Planning for a Healthy Business

After completing this seminar, participants will be able to:

- Explain how an evolving planning process can help them make key decisions as business owners.
- Describe how to convert a vague idea into a resource plan.
- Explain the importance of a healthy personal credit score and healthy relationships with lenders.
- Describe how a business plan helps motivate stakeholders to understand and support their business ideas.
- Explain the benefits of creating a day-to-day action plan for running a small business.

Instructor: Woodforest National Bank

11/15 Wed 6-8pm H 214, TB

Risk Management for Businesses Lunch & Learn

After completing this seminar, you will be able to:

- Identify the common risks associated with a small business.
- Identify the external and internal factors that affect risk for a small business.
- Identify situations that may cause risk for a small business.

- Identify the common warning signs of risk for a small business.
- Implement, monitor, and evaluate a risk management plan for a small business.

Instructor: Woodforest National Bank

12/12 Tues 12-2pm Barnes 153, RM

Non-Profit Series

Fundraising Fundamentals for Your Non-Profit

Learn essentials for revenue generation including 8 ways to raise up to \$2500 or more in 10 days or less. Learn what an online donor looks like and how to write a donation letter that seals the deal, ongoing vs. episodic funding, and more tips for better fundraising to put the funds into your fundraising efforts. Instructor: Sam Gore

10/7 Sat 9:30-11:30am Edgecombe County Memorial Library, Tarboro

How to Develop Bylaws for Your Non-Profit

Bylaws are essential to your operation as a non-profit. Come learn what should be included in your bylaws to be properly set up and avoid common pitfalls that could undermine your business longevity. Roles and duties of directors and officers, distribution of grant monies, meeting procedures, electing directors, and more will be covered. Instructor: Sam Gore

10/7 Sat 12:15-2:15pm Edgecombe County Memorial Library, Tarboro

How to Develop a Non-Profit Board

Board meetings are not just about information, but also "transformation." Organizations will rise or fall as a direct result of a functional or dysfunctional board. This seminar focuses primarily on some practical tips and tools – rather than the latest research that can bring about "transformational change" – in boards, government agencies, foundations, and individual donors and other potential supporters and funders who want information concerning boards. What they discover might make the difference between receiving their support and/or funds, or not. Instructor: Sam Gore

10/7 Sat 2:30-4:30pm Edgecombe County Memorial Library, Tarboro

How to Get the Most out of Your Nonprofit Volunteers and Make Them Happy

Is now the golden age of volunteerism? More people than ever want to give back to their communities, and volunteer work is encouraged, from the halls of congress to the words and images in the media. Now could be the very best time to look at your volunteer program and spiff it up so that your volunteers will want to come and stay. However, volunteerism has changed, and volunteer expectations have evolved.

Instructor: Sam Gore

11/11 Sat 9:30-11:30am Edgecombe County Memorial Library, Tarboro

How to Develop a Strategic Plan for a Nonprofit

Developing a strategic plan is like planning a journey, and all experts agree that this is the primary function of the board of directors. While this is true and necessary, very few organizations and boards take the time to plan their journeys. All board members, directors, employees, and officers of nonprofits are encouraged to attend this seminar and start right away with a plan, and in so doing, keep the organization energized and motivated. This will also inspire contributors and potential grant providers to contribute to the cause. Instructor: Sam Gore

11/11 Sat 12:15-2:15pm Edgecombe County Memorial Library, Tarboro

Nonprofit Guide to Budgeting

Nonprofit organizations have limited resources and represent funds entrusted to their organization; officers have a fiduciary responsibility to make sure that every dime of this money is spent wisely. Spending money and spending it wisely is not the same. No matter who or what the organizations, all have one thing in common: the need to achieve their goals and objectives with limited resources. This two-hour seminar is designed to assist nonprofit directors and officers to develop budgeting skills necessary to reach their full potential. Instructor: Sam Gore

11/11 Sat 2:30-4:30pm Edgecombe County Memorial Library, Tarboro

Marketing & Networking

Shop Local – Buy Local – Invest Local

How to get the most out of a Shop Local program that helps your business, your town, and your county. Using Social Media in the right way can multiply your Shop Local program. Instructor: Martin Brossman

9/12 Tues 8-10am Tarboro Coffee House, Tarboro

One Page Marketing Plan for Business Owners

Create a marketing plan that is clear focused, results driven, and relevant. In this class you will learn a simple way to create a one-page marketing plan and a marketing map to follow that includes the web, social marketing, and traditional marketing. Often the simplest plans are easiest to stay focused on and to get clear team involvement. Instructor: Martin Brossman

9/12 Tues 6-9pm Barnes 153, RM

Choose the Right Graphics & Photos for Marketing

Do you stumble trying to figure out where to choose graphics for your marketing designs? This seminar will help you learn to select the right graphics and how to use the best photos to market your business. Instructor: Martin Brossman

10/3 Tues 6-9pm H 214, TB

Using Video to Get More Business for Small Business Owners

This course teaches you and your team how to be more comfortable in front of the camera for selling your product or service. People identify with people naturally and with brands only after great expense and a lot of people promoting them. It is cheaper for a small business to brand themselves by bringing their most passionate people out front and the owners, if possible. Instructor: Martin Brossman

10/24 Tues 6-9pm Barnes 153, RM

SnapChat for Small Business Owners

SnapChat is capturing the attention of millennials with its disappearing photos and messages, filters, and lenses, and private messaging. Businesses have an opportunity to reach millennials not only with their engaging stories but by encouraging your customers to include your business in their special moment.

Instructor: Martin Brossman

11/14 Tues 6-9pm H 214, TB

Blogging and Twitter for Business

Use Twitter to build your brand and generate valuable content to attract Google and your prospects. Business applications of Twitter, micro-blogging, and blogs will be discussed on how to attract and keep customers. Instructor: Martin Brossman

11/28 Tues 6-9pm Barnes 153, RM

Marketing Your Business with Pinterest and Instagram for Business Owners

Women under 30 are predominantly on Instagram and over 30 on Pinterest with greater overlap occurring daily and a greater number of men joining rapidly. By using both of these social media platforms, you maximize your exposure. Martin shows the effective and correct integration of both of these platforms. Understanding which is the right one to use and in what combination is key to maximizing your profitability. Instructor: Martin Brossman

12/5 Tues 6-9pm H 214, TB

Monthly Business Networking Power Hour

Join the Small Business Center of Edgecombe Community College along with local business owners from various industries to share and discuss aspects of small business ownership, new opportunities, and enjoy networking. This networking hour will meet at a different location each month.

1st Thurs of each month, 6:30-7:30pm, Location TBD

Please reference <https://goo.gl/QxSXCM> for each monthly location

Business Bookkeeping, Taxes, Payroll, and Accounting

Payroll in a Nutshell Parts 1 & 2 – Register Your Business with Authorities and Complete New Hire Paperwork

As a small business owner, see how to obtain a federal employer identification number, register to submit your federal tax payments on the Electronic Federal Tax Payment System (EFTPS), and register to collect and remit withholding tax with the State of North Carolina. Federal, state, and employment eligibility forms (I-9, W-4, NC-4) can be confusing for the employee and employer. Learn what forms you need to provide the employee at hiring or re-hiring and how to handle them.

Instructor: Jen Deal

8/22 Tues 6:30-8pm H 214, TB

Payroll in a Nutshell Part 3 – Calculate Your Small Business Employee's Take Home Pay

Payroll isn't rocket science. Small business owners will learn how to use withholding tables, where to find tax rates, and how to apply both so that you can calculate an employee's take-home pay. Bring a calculator! Instructor: Jen Deal

9/19 Tues 6:30-7:30pm H 214, TB

Payroll in a Nutshell Part 4 – Pay Employer Taxes and Employee-Withheld Taxes for Your Small Business

Learn how and when to send in the payroll taxes you collect to both the IRS and the State of North Carolina. Instructor: Jen Deal

11/21 Tues 6:30-8pm H 214, TB

Payroll in a Nutshell Part 5 – File Federal & State Payroll Tax Returns for Small Business Owners

Perplexed by which forms apply to your small business? Learn what forms to use and when they should be filed. Learn the purpose of the forms, how to fill them out, and how to send them to the right place. Instructor: Jen Deal

12/12 Tues 6:30-8pm H 214, TB

QuickBooks Online – Is it Right for Your Small Business?

This class covers the pros and cons of cloud-based QuickBooks Online accounting software. Learn how to use bills, expenses, invoices, and sales receipts in QuickBooks Online. See the accounting process from beginning to end. Learn how to navigate, access reports, and how to expand the capabilities with integrated applications. Instructor: Jen Deal

9/5 Tues 6:30-8pm E 420, TB

Bookkeeping Made Simple for the Small Business

Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

Instructor: Jess McLamb

9/26 Tues 6-9pm Barnes 153, RM

10/10 Tues 6-9pm H 214, TB

Managing Cash Flow for Small Businesses

After completing this training, the participants will be able to:

- Describe the purpose of cash flow management in a start-up small business.
- Assess a cash flow cycle and make some cash flow projections.
- Describe how a cash flow statement can help assess and improve the financial health of a start-up.
- Identify some ways to manage cash flow in terms of managing costs and potential income.
- Identify ways to seek out expert technical assistance to improve cash flow management.

Instructor: Woodforest National Bank

10/10 Tues 12-2pm Barnes 153, RM

Banking Services for Businesses

After completing this training, the participants will be able to do the following:

- Identify the banking services commonly available to a small business, including business checking, business debit cards, business credit cards, financing receivables and purchasing inventory, lines of credit, term loans, cash management services, expanding business capabilities (Accept Credit, Debit and Gift Cards, Enable Online Payments), merchant services, payroll processing, financing fixed

assets: equipment and real estate, wealth management (SIMPLE IRA, 401(k), SEP).

- Explain how these banking services work.
- Identify the advantages and disadvantages of each of the banking services.
- Explain how a small business owner decides which banking services are best for his or her business.

Instructor: Woodforest National Bank
9/13 Wed 6-8pm H 214, TB

How to Increase Your Credit Score to Over 740 Points – Prepare for a Bank Business Loan

A good credit score is now considered to be 740 points or higher. This seminar will include information about the history of credit scoring, credit reports and how they are calculated, the importance of maintaining good credit, and more. Proven methods to increase your credit score by 50-100+ within 60 days will also be discussed. Instructor: Bob Moore
10/17 Tues 6-9pm H 214, TB

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 <http://www.edgecombe.edu/resources/small-business-center/> or call (252) 823-5166, ext. 220 or 247. Prior to attending a seminar please verify the time, location, and date at <https://goo.gl/QxSXCM> as dates, times, and location are subject to change.

Small Business Webinars

In addition to face-to-face seminars, the Small Business Center offers no cost webinars for prospective and existing businesses from HP Learning for Life and Small BizU. Find these offerings on our website at <https://goo.gl/QxSXCM>.

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge. This program is self-paced, making it possible for more aspiring entrepreneurs to participate.

Startup / Innovate

Design Thinking, Strategic Planning, Social Entrepreneurship

Finance

Basics of Finance, Profit & Loss, Finding Funding, Cash Flow
Sales Forecasting

Marketing

Social Media & Marketing, Unique Value Proposition, Your Target Audience
Selling Online, Effective Business Websites, Marketing Benefits vs. Features
Setting Prices

Operations

Maximizing Capacity, Managing Contact Info, Customer Relationship Management (CRM), Energy Efficiency: Do More for Less, IT for Business Success, Hiring Staff

Communications

Business Communications, Business Email, Effective Presentations
Effective Leadership, Presenting Data

SmallBizU

Designed specifically for small businesses, this online university seeks to instill business intelligence – the capacity to solve problems, meet challenges, and create valued products. Using a step-by-step approach in our webinars, you will gain the knowledge you need to put your ideas in motion in three categories that are offered. Find our online webinar series at: <https://www.newsmallbizu.org/partners/edgecombe>.

Money

Finding Money to Start a Business, Creating a Loan Package, Finding and Attracting an Investor, Creating Financial Projections, Accounting 101: The Fundamentals

Marketing

Creating Buzz: Marketing on a Small Budget, Pricing Strategy & Tactics, Marketing Insight: Conducting Market Research, Positioning, Understanding Advertising and Promotions, Understanding Intellectual Property, Marketing 101: The Fundamentals

Management

Crafting a Business Plan, Elaborando un Plan de Negocios, Strategic Planning and Execution, Starting a New Business, Choosing a Legal Structure for a Business, Buying a Business, Hiring and Managing Employees, The Entrepreneurial Strategy

Networking Opportunities

Business Roundtable

1st Thursday of each month at Ribeye's of Tarboro, 6:30pm

Joe Start-up Workshops

Join us each Thursday night beginning August 10th for workshop opportunities with Springboard, NC and NC Wesleyan College's Entrepreneurship Center at Rocky Mount Mills, 5:30-7:00pm.

Are You Interested in Improving Community Health?

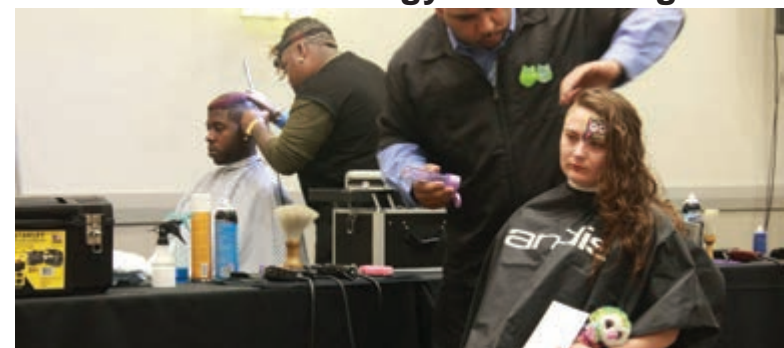
Community Health Coach is your answer.

Pp. 5-6
Classes start in October



Contact Laura Clark • clarkl@edgecombe.edu

How to Start a Cosmetology or Barbering Business



October 23

P. 11

(252) 823-5166, ext. 220 or 247

www.edgecombe.edu/resources/small-business-center/

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 enable 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.

8/21	Mon	4:30-9pm	H 173, TB
9/18	Mon	4:30-9pm	H 173, TB
10/23	Mon	4:30-9pm	H 173, TB
11/20	Mon	4:30-9pm	H 173, TB
12/18	Mon	4:30-9pm	H 173, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Creative

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

8/22-9/12	Tues	6-8:30pm	Barnes, RM
9/19-10/10	Tues	6-8:30pm	H 173
10/24-11/14	Tues	6-8:30pm	Barnes, RM

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Crochet – Advanced

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)

8/24-9/14	Thurs	6-8:30pm	H 173, TB
09/21-10/12	Thurs	6-8:30pm	Barnes 163, RM
10/26-11/16	Thurs	6-8:30pm	H, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Handlettering

Hours 2

Students will learn how to hold and write with a brush pen. Students will learn the different strokes in lettering forming uppercase and lowercase letters.

Fee \$15 (Additional costs for supplies)

9/11	Mon	5-7pm	H 209
10/16	Mon	5-7pm	H 209

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

DIY Wooden Pallets Furniture Design

Hours 18

This is an interactive class in which 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

10/18-11/29	Wed	6-9pm	D, TB
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For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Basic Repairs for Homeowners 101

Hours 12

This class will cover topics on how to fix common problems associated with a home. Learn how to fix basic problems inside and outside of your home.

Fee \$50

9/13-10/4	Wed	6-9pm	D, TB
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For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Gunsmithing

Hours 126

This course is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks. Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making barrel work, repair work, and custom work.

Fee \$180 (Additional costs for materials)

7/10/17-12/13/17	M&W	7-10pm	E 452, TB
7/11/17-12/14/17	T&Th	7-10pm	E 452, TB

For more information, contact:

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

Fly Tying 1 – Basic Fly Tying for Beginners

Hours 18

This class introduces students to the world of fly tying by providing information for beginners about the basic fly tying tools, hooks, and materials used to tie flies for fly-fishing.

Fee \$60 (Additional costs for supplies)

8/24-9/28 Thurs 6-9pm H 265, TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Fantasy Football 101

Hours 6

Learn how to play and WIN at Fantasy Football. The class will cover the basic concepts of how to draft and maintain your team.

Fee \$20

8/23-9/6 Wed 6-8pm H 262, TB

Introduction to Scrapbooking

Hours 10

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

Fee \$35

09/11-10/2 Mon 6-9pm Barnes 163, RM

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Splash into Painting

Hours 18

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

9/12-10/24 Tues 6-9pm H 152, TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Wine and Design

Hours 2

Exciting evening out at Edgecombe Community College. Come paint and sip. You can select your design. Preregistration is required.

Fee \$35

10/26 Thurs 6-8pm H 152, TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Holiday Bow & Wreath Making

Hours 12

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

Fee \$35

11/2-12/7 Tues 6-8pm Barnes 163, RM

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

8/24-10/12 Thurs 6-9pm H 113, TB

10/19-12/14 Thurs 6-9pm H 113, TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

8/22-10/10 Tues 9am -12pm H 113 TB

8/22-10/10 Tues 6-9pm H 113 TB

10/24-12/12 Tues 9am -12pm H 113 TB

10/24-12/12 Tues 6-9pm H 113 TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

8/22-11/28 T&Th 6-9pm E 445 TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Small Engine Repair

Hours 24

Become familiar with the components and operating principles of the small engine. Topics covered include the similarities and differences in 2-stroke and 4-stroke engines, engine part identification, and definitions of terms, such as torque and horsepower.

Fee \$70

9/6-10/25 Wed 6-9pm E, TB

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

8/17-9/14 Thurs 6-8pm Barnes 161, RM

For more information, contact:

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

Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu

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

Fall 2017 Cooking School Series

Hours 8

The Fall 2017 Cooking School Series features a popular executive chef (Stephen Ribustello) and a popular, local caterer (Joe White).

Fees \$35 per class or \$70 for entire series

9/19 Tues 6-8pm H152, TB J. White

10/17 Tues 6-8pm H152, TB S. Ribustello

11/14 Tues 6-8pm H152, TB S. Ribustello
12/5 Tues 6-8pm H152, TB J. White

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Muffins, Cinnamon Buns, and Yeast Rolls with Chelsie Riggs Ferry

Hours 3

Join Sweet Sweet Sound Bakery for a lesson on how to make some sweet breads and yeast rolls. This is a hands-on class. You will be baking and eating!

Fee \$30

9/25 Mon 6-9pm H 152, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Fitness

Food and You with Savanna Cummings

Hours 8

Improving the way you feel while improving your health with food.

Fee \$35

9/7-9/28 Thurs 5:45-7:45pm H 259, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Historic Preservation

Introduction to Genealogy

Hours 8

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

Fee \$70

8/26 Sat 9am-5pm Norfleet House, TB

For more information, contact:

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

Locating State and Local Records – Advanced Genealogy Series

Hours 3

An advanced genealogy course that helps researchers locate state and local/regional sources to uncover genealogical material. This includes look at archives, business records, government reports, court documents, and more.

Fee \$25

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

For more information, contact:

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

Southern Architecture Survey

Hours 8

Understanding the various types of residential architecture used in the South, with an emphasis on North Carolina from the 18th century through the 1950s. Recommended text – *North Carolina Architecture* by Catherine Bisher. (Portable ed)

Fee \$70

9/16 Sat 9am- 5pm Norfleet House, TB

For more information, contact:

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

Understanding Census Records – Advanced Genealogy Series

Hours 3

This is a half-day course focusing on the various census schedules – population, agriculture, slave, and industry. Students will learn how to locate the records online or in libraries and how to use them for family research.

Fee \$25

9/23 Sat 9am -12pm Norfleet House, TB

For more information, contact:

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

Researching Historic Property

Hours 8

Learn how to do a house history using deeds, tax, census and related records help with a National Register nomination. Suggested Text – *Houses and Homes Exploring Their History*

Fee \$70

10/7 Sat 9am-5pm Norfleet House, TB

For more information contact:

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

Cemetery Preservation

Hours 12

A review of NC laws concerning cemeteries, guidelines on recording and reporting cemeteries, and suggestions on cleaning and restoring damaged stones.

Saturday's class will be spent in several area cemeteries.

Fee \$70

10/13 Fri 6-9pm Norfleet House, TB

10/14 Sat 9am-5pm Norfleet House, TB

For more information, contact:

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

Furniture and Decorative Arts

Hours 8

Understand the various styles of furniture used in American homes from the 18th century to the early 20th century and how homeowners furnished and decorated their homes at different eras.

Instructor: Julie Thomas

Fee \$70

10/28 Sat 9am- 5pm Fleming Bldg, TB

For more information contact:

Monika Fleming 823-5166 ext. 241 or Julie Thomas ext. 235

Military Records – Advanced Genealogy series

Hours 3

This is a half-day course on locating and understanding military records for use in genealogy research.

Fee \$25

11/4 Sat 9am-12pm Norfleet House, TB

For more information, contact:

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

9/12-10/31 Tues 4-5pm Keihin Aud. Dressing Room, TB

For more information, contact:

Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Advanced Guitar

Hours 8

This course is for advanced students that will move to the next level.

Fee \$20
9/12-10/31 Tues 4-5pm Keihin Aud. Dressing Room, TB
For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@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
9/22-9/24 Fri-Sun F 6-10pm, Sat & Sun 8am-5pm TB

For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@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
9/11-11/6 Mon 6-9pm H 262, TB
9/28-11/16 Thurs 6-9pm Barnes Boardroom, RM

For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@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
9/14-11/2 Thurs 6-8pm Barnes, RM

For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

iPhone for Newbies

Hours 6
Gets you started with your iPhone and introduces you to the multi-touch interface, synching with iCloud, making phone and video calls, texting, working with the calendar, and more.

Fee \$35
10/3-10/19 T/Th 5-6pm H 209, TB

For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Android for Newbies

Hours 6
Gets you started with your Android and introduces you to the multi-touch interface, synching and making phone and vides calls, texting, working with the calendar, and more.

Fee \$35
10/2-10/23 M/W 5-6pm Barnes Boardroom, RM

FALL 2017

For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@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
10/2-10/23 M/W 10am-12pm Barnes 203, RM

For more information, contact:
Sharon Green, (252) 823-5166, ext. 356, greens@edgecombe.edu
Brittany Harrelson, (252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
Gwen Hyman, (252) 823-5166, ext. 357, hymang@edgecombe.edu

Welding

- Arc Welding
- Gas Tungsten Arc Welding (TIG)
- Gas Metal Arc Welding (MIG)
- Pipe Welding
- Shielded Metal Arc Welding (SMAW or Stick)

P. 8

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

Natural Hair Care Licensure

Get an understanding and practice working with textured hair, braiding, extensions, twists, locks and weaves.

P. 8

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

Marketing and Networking Your Business

- Shop Local-Buy Local-Invest Local
- Marketing Plan
- Using Right Graphics and Photos
- Using Videos
- Snapchat
- Blogging and Twitter
- Pinterest and Instagram
- Power Hour

Pp. 12-13
Classes start in September
(252) 823-5166, ext. 220 or 247
www.edgecombe.edu/resources/small-business-center/

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, includes tuition and books

9/12-10/31 Tues 8:30am-4:30pm H 262, TB

For more information, contact:

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

Introduction to Electronics Manufacturing in Conjunction with Keihin

Hours 24

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 Tire Manufacturing in conjunction with Bridgestone

Hours 24

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 \$70

8/15-8/24 T-Th 8am-12pm Barnes 203, RM

8/15-8/24 T-Th 6-10pm Barnes 203, RM

9/19-9/28 T-Th 8am-12pm Barnes 203, RM

9/19-9/28 T-Th 6-10pm Barnes 203, RM

10/24-11/2 T-Th 8am-12pm Barnes 203, RM

10/24-11/2 T-Th 6-10pm Barnes 203, RM

11/28-12/7 T-Th 8am-12pm Barnes 203, RM

11/28-12/7 T-Th 6-10pm Barnes 203, RM

For more information, contact:

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

Customized Training & Development

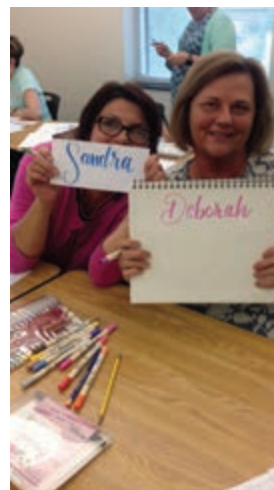
The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing 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.

For more information, go to:

http://www.ncccs.cc.us/Business_and_Industry/CustomizedTraining

Handlettering



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Classes in September and October

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

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

Basic Repairs for Homeowners 101

Save some money and learn how to fix basic household repairs.

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Class starts September 13 at 6pm.

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

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

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 résumé and cover letter
- Fill out an application correctly
- Prepare for an interview
- Keep that new job and get promoted

Do I Qualify for the Fee Waiver?

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

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

For more information, contact:

Ronnie Peacock, (252) 823-5166, ext. 362, peacockr@edgecombe.edu

IRA (Interviews, Résumés & Application) Workshop

Hours: 12-16

This workshop focuses on guidelines for writing effective résumés and cover letters, preparing for job interviews, and filling out job applications. Courses are offered on-campus and at the NC Works Career Center.

9/18-9/21	M-F	1-4pm	RMC
11/13-11/16	M-F	1-4pm	TBC
8/21-9/21	M-F	8:30am-12:30pm	NC Works Career Center
9/5-9/8	M-F	8:30am-12:30pm	NC Works Career Center
9/18-9/21	M-F	8:30am-12:30pm	NC Works Career Center
10/2-10/5	M-F	8:30am-12:30pm	NC Works Career Center
10/16-10/19	M-F	8:30am-12:30pm	NC Works Career Center
10/30-11/2	M-F	8:30am-12:30pm	NC Works Career Center
11/13-11/16	M-F	8:30am-12:30pm	NC Works Career Center
11/27-11/30	M-F	8:30am-12:30pm	NC Works Career Center
12/11-12/14	M-F	8:30am-12:30pm	NC Works Career Center

For more information, contact:

Ronnie Peacock, (252) 823-5166, ext. 362, peacockr@edgecombe.edu

Career Readiness Strategies

Hours: 12

This course helps individuals prepare for Career Readiness Certification. Sessions focus on the three sections of the CRC: Reading for Information, Applied Mathematics, and Locating Information. Students take practice tests after they review, preparing them for the actual CRC Test. Classes are offered on campus and at OIC in Rocky Mount.

9/11-9/14	M-F	9am-12pm	OIC
10/16-10/19	M-F	1-4pm	RMC
10/23-10/26	M-F	1-4pm	TBC
10/2-10/5	M-F	9am-12pm	OIC
10/30-11/10	M-F	9am-12pm	OIC
11/27-12/8	M-F	9am-12pm	OIC

For more information, contact:

Ronnie Peacock, (252) 823-5166, ext. 362, peacockr@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

8/21-9/1	M-F	8am-12pm & 12:30-3:30pm, F 8am-12pm	ECDSS-RM
9/5-9/15	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-TB
9/18-9/29	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-RM
10/2-10/13	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-TB
10/16-10/27	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-RM
10/30-11/10	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-TB
11/13-11/22	M-F	8am-12pm & 12:30-3:30pm, F 8am-12pm	ECDSS-RM
11/27-12/8	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-TB
12/11-12/22	M-F	8am-12pm & 12:30-2:30pm, F 8am-12pm	ECDSS-RM

For more information, contact:

Ronnie Peacock, (252) 823-5166, ext. 362, peacockr@edgecombe.edu

Roadmap to Re-Entry

Hours: 30

This course focuses on those who are seeking to return to the workforce but may not have the best background. Topics include time management skills, interview skills, résumé writing, goal setting, job retention skills, and more. The two-week class meets from 1:00-5:00 p.m. at the NC Works Career Center. Choose a two-week class from the following schedule:

9/11-9/21
10/2-10/12
11/6-11/16
12/4-12/14

For more information, contact:

Ronnie Peacock, (252) 823-5166, ext. 362, peacockr@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:

1. 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.

2. 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.

3. 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.

4. 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 contact Michelle Owens, (252) 823-5166, ext. 247.

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

College and Career Readiness classes enable 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.

Courses available on campus:

- Math Sense (8 weeks): Developmental Math for Curriculum and ABE II Students
- ABE I (formerly Compensatory Education): Coaching Students towards Success
- ABE II Foundational Reading and Math: Preparing the lower-level literacy learner to succeed in HSE Reading and Math
- ABE II Reading and Writing: Preparing Students to Gain Basic Reading & Writing Skills
- HSE Reading Comprehension and Writing I: Preparing Students to build basic Reading, Grammar, and Writing Skills
- HSE Reading Comprehension and Writing II: Preparing Students to build upper-level Reading, Grammar, and Writing Skills
- HSE Science and Social Studies: Preparing Students for Success in HSE Science & Social Studies
- HSE Tutorial: Working with Students Current Classroom Assignments and Providing CRC Prep
- ASE Reading Comprehension and Writing: Preparing Students for Success in HSE Literature and HSE Writing
- ASE Science and Social Studies: Preparing Students for Success in HSE Science & Social Studies
- Intermediate Math: Mid-level Math for Transitioning Students
- Math Journey II: HSE Math for Mid-level and Advanced Math Students

Looking for Certification in a Health Care Field?



Medication Aide Training

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Nurse Aide I Training

P. 6

Nurse Aide II Training

P. 6

Phlebotomy Training

P. 7

Contact Laura Clark • clarkl@edgecombe.edu

- Advanced Math: Transitional Math for Students near Program Completion
- Transitions: Guiding Students into Employment and Post-Secondary Education
- Microsoft Digital Literacy: Students work to gain computer certifications on three levels
- ASE Leadership Academy: Teaching Students Leadership Principles and Skills Student Intake, Retention & Assessment
- CRC Prep & Test: Preparing and Testing Students to Achieve the Career Readiness Work Credential
- A.I.M. Intake Class & Post-Testing (Weekly): Intro to College and Career Readiness
- English Language Acquisition: Preparing English Learners to Succeed

Off campus sites for High School Equivalency Program

- Battleboro HSE Center
- Patillo School – Tarboro
- GW Bulluck School
- Rocky Mount O.I.C.: Day & Evening classes
- NC Works Center – Advanced Manufacturing

Career Pathways

The program offers seven career pathways that allow eligible students to pursue an industry credential in one of the seven areas while in pursuit of their high school credential. Those career pathways are:

Automotive Technology, Barbering, Cosmetology, Certified Production Technician, Early Childhood, Emergency Medical Technician, and Nurse Aide I.

For more information, contact:

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

Need Some Technology?

We have your answer with some classes.

- Introduction to MS Word and PowerPoint
- Introduction to MS Excel
- iPhone for Newbies
- Android for Newbies
- Simple Computers

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(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Wine and Design

You select your design. Fun evening at
Edgecombe Community College.
Preregistration is required.

October 26

P. 15

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@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, (252) 823-5166, ext. 357, hymang@edgecombe.edu

How to Get Started

1. Visit our Online Instruction Center: www.ed2go.com/edgecombcecc
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 programs, listed below are just some of the more popular courses we offer.

Registration dates:

8/16
9/13
10/18
11/08
12/13

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.

Basic Law Enforcement Training



Next Academy Begins February 2018
Apply Soon to Enroll

P. 10

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

Fire and Emergency Services Training



P. 9

Contact Robert Whistler
whistler@edgecombe.edu • (252) 823-5166, ext. 120

EMS and Rescue



P. 9

Contact Robert Whistler
whistler@edgecombe.edu • (252) 823-5166, ext. 120

Food and You with Savanna Cummings

Improve the way you feel while improving your health
with food.

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(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

DIY Wooden Pallets Furniture Design

Reuse wooden pallets to create unique furniture. We
provide the pallets, you furnish the fun!

Class begins October 18

P. 15



(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Fantasy Football 101

Learn how to play and win at Fantasy Football
Class begins August 23

P. 15

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Fly Tying 1-Basic Fly Tying for Beginners

This class introduces students to the world of fly
tying. Come and learn the basics of fly tying.

Class begins August 24

Pp. 14-15

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Fall Cooking Schools



Stephen Ribustello



Joe White

September 16
October 17
November 14
December 5

Featuring Stephen Ribustello, a popular executive chef,
and Joe White, a popular local caterer

P. 15-16

(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Beginning Guitar and Advanced Guitar

Starts September 12

Pp. 16-17

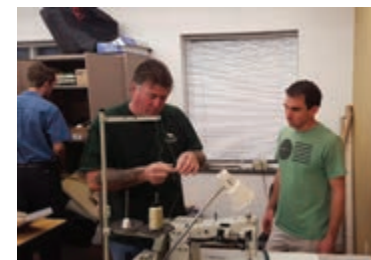
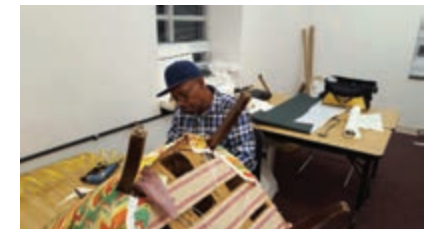
(252) 823-5166, ext. 293, harrelsonb@edgecombe.edu
(252) 823-5166, ext. 357, hymang@edgecombe.edu

Upholstery

Auto/Marine Upholstery
Upholstery Repair

Classes in August and October

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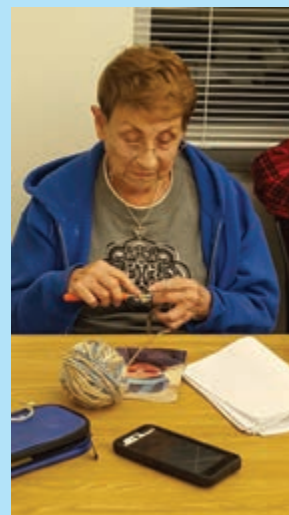
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(252) 823-5166, ext. 357, hymang@edgecombe.edu

Continuing Education Schedule Fall 2017

Lifelong Learning 2017

**Pursue your interest. Be creative. Try a hobby or skill
you have never tried before.**

Crochet Classes for all levels
Handlettering
Wooden Pallets Design
Basic Repairs for Homeowners 101
Fly Tying 1-Basic Fly Tying for Beginners
Fantasy Football 101
Introduction to Scrapbooking
Splash into Painting
Wine and Design
Holiday Bow and Wreath Making
Upholstery Auto/Marine
Upholstery Repair
Introduction to Auto Repair
Small Engine Repair
Basic Cake Decorating
Fall Cooking Series
Food and You with Savanna Cummings
Muffins, Cinnamon Buns and Yeast Rolls with Chelsie Riggs Ferry
Historic Preservation
Guitar for all levels
Motorcycle Safety
Technology Classes
Get Acquainted with Your Smartphone



Visit www.edgecombe.edu/continuing-education/lifelong-learning/
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(252) 823-5166, ext. 357, hymang@edgecombe.edu