

Nash Community College

Continuing Education – Non–Credit Courses

Fall Schedule 2023

August 15 – December 31

Pre-registration required for all classes

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Contact Information

Automotive/Transportation	252-451-8216
Career Readiness Certification (CRC)	252-451-8316
College and Career Readiness	252-451-8305
Computer Training	252-451-8216
Customized Industry Training	252-451-8379
Ed2Go Online Courses	252-451-8216
Emergency Medical Services	252-451-8355
ESL–English as a Second Language	252-451-8229
Fire Services	252-451-8312 or 252-451-8480
Foreign Language	252-451-8229
Health Services	252-451-8355
Human Resources Development	252-451-8349
Law Enforcement Training	252-451-8450
Nurse Aide/Nursing Assistant (CNA)	252-451-8378
Personal Enrichment	252-451-8216
Professional Training	252-451-8216
Small Business Center	252-451-8233
Teacher Education	252-451-8216
Trades/Construction	252-451-8216

Register Now!

Mail or Fax: Download the Continuing Education registration form at www.nashcc.edu/conedreg and mail with fee to NCC Continuing Education, PO Box 7488, Rocky Mount, NC 27804.

Online Registration: Students may register for a “select” group of Continuing Education classes via Instant Enrollment at www.nashcc.edu, under Admissions, select Continuing Education, Search Courses. Type the course title in the “Search for Sections” search box at the top right. Click Select, click add section, click next at the top right. Complete the Person Identification information and pay screens. Credit card payment is required.

In-Person: Visit the Continuing Education Department located on the 2nd Floor of the William S. Carver Continuing Education and Public Services Building.

You may choose one of these other options to submit: Mail to NCC Continuing Education, P O Box 7488, Rocky Mount, NC 27804, or fax to **252-451-8451**.

Monday - Thursday: 8:00 AM - 5:00 PM

Friday: 8:00 AM - 1:00 PM

Employment Opportunities

If you have suggestions for a new class, have a special skill and/or are interested in teaching, please download and complete the Class Proposal Form available at www.nashcc.edu/conedreg.

Seeking Instructors

- Craft/Hobby
- Drawing
- Painting
- Basic Plumbing
- Building Inspector Level I
- Electrical Wiring
- Motorcycle Safety
- Soft-Skill Training
- Basic Computer

Financial Assistance

Continuing Education Scholarships are available for select classes. For more information, visit www.nashcc.edu/scholarships or call **252-451-8234**.

AUTOMOTIVE / TRANSPORTATION CLASSES

Alive At 25 | \$75 | Saturday | Continuing Education Building, 8153

This defensive driving course for students 16 - 24 years old provides unique classroom training on the potential dangers while driving.

63945	8/5	8:30 AM - 12:30 PM
66301	10/7	8:30 AM - 12:30 PM
66302	12/2	8:30 AM - 12:30 PM

DDC-4-Defensive Driving | \$60 | Continuing Education Building, 8153

This course is designed for individuals 25 years of age and older. This course will go over the risks and hazards of the road along with teaching you how to be a more defensive driver.

66359	8/24 TH	8:00 AM - 12:00 PM
66360	10/19 TH	8:00 AM - 12:00 PM
66361	11/30 TH	8:00 AM - 12:00 PM

Pre-registration, driver's license and referral are required. For more information call 252-451-8216.

CDL Truck Driver Training | \$3998.25 Monday - Friday | Continuing Education Building | Room 8168

The Sage CDL training program at NCC provides 158 hours of training to include classroom, lab, and one-on-one behind the wheel driving instruction.

65266/66667	8/7-8/25	7:00 AM - 3:30 PM
66692/66693	9/11-9/29	7:00 AM - 3:30 PM
66694/66695	10/2-10/20	7:00 AM - 3:30 PM
66696/66697	10/30-11/17	7:00 AM - 3:30 PM
66698/66699	11/27-12/15	7:00 AM - 3:30 PM

For more information call **252-451-8357, 252-451-8363**, or email akcessionnie858@nashcc.edu.

Escort Vehicle Operator - Initial \$90 | Continuing Education Building, 8153

This course includes Defense Driving and Initial Escort Vehicle Operator training needed to satisfy the requirements set by the North Carolina Department of Transportation (NCDOT) to certify oversize-overweight load vehicle escort drivers.

64327	8/24 - 8/25	THF 8 AM - 12 PM 8 AM - 5 PM
64328	10/19 - 10/20	THF 8 AM - 12 PM 8 AM - 5 PM
64329	11/30 - 12/1	THF 8 AM - 12 PM 8 AM - 5 PM

Escort Vehicle Operator - Recertification \$75 | Friday Continuing Education Building, 8253

This course is to satisfy the recertification requirements set by the North Carolina Dept. of Transportation (NCDOT) to recertify oversize-overweight load vehicle escort drivers. Students must be 21 years old to become certified with the State of North Carolina as an escort driver.

64326 10/6 8 AM - 12 PM

Pre-registration, driver's license or permit are required. For more information call 252-451-8216.

Freight Broker - Agent Training | \$1,895 | Online

In this 180-hour course, students will gain the skills needed to run a domestic freight brokerage or agency. Topics include transportation law, contracts, insurance, setting up, and running a freight brokerage business.

Open Entry Self-Paced 6 Month Program

Email coned@nashcc.edu for more information.

Motorcycle Safety Training- Basic Rider Course \$175 | Saturday and Sunday | Building E

The motorcycle safety training course includes how to balance and coordinate, shift and stop, emergency braking, and more. Motorcycles are provided. Motorcycle Safety classes are offered as self-supporting. A refund is given only if the class is canceled. **Prerequisite - MSF eCourse Certification (virtual)**

****IN-PERSON REGISTRATION ONLY****

66273	9/9 - 9/10	8 AM - 6 PM
66274	9/22 - 9/23	8 AM - 6 PM
66275	10/14 - 10/15	8 AM - 6 PM
66276	10/28 - 10/29	8 AM - 6 PM

OBD II Emissions Certification \$76.25 | Monday and Tuesday CITI High School (Rocky Mount Middle), NCC Automotive Building, Room 304 | 999 Hammond Street

Learn the laws that govern OBD I/M Inspection. This course will prepare auto technicians & service personnel as OBD (On-Board Diagnostic) I/M Inspectors for motor vehicles.

66289	8/21 - 8/22	6 PM - 10 PM
66290	9/25 - 9/26	6 PM - 10 PM
66293	10/23 - 10/24	6 PM - 10 PM
66297	11/20 - 11/21	6 PM - 10 PM
66299	12/11 - 12/12	6 PM - 10 PM

Vehicle Safety Inspection

\$76.25 | Monday and Tuesday

CITI High School (Rocky Mount Middle), NCC Automotive Building, Room 304 | 999 Hammond Street

Gain knowledge of safety inspection rules, regulations, and methods. The North Carolina Division of Motor Vehicles (DMV) requires this class for all persons involved in a vehicle safety inspection.

65062	8/14 - 8/15	6 PM – 10 PM
66287	9/18 - 9/19	6 PM – 10 PM
66291	10/16 - 10/17	6 PM – 10 PM
66294	11/13 - 11/14	6 PM – 10 PM
66298	12/11 - 12/12	6 PM - 10 PM

COLLEGE & CAREER READINESS (CCR)

Individuals interested in obtaining an Adult High School Diploma (AHSD) or High School Equivalency (HSE) should contact **252-451-8488**, **252-451-8246**, or visit www.nashcc.edu/ccr for more information.

College and Career Readiness classes are offered on-campus and off-campus at No Fee to individuals age 16 and older. Minors (ages 16 - 17) must first complete a minor packet and interview prior to registering for orientation.

Orientation & Registration Requirements

1. Space availability is limited and is first come/first serve.
2. Complete placement testing before enrolling in College and Career Readiness classes.

Advisement and Placement Procedure The registration process consists of placement testing, then attendance in a Ready, Set, Go Orientation class.

Placement Testing

Testing will be held in the Continuing Education Building, Room 8120. Please bring a photo ID.

Monday: 8:30 AM - 5 PM (Arrive by 2:30 PM)

Tuesday: 8:30 AM - 5 PM (Arrive by 2:30 PM)

Wednesday: 8:30 - AM-8:30 PM (Arrive by 6:00 PM)

Thursday: 8:30 AM - 5:00 PM (Arrive by 2:30 PM)

Friday: 8:30 AM -12:00 PM (Arrive by 9:30 AM)

Testing is offered on a first-come/first-serve basis. Please pre-register by visiting www.nashcc.edu/ccr and complete the Initial College and Career Readiness Enrollment Inquiry Form. Testing takes approximately 3 - 4 hours.

Ready, Set, Go Orientation

Ready, Set, Go is a required course that prepares incoming CCR students to be successful in the program. Students will be given useful strategies to help them become successful. They will also be presented with career planning strategies to help them work toward their career goals while/after earning their diploma. After completing Ready, Set, Go, students will be

better prepared to achieve success in their CCR courses and beyond.

On-Campus Classes

The CCR Department is offering many classes in a hybrid format. Students will complete work assigned by teachers online, and can also attend face-to-face classes.

College And Career Readiness Honors Boot Camp

Boot Camp is a five-week multi-subject course that integrates the Social Studies, Reading, Writing, Science, and Math skills necessary to pass the HSE examinations. Students will attend classes daily, take practice tests in the Learning Lab as the week progresses, and then take the official HSE examinations each Thursday night or Friday morning. Because of the fast-paced nature of this course, perfect attendance, and adequate placement test scores are required. In-person.

Foundational Reading/Writing

This course is focused on building a strong foundation in reading, composition, and grammar. Emphasis is placed on the foundations of reading comprehension, vocabulary development, critical analysis, reading rate, and the composition of clear, organized, grammatically correct assignments.

Foundational Math

This course will develop skills in whole numbers. Upon completion, students will have gained a deeper understanding of basic math fundamentals.

ABE I & II Reading/Writing

This course is a fully integrated approach to teaching reading, composition, and grammar. Emphasis is placed on reading comprehension, vocabulary development, critical analysis, reading rate, and the composition of clear, organized, grammatically correct assignments.

HSE Writing

This course will develop and refine grammar skills and, in the process, prepare students for the essay portion of the online assessment for the High School Equivalency Exam.

ABE Math I & II

These courses will develop skills in whole numbers, order of operations, decimals, proportions, percentages, and integers. Upon completion, students will have gained a deeper understanding of the intermediate math fundamentals.

HSE Math I & II

This course will develop skills in algebraic problem solving including expressions, polynomials, quadratic equations, linear equalities, and functions using workbooks and Khanacademy.org. Upon completion, students will have gained a deeper understanding of working with signed numbers,

performing operations with rational and irrational numbers, combining like terms in algebraic expressions, writing and solving algebraic expressions and equations, solving word problems through the use of algebraic reasoning, and solving geometric problems. Students who complete this course should be prepared to take the Math HSE examination.

HSE Fast Track

Fast Track classes are designed to reinforce skills at a fast pace in preparation for the High School Equivalency exams, including GED® and HiSET®. The integrated content includes targeted instruction in all HSE subject areas.

ONLINE

CCR will be offering online programming and classes to include: self-paced assignments, and recorded instruction.

Important information for CCR online:

- Students are required to pre and post-test on campus
- Students must have reliable internet access
- Students must be able to check email
- Students must be available by phone
- Space is limited, consistent attendance online is required

Nash Community College offers the following High School Equivalency Tests:

GED®

The GED® test is computer-based. The test consists of Reasoning through Language Arts, Science, Social Studies, and Mathematics. Cost: \$20.00 per test.

HiSET®

The HiSET® is computer or paper based. This test consists of Reading, Writing, Science, Social Studies, and Mathematics. \$15.00 per test for paper-based testing. Total Cost \$75.00. \$10.75 per test for computer-based testing. Total Cost \$53.75

ENGLISH AS A SECOND LANGUAGE

For new students, orientation will be offered on Wednesday evenings. Please bring identification if you have it.

Orientation will start at 5 PM in the Continuing Education Building, Room 8120, located on the first floor. Students will be served on a first-come, first-serve basis. These classes are offered to individuals who want to improve their verbal, reading, and written English skills. Classes are offered on beginner, intermediate, and advanced levels. ESL classes are offered at no cost to students.

El registro y orientación para nuevos estudiantes se ofrecerá a las 5 PM de la tarde en los Miércoles en el primer piso del nuevo edificio de Educación Continua, en Nash Community College en el salón 8120. En la sección de Orientación se atenderán a las primeras personas que lleguen. Estas clases

de Segundo idioma son ideales para todas aquellas personas que desean aprender o mejorar sus habilidades de comunicación tanto verbal, como escrita en inglés. Estas clases se ofrecen de forma gratuita en diferentes niveles: Básico, Intermedio Multinivel, Avanzado y de Transición

Para más información de las clases de ESL.

www.nashcc.edu/ccr, 252-451-8215.

ESL Beginner / Clases De Inglés Básico

Monday & Wednesday | 6 PM - 8:30 PM
Nash Community College

ESL Intermediate/ Clases De Inglés Intermedio

Monday & Wednesday | 6 PM - 8:30 PM
Nash Community College

ESL Beginner Morning/ Clases De Inglés Básico

Monday - Thursday | 8 AM - 10 AM
Nash Community College

ESL Intermediate Morning/ Clases De Inglés Intermedio

Monday - Thursday | 11 AM - 1 PM
Nash Community College

EI Transitional / Clase De Transición

Wednesday | 6:30 PM - 9 PM
Nash Community College

ESL Off-Site/Community Center Classes

ESL Beginner / Clases De Inglés Básico

TBA

Spaulding Family Resource Center, Spring Hope

Burlington English

CCR is now offering Burlington English online. Practice from home or on campus.

CCR se ofrecerá la programa Burlington English para practicar inglés en computadora o celular.

COMPUTER TRAINING CLASSES

For course information and software requirements go to www.ed2go.com/nashcc. All other inquiries, contact 252-451-8216 or coned@nashcc.edu.

A+ Certification Part I - Concurrent with CTS-120-OL01C | \$130 | Online

66707 8/15 – 10/13

This 8-week course will cover the basic hardware of a personal computer, including installation, Operations, and interactions with software. Topics include component identification, memory system, peripheral

installation and configuration, preventive maintenance, hardware diagnostics/repair, installation, and optimization of The system software, commercial programs, system configuration, and device drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

A+ Certification Part II - Concurrent with CTS-220-OL60C | \$ 130 | Online

66708 10/16 - 12/13

Prerequisites: CTS 120

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

Windows Single User (C) - Concurrent with NOS-130-OL01C | \$185 | Online

66706 8/15 - 12/13

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

CompTIA Security+ Certification Prep 1 | \$75 | Online

This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Designing Effective Websites | \$75 | Online

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Microsoft Excel (C) - Concurrent with CTS-130-OL01C | \$185 | Online

66703 8/15 - 12/13

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Introduction to Google Analytics | \$75 |Online

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art web analytics tools.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Introduction to Programming | \$75| Online

Learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Introduction to Networks (C) - Concurrent with NET-125-B60C | \$185 | Monday and Wednesday | 1 PM – 2:30 PM | Building D, Room 4222

66704 8/29 - 12/13

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local area networks, wide area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology and models media, Ethernet, subnetting, and TCP/IP Protocols.

Introduction to Visual Basic | \$75 | Online

Learn how to write Windows applications and programs using the Visual Basic programming language and the Visual Basic development environment. This course will provide the building blocks of programming in Visual Basic, including using variables to store data,

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

The course provides helpful study tools including games and practice questions to aid with learning. All the content is geared toward helping you pass the SY0-501 exam.

Responsive Web Design| \$75 | Online

Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

QuickBooks: Online | \$75 | Online

Gain hands-on experience as you master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates, and generate reports.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Social Media Marketing | \$75 | Online

Learn how to use the five most popular social media platforms Facebook, Twitter, LinkedIn, Pinterest, and Instagram To grow and promote your business.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

FOREIGN LANGUAGE

Spanish in the Workplace| \$185 | Online (Concurrent w/ SPA 120)

66690 8/15 - 12/13

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. The course will incorporate the development of cultural awareness through the cultural context of the Spanish language.

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

Beginning Conversation French | \$75 | Online

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Beginning Conversational Japanese | \$75 | Online

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Speed Spanish I | \$75 | Online

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Instant Italian |\$75 | Online

Learn about the Italian language's impact on the world, the Italian alphabet, phonetics, and pronunciation, proper forms of address, expressions of courtesy, and how to make introductions. By the end of the course, you will be able to express yourself comfortably in Italian.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Speed Spanish II |\$75 | Online

This course is a follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Speed Spanish III |\$75 | Online

Master the ability to speak, understand, and read Spanish by taking this final installment in Speed Spanish. This course will help you learn the final six recipes that will serve as templates for creating any Spanish sentence.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

FIRE SERVICES

Fire And Rescue Training (ongoing)

Please visit www.nashcc.edu/fire to view the monthly calendar of fire and rescue training. You may also visit us on Facebook at www.facebook.com/nccfireandems.

FIREFIGHTER TRAINING ACADEMY

The NCC Firefighter Training Academy's mission is to instill discipline, character, professionalism, teamwork, integrity, credibility, knowledge, skills, and the physical/mental ability to

perform the job of a professional firefighter in a safe and effective manner. This 18-week academy is well known throughout the state for producing well-trained and employable graduates.

Our next academy is scheduled to begin on August 7, 2023.

Prerequisites:

- High School Diploma or HSE
- Medical Screening

Total Cost: If you are a member of a volunteer fire or rescue department, the cost is approximately \$600. If unaffiliated with one of these organizations, the cost is approximately \$1200. Scholarship opportunities may be available for qualified applicants in need.

Application packages must be turned in 45 days prior to the start of each academy. Do Not Delay. If an academy fills up, registration could end early.

For more information, visit www.nashcc.edu/fire or contact japarks297@nashcc.edu, at 252-451-8480.

HEALTH SERVICES

Advanced EMT (Blended) | Tuesday & Thursday | \$202.25 | Continuing Education Building, Room 8103

66091 8/27 – 12/15 7 PM – 10 PM

This course meets on Tuesday and Thursday evenings from 7 PM to 10 PM and one weekend each month. Students will also complete EMS ride time and clinical time outside of these meeting times. Placement testing for math and reading and EMT certification are required to register. For more information, call 252-451-8412 or email Incarpenter329@nashcc.edu.

Basic Life Support (BLS) Healthcare Provider CPR \$40 | Saturday | Continuing Education Building, Room 8246

This one-day course teaches American Heart Association Basic Life Support (BLS) for healthcare provider standards. Adult, child, and infant CPR/AED will be taught.

65029 8/5 8 AM - 1 PM
66092 9/16 8 AM - 1 PM
66094 10/14 8 AM - 1 PM
66095 11/18 8 AM - 1 PM

Textbook is required and may be purchased Monday - Friday in the Campus Store. CPR course completion cards will be issued to participants within two weeks of the class ending via

email. Cards are not issued the same day and a valid email address will be required.

For more information email ofmoss331@nashcc.edu or call 252-451-8355.

EMT Initial | \$202.25 | Blended | Tuesday & Thursday (One Saturday and Sunday / month*)

Continuing Education Building, Room 8105

Reading placement test (minimum 11th-grade level) is required. A copy of high school diploma/HSE is requested. Access to a computer and internet is required. A valid driver's license is required prior to the EVD portion of the class. Students will complete EMS ride time outside of regular class hours.

66090 9/27 - 2/20 TTH 6 PM - 9 PM | *9 AM - 6 PM

EMT ConEd | \$75 | Online

65030 8/1 - 8/30 NCCR Topics
66098 11/1 - 11/30 NCCR Topics

Each 24-hour course session is taught in accordance with NC OEMS prescribed content necessary for EMT Continuing Education hours.

PARAMEDIC CONED. | \$75 | Online

65033 8/1 - 8/20
66097 9/1 - 9/20
66098 10/1 - 10/20
66099 11/1 - 11/20

Each 8-hour course session is taught in accordance with NC OEMS prescribed content necessary for Paramedic Continuing Education hours.

Emergency Dispatch Academy \$186.25 | Tuesday & Thursday | Continuing Education Building, Room 8222

This academy is designed to train entry-level dispatchers interested in a career in a 911 center or for those who have been recently hired. The course does require students to successfully complete a reading comprehension placement test demonstrating a level of 11th grade or higher.

66100 8/29 - 12/14 6 PM - 10 PM

Students will participate in 24 hours of clinical time with a Telecommunication agency. Successful completion of this clinical time is required. To be eligible for clinical time, students must present a valid driver's license, complete a background check, and submit to fingerprinting. The cost incurred for these requirements will be the responsibility of the student. All items are required to be submitted to the 911 agency the student will

be assigned to by week three of class for their review and approval. For more information, contact Larry Carpenter at 252-451-8412 or Incarpenter329@nashcc.edu.

**EKG Technician| \$202.25 | Monday & Wednesday|
Continuing Education, Room 8246**

66101 8/22 - 11/14 6 PM - 10 PM

This course is designed and approved to prepare the student to become a certified EKG (ECG) and Technician/Monitor. The electrocardiogram is a noninvasive test that is used to reflect underlying heart conditions by measuring the electrical activity of the heart. This comprehensive 75-hour EKG Technician Certification Course prepares students to function as EKG Technicians and to take the National Health Careers Association Electrocardiograph (EKG) Technician exam. Reading placement testing scores of 10th grade or higher are required. The National Health Careers Association Exam does carry an additional fee. For more information, contact Larry Carpenter at 252-451-8412 or Incarpenter329@nashcc.edu.

**Explore a Career as a Clinical Medical Assistant
\$75 | Online**

Learn the different types of medical records and how to enhance the overall patient experience. Get an introduction to charting patient complaints, creating progress notes, and collecting medical history.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

**Explore a Career: Administrative Medical Assistant*
\$75 | Online**

Learn about the in-demand career of medical information management. Explore the job of an Administrative Medical Assistant (AMA) in a doctor's office from appointment scheduling and chart creation to medical billing and coding.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Explore A Career: Medical Coding*| \$75 | Online

Use the Current Procedural Terminology (CPT) manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure. Textbook required.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Explore a Career in Medical Transcription* \$75 | Online

Learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. Prepare to work in the medical field (doctor's offices, clinics, and hospitals).

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

**Medical Terminology II: A Focus on Human Disease*
\$75 | Online**

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage are provided for each root term. Word Associations are provided as a learning tool.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

*For software requirements and course information for

Explore Career Courses, Medical Transcription, and Medical Terminology For course information and to register www.ed2go.com/nashcc. All other inquiries, contact 252-451-8216 or coned@nashcc.edu.

**NURSE AIDE/NURSING ASSISTANT (CNA)
REGISTRATION INFORMATION:**

Upon successful completion, students are eligible to apply for the National Nurse Aide Assessment Program (NNAAP or NACES) examination. NACES test fee is \$140.00.

Registration Information:

1. Placement Tests Required: TABE Reading & Math placement tests are required. Placement tests are waived for students who have any of the following:
 - Completed and passed English 111 and Math DMA 050 within the past 2 years (grade transcript required),
 - Have a Silver or Gold CRC Career Readiness Certification within the past 2 years (copy of certificate required),
 - Have a 2-year or 4-year degree within the past 5 years (transcript required).
2. "Checklist Of Requirements" will be completed by a member of the continuing education staff. Students may view the checklist at www.nashcc.edu/nurseaide or email sswinstead734@nashcc.edu.
3. Registration is open until the class fills up. Classes are limited to 10 slots.

Nurse Aide Level I - Blended Hybrid | \$186.25

Hybrid indicates the lecture (theory) portion of the class is Online. Skills practice meet face-to-face in the lab and clinical

training will be on campus or at a designated health care facility.

Upon successful completion of this course, students are eligible to apply for the National Nurse Aide Assessment Program (NNAAP or NACES) examination. NACES test fee is \$140.00. Classes will be held in Building D, Room 4129 and Building B, Room 2102.

66600	TTH	8/15 - 11/16	8 AM - 12 PM
		Clinical	8 AM - 12 PM
66599	MW	8/14 - 11/20	8 AM - 12 PM
		Clinical	8 AM - 12 PM

Registration for all Nurse Aide courses should be completed in the Continuing Education Building, Room 8232. Courses will remain open until filled.

For more information, visit www.nashcc.edu/nurseaide or call 252-451-8378 or 252-451-8216.

HUMAN RESOURCES DEVELOPMENT (HRD)

HRD classes are at no cost for adults who are unemployed, underemployed, and seeking employment. Pre-Registration is required by calling the class location at least two business days prior to the start date of class.

Basic Computer Skills & Keyboarding

Need to learn basic computer skills or increase your typing speed. This class is for you. Learn basic computer functions such as creating files and folders, using the mouse, working with Windows and creating work-related documents.

Monday/Wednesday/Thursday | Southern Nash Senior Center

To sign up for class contact Southern Nash Senior Center, phone number is 252-235-4303.

66386	9/18 - 10/26	1 PM - 4 PM
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Tuesday - Thursday | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

66516	11/14 - 12/14	3 PM - 6 PM
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Digital Literacy: Northstar Certification Lab|

Build your computer skills in key areas and demonstrate your knowledge by earning certificates and badges with Northstar Digital Literacy. Learn how to use the computer and internet in the workplace.

Monday - Thursday | Braswell Memorial Library

To sign up for class, contact Braswell Memorial Library, phone number is 252-442-1951.

66509	8/28 - 10/12	9 AM - 12 PM
66508	8/28 - 10/12	1 PM - 4 PM
66507	10/23 - 12/14	9 AM - 12 PM
66510	10/23 - 12/14	1 PM - 4 PM

Document Prep for the World of Work

Tuesday - Thursday | Nash County Senior Center

Develop skills needed to create documents such as resumes, cover letters, address labels, memos, form letters, agenda, brochures, business cards, and thank you cards.

66513	10/3 - 11/2	9 AM - 12 PM
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Human Services Exploration: DSS Caseworker

Designed by the Division of Social Services (DSS), this course provides employability skills training and career exploration for the role of Income Maintenance Caseworker in DSS agencies. Topics will include basic computer skills & keyboarding, workplace success skills, customer service skills, DSS and NC FAST terminology, and navigation skills in the NCFast software system. This course is linked to Income Maintenance Caseworker - NC FAST and must utilize the state-approved curriculum. To register for Human Service Exploration, go to <https://tinyurl.com/wdvusbd> to fill out the online registration. Students will have to take and pass the Career Readiness Certification before completing the course. The cost of the CRC is \$50.00.

Monday & Wednesday | 6 AM - 9 PM | Continuing Education Building, Room 8244

66649	9/11 - 11/1
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Tuesdays & Online | 6:30 PM - 8:30 PM | Continuing Education Building, Room 8244

All online assignments must be completed on Sundays by 11:59 PM.

66648	8/22 - 10/17
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Saturday | 9 AM - 3 PM | Continuing Education Building, Room 8244

66650	10/7 - 12/16
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Internet and Email for the World of Work

Gain the skills needed for researching jobs, government, and educational information. Course content includes the benefits and risks of the internet; navigating and using the information found for work-related documents; creating and using email

accounts and electronic communication such as blogs, instant messaging, video web conferencing, and social media.

Tuesday - Thursday | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

66511 8/22 - 9/21 9 AM – 12 PM

Monday/Wednesday/Thursday | Southern Nash Senior Center

To sign up for class contact Southern Nash Senior Center, phone number is .252-235-4303.

66382 11/6 - 12/14 1 PM - 4 PM

Microsoft IT Academy Certification

Tuesday - Thursday | Nash County Senior Center

Develop a fundamental understanding of computers. From using the Internet to sending emails or creating resumes, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence. Topics include computer basics, word processing, spreadsheets, presentation programs and databases, Internet use, computer security and privacy, and digital audio, video and photography. To sign up for class contact Nash County Senior Center, phone number is 459-7681.

66514 10/3 - 11/2 1 PM - 4 PM

Social Media for the Job Search

Learn social media no-no's, LinkedIn, Facebook and. Twitter for networking. Learn how you can use social media to achieve your personal and professional goals.

Tuesday - Thursday | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

66512 8/22 - 9/21 1 PM - 4 PM

66515 11/14 - 12/14 9 AM - 12 PM

Technology Lab | Tuesday, Wednesday & Thursday | Spaulding Family Resource Center

Learn how technology is used to develop and implement job searching, create work-related documents using word processing, and understand how social networking impacts the workplace. To sign up for class contact Spaulding Family Resource Center, phone number is 252-478-5705.

66517 8/22 - 12/14 9 AM - 1 PM

LAW ENFORCEMENT TRAINING CLASSES

IN-SERVICE LAW ENFORCEMENT

Contact Director Jim Thomas at jthomas348@nashcc.edu or 252-451-8450 or Lead Coordinator Wayne Lamm at wdlamm231@nashcc.edu or 252-451-8272 for more information.

Basic Law Enforcement Training | DAY Academy begins on August 14, 2023

Individuals interested in applying for the Day BLEET Academy are advised to schedule an interview to complete all required paperwork and testing. Printed packets are available for pick up in the Continuing Education Building, Room 8220.

Deadline for all paperwork is August 2, 2023

Day BLEET Academy schedule

Monday - Friday | 7 AM - 5 PM (There are some night time hours - schedule will be given to cadets during orientation) Please contact Director Tim Mehus at **252-451-8489** or tmehus599@nashcc.edu for a registration packet and to schedule an interview.

PERSONAL ENRICHMENT CLASSES

COOKING

What To Expect: Great cooking isn't about recipes—it's about techniques. In our classes students work together in a fun, hands-on environment led by Nash's Chef Instructor, Frank Bookhardt.

- Classes are 3 hours, with instruction, presentation, cooking, and clean-up.
- Students will be standing, cooking, and working for most of the class
- Wear comfortable, closed-toe shoes and pull long hair back
- Students will enjoy a generous taste of every dish. Bring carry-home food containers.
- Be advised classes take place in a culinary kitchen, where food allergen ingredients are used.

Classes are held in the Business & Industry Building, Room #1163

Culinary Boot Camp| \$76.25 | Tuesday and Thursday | 6 PM – 9 PM

Whether just learning how to cook, or just in need of a tune up, come join us for this fabulous fall culinary boot camp. With personal feedback and assistance from Chef Frank, students will acquire a compendium of skills that will take their culinary expertise to the next level. Students need to bring a chef's knife, paring knife, and carry-home food containers.

66640 9/5 – 9/28

Week 1: Knife Skills: Learn proper techniques for safe and efficient handling of a knife in the kitchen. Students will learn how to select and care for knives, as well as numerous cutting techniques. You'll reimagine knife uses in the kitchen and learn cuts that save time.

Week 2: Stocks & Sauces: Sauces add flavor! Learn the five mother sauces every cook should know and how, with a few simple ingredients and techniques, these five sauces can become a myriad of other sauces.

Week 3: Cooking Methods: Learn the basics of dry and moist heat cookery. Cooking methods discussed may include roasting, broiling, grilling, sautéing, simmering, poaching, steaming, and flambé.

Day 4: Spices: Create your own spice blends and condiments like garlic aioli.

Day 5: Starches: Learn to prepare perfect rice dishes and explore exciting potato recipes to elevate your meals.

Day 6: Charcuterie: Experience traditional preservation methods and make your own sausage, gravlax, and bacon.

Day 7: Grains: Discover the benefits of incorporating grains into your diet and try recipes like polenta, risotto, and grits.

Day 8: Garde Manger: Understand the distinction between appetizers, amuse bouche, and Hors d'oeuvres, and learn to impress with your entertaining skills.

Culinary Boot Camp (Advanced) | \$76.25 | Tuesday and Thursday

Prerequisite: Culinary Boot Camp. With personal feedback and assistance from Chef Frank, this 8-week course will provide several new and advanced concepts in the kitchen. Bring a chef's knife, paring knife, and carry-home food containers. Wear close-fitting clothes, closed-toe shoes, and hair pulled back.

66642 10/3 – 10/28

Week 1: Knife Skills-Refresher: This time we will look at the speed and accuracy of utilizing knife skills learned in the previous boot camp. We will also look at plating techniques.

Week 2: Starches: In this class, we will learn how to make proper rice dishes and look at several interesting potato dishes that will help elevate your meals.

Week 3: Pie Crust: We will look at several different crusts and use them to make dessert pies as well as hand pies and quiches.

Week 4: Condiments and Spices: This class we will learn to make spice blends, garlic aioli, mustards, and ketchup.

Day 5: Starches: Learn to prepare perfect rice dishes and explore exciting potato recipes to elevate your meals.

Day 6: Charcuterie: Experience traditional preservation methods and make your own sausage, gravlax, and bacon.

Day 7: Grains: Discover the benefits of incorporating grains into your diet and try recipes like polenta, risotto, and grits.

Day 8: Garde Manger: Understand the distinction between appetizers, amuse bouche, and Hors d'oeuvres, and learn to impress with your entertaining skills.

Asian Cuisine Series | Tuesday | 6 PM – 9 PM

Embark on a culinary journey through Asia's vibrant flavors and diverse culture! Join our immersive cooking series where expert chefs will guide you in exploring authentic dishes from Tokyo to China, Thailand to Vietnam. Discover secret techniques, and cultural stories, and unlock the art of Asian cooking. Forge a deeper connection with the extraordinary tapestry of Asian cuisine. Get ready to savor the essence of Asia in a delectable voyage together!

China | \$60 | Tuesday | 6 PM – 9 PM

66643 11/7

Explore the flavors of China in this captivating cooking class. This class will provide insights into the cultural significance and origins of these dishes, adding depth and richness to your culinary experience. You'll also learn essential cooking techniques, such as stir-frying, rolling, and steaming, which are fundamental in Chinese cuisine. Learn to make Mu Shu chicken, eggrolls, Bao buns, char Siu, and more. Our expert chef will guide you through the techniques and cultural significance of each dish. Master Chinese cuisine and impress with your culinary skills. Join us for an unforgettable gastronomic journey through China.

Japan | \$60 | Tuesday | 6 PM – 9 PM

66644 11/14

Embark on a culinary adventure through Japan in this captivating cooking class. Discover the art of crafting Soba and Udon noodles, mastering the art of Yakitori grilling, and perfecting the delicate technique of tempura frying. Our expert chef will guide you through each recipe, revealing the secrets and traditions of Japanese cuisine. Immerse yourself in the flavors of Japan and elevate your cooking skills in this unforgettable culinary experience.

Korea | \$60 | Tuesday | 6 PM – 9 PM

66645 11/28

Indulge in the vibrant flavors of Korea in this exciting cooking class. Learn to create iconic dishes such as bibimbap, bulgogi, Korean noodles, and kimchi fried rice. Our chef will guide you through each recipe, revealing the unique techniques and ingredients that define Korean cuisine. Immerse yourself in the rich and savory world of Korean cooking and elevate your culinary skills in this unforgettable culinary journey.

Southeast Asia | \$60 | Tuesday | 6 – 9 PM

66646 12/5

Take flight on a culinary exploration of Southeast Asia in this dynamic cooking class. Delve into the flavors of Thailand, Vietnam, and Indonesia, and discover the cultural relevance behind their exquisite cuisines. Learn to create signature dishes such as chicken coconut soup, curries, Pad Thai, Vietnamese stir-fried bok choy and shiitakes, and Indonesian fried noodles. You will be guided through each recipe, providing insights into the traditions and customs associated with these culinary delights. Immerse yourself in the diverse and tantalizing flavors of Southeast Asia and broaden your culinary horizons in this unforgettable gastronomic journey.

CRAFTS

Knitting/ Crocheting | \$50 | Monday

Continuing Education Building, Room 8160

Students of all levels will knit or crochet, read patterns, and become familiar with various types of yarns, needles, and hooks as they gain experience and enjoy creating personal projects, or those offered by the instructor. Supplies not included.

66278 9/11 - 12/4

1 PM - 4 PM

Stained Glass | \$75 | Thursday

Continuing Education Building, Room 8265

Students will receive instruction in the art of crafting-stained glass objects while learning to draft patterns, cut glass, and grind/ solder the glass together. Additional topics include safety and stained-glass tools. Students will complete a project(s) in class. Supplies not included.

66277 9/7 – 11/30

6:30 PM - 9 PM

FITNESS

Yoga - Hybrid (C) | \$65.00 | Tuesday

Continuing Education Building, Room 8154

This course is great for those who are new to yoga, as well as intermediate or advanced participants. Students will be introduced to the basic principles of yoga, proper breathing, relaxation techniques, and correct yoga positions. Bring a yoga mat, towel, and water bottle.

66675

8/15 – 12/5 5:30 PM – 6:30 PM

PHOTOGRAPHY

Discover Digital Photography | \$75 Online |

Wednesday/Friday

This course is designed for the novice photographer. Learn DSLRs to smartphone cameras and what different equipment is used for. Topics include display methods, sizing, print

options, online storage, and how social media factors into digital photography. After completing the course, you will understand how the process of composing photos has changed with the evolving capabilities of digital photography.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Mastering Your Digital SLR Camera | \$75 | Online

Wednesday/Friday

Take control of your digital SLR camera. Learn about the many features and controls of your DSLR and lenses you need for the kind of photography you enjoy. Learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. By the end of the course, you will be a DSLR master and will be able to take the photos you've always dreamed of.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Secrets of Better Photography | \$75 | Online

Wednesday/Friday

This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. Explore common photography topics, including portraiture, children's photography, pet photography, and digital editing.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Photoshop Elements for the Digital Photographer | \$75

Online | Wednesday/Friday

Bring out the best in your photos! Learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements. Master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for online use, and organizing your images.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

SELF-DEFENSE

Classes will be held in the Continuing Education Building, Room 8192.

NC Concealed Carry Handgun Course | \$65 | Saturday

This 8-hour course consists of four hours of classroom instruction and four hours of range handgun training by a certified firearms instructor. Topics include handgun safety, shooting fundamentals and practice, ammunition, how to select and store a firearm, and NC laws concerning carrying a concealed handgun. Register early! Only eight slots are available in each class. Registration deadline is 12:00 noon on

Monday prior to the start date. Eye and ear protection is provided, or students may bring their own.

66632	9/9	8 AM - 5 PM
66633	10/14	8 AM - 5 PM
66634	11/18	8 AM - 5 PM
66635	12/9	8 AM - 5 PM

Enhance Your Handgun Skills | \$45 | Saturday

This four-hour course is taught by a certified firearms instructor in NCC's indoor firing range. Students will gain improved handgun safety and will practice timed-shooting, multiple shooting, and moving target shooting exercises.

66631	12/2	8 AM - 12 PM
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PROFESSIONAL TRAINING CLASSES

Accounting Fundamentals | \$75 | Online

Learn the basics of double-entry bookkeeping and how to analyze and record financial transactions. In this hands-on course you will get experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

A to Z Grant Writing | \$75 | Online

Students will gain hands-on experience and knowledge they need to successfully begin the planning process for projects in need of grant funding. An approach to grant seeking begins with thinking about why the funding is needed and involving the grant applicant's stakeholders in the planning process.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

COSMETOLOGY INSTRUCTOR TRAINING PART I | \$186.25 | Monday, Tuesday, Wednesday | Cosmetology Building, Room J117

This course is designed to prepare Cosmetologists to become educators in the field of cosmetic arts. Students will learn to prepare lesson plans, class lectures and presentations, instruct practical skills and will prepare for the State Board exam.

Required Documentation at Registration:

1. Current Cosmetology License
2. Valid Driver's License
3. Social Security Card

66373	8/15 – 12/13	MTW 8 AM – 5 PM
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Introduction to Interior Design | \$75 | Online

Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while considering color theory, industry

trends, special arrangements, floor plans, design ideas, and interior design basics.

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Manicurist \$186.25 | Monday, Tuesday, Wednesday, Thursday | Cosmetology Building, Room J114

66371	8/15 - 2/7	5 PM- 9 PM
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This 332-hr program prepares the manicurist student to sit for the NC Board of Cosmetic Arts exam. Coursework includes instruction and clinical practice in manicures, acrylic nails, and pedicures.

Natural Hair Care Specialist \$186.25 | Monday, Tuesday, Wednesday Cosmetology Building, Room J117

This course provides instruction and clinical practice in natural hair care. The course content includes sanitation, bacteriology, disinfection, first aid, shampooing, draping, anatomy, disorders of the hair and scalp, and client consultation.

66369	8/15 – 12/6	10 AM – 6 PM
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Students will learn the following natural hair care techniques: twisting, wrapping, extending, locking, blow-dry, and thermal iron. Natural hair care students must complete required hours in an approved program before applying to the State Board of Cosmetic Arts for examination.

Notary Public Training | \$75

This class is required for individuals seeking a North Carolina Commission for Notary Public. Gain knowledge in general powers and limitations as well as attestation, certification, proof of execution, and other related duties. Must be 18+ years old, have a high school/HSE diploma, an NC resident, US citizen and have a valid State or Federal picture ID, no felony conviction, no conviction of corruption, malpractice, or impeachment.

Monday & Tuesday Continuing Education Building, Room 8123

66303	8/21 - 8/22	6 PM – 10:00 PM
66307	10/23 - 10/24	6 PM - 10:00 PM

Friday | Continuing Education Building, Room 8123

66304	9/8	8:30 AM – 5:30 PM
66308	11/3	8:30 AM – 5:30 PM
66309	12/8	8:30 AM - 5:30 PM

Saturday | Continuing Education Building, Room 8123

66306 9/23 8:30 AM - 5:30 PM

Virtual | 6:00 PM - 10:00 PM

*Please note class login information will be e-mailed 2-3 days prior to the class for online classes. Requirements: computer, Zoom, microphone, camera, NC Notary Public Manual, and a valid picture ID. You will be required to purchase Proctortrack software (approx. \$12) on the first night of the class. Contact 252-451-8216 for your student ID # and email prior to class.

66312 11/13 & 11/14 6 PM – 10 PM

Warning: A counterfeit Notary Manual is being sold online. You may purchase the NC Secretary of State's authorized edition online at the UNC School of Government or in person at the NCC Campus Store.

eNotary

Thursday | Continuing Education Building, Room 8244

This 4-hour course prepares a current North Carolina Notary Public to take the examination to become qualified to notarize documents electronically.

66310 10/12 6 PM – 10 PM

Pharmacy Technician (Blended)

\$186.25 | Monday | Continuing Education Building, Room 8253

This course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail setting under the supervision of a registered pharmacist. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings and be familiar with the content of the Pharmacy Technician National Certification Exam. Textbook required. Class assignments are due Wednesday by 11:59 PM

66374 8/15 - 12/11 6 PM - 9 PM

ServSafe® CERTIFICATION |\$75.00 | Tuesday

Preregister & prepay ten (10) business days prior to the start date.

66638 8/22 – 8/29 8 AM - 5 PM

This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and food service employees. Textbook and test scantron sheet are required.

Food Service Sanitation and Safety | \$75 | Online / Building G, Room 1169B

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation, and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able

to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. Required: Test scantron sheet (included with textbook), available in the Campus Store. Pre-register and prepay four (4) business days prior to the start date.

66082 8/2 – 8/30
8/30 proctor date on campus 10 AM - 12 PM

66669 9/5 – 9/27
9/27 proctor date on campus 10 AM - 12 PM

66670 10/2 – 10/25
10/25 proctor date on campus 10 AM - 12 PM

VETERINARY ASSISTANT (Blended) |\$186.25 | Monday | Building D, Room 4230

This class is designed for individuals who want to work at a veterinary hospital and those who are already employed in positions in which they provide care for animals. Students will learn about the necessary aspects of veterinary assisting, including anatomy, basic grooming, animal restraint, laboratory sample collection vaccine protocols, prescription preparation, and taking radiographs. Textbook required. Class assignments will be due Sunday by 8:00 PM

66375 8/21 - 12/11 6 PM - 9 PM

SMALL BUSINESS CENTER (SBC) SEMINARS

Small business seminars and confidential counseling are at no charge. View the full current seminar schedule, register for seminars, or request business counseling by visiting www.nashcc.edu/sbc.

For more information call **252-451-8233**

ABCs of Starting a Small Business on A Limited Budget (Online)

10/5 Thursday 5:30 PM - 7 PM Webinar

ABCs of Starting a Small Business on a Limited Budget is easier now than it has ever been. In these challenging times, everyone from the government to your local banker is trying to help you succeed. ABCs of Starting a Small Business on a Limited Budget includes the legal basics, tips for low-cost marketing, funding suggestions, and how to help. These are the ABCs of how to start a small business combined with winning strategies from low-cost startups.

Achieving Small Business Goals

9/28 Thursday 5:30 PM - 7 PM Webinar

Is your business stagnating? Do you or your employees need motivation? A new level of success can be achieved by adjusting your mindset! L. Diane Wolfe delivers focused training on the five keys to success - a positive attitude, people skills, self-esteem, overcoming fears, and setting smart business goals. Small business owners looking to energize their productivity are encouraged to attend this spirited seminar!

Amazon Sales

8/20 Wednesday 5:30 PM - 7 PM Webinar

"Amazon is the leading e-commerce website in the United States with more than \$514 billion dollars in 2022 net sales. Amazon has more than 350 million active customer accounts worldwide.

In this fast-paced class you'll learn How the secrets of Amazon's Search Algorithm, how to register & choose the account that fits your goals and list an item on Amazon for free to maximize your profitability. You'll learn how to ship your items or let Amazon ship them for you with "Fulfillment by Amazon" (FBA) shipping services. Learn how to make the most money with every sale. Amazon is the fastest way to start selling online. Sell just a few items and pay no monthly fee with the Individual plan or choose the Small Business subscription for unlimited selling." online

Best Business to Start in 2023

9/6 Wednesday 5:30 PM-7 PM Webinar

Understand the basics of starting a business in this webinar 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.

Book Publishing 101 | Rocky Mount Mills, Room 360

9/18 Monday 5:30 PM-8:30 PM Webinar

Are you considering a career in the publishing industry? Are you trying to get your small press off the ground? Are you struggling to keep up with the changes? Publisher L. Diane Wolfe walks you through the steps of locating or creating a marketable product, business setup, production, printing, and distribution. Learn how to use the Internet as a resource and platform for your business and tap into the eBook revolution.

Those serious about writing and publishing are encouraged to attend this informative seminar!

Bookkeeping, Forecasting, Negotiating

12/4 Monday 6:30 PM-8 PM Webinar

"Learning the many ways to understand your bookkeeping system and reports can help you be a much better business owner/manager. Learn how to analyze an invoice from the bookkeeper's point of view and how to improve security within the business. Keeping the right relationship between you, your bookkeeper, and your accountant. Learn basic forecasting and "Yes if - No But" negotiating skills."

Building Your Brand

9/14 Thursday 11:30 AM -12:30 PM Webinar

Your brand is what brings customers to your business. They decide to buy from you or someone else based on branding. How do you make an impression? Have you developed raving fans? Come to this seminar to understand the importance of branding, how to create a brand, and what you can do to set yourself apart from your competitors. In this Bite-Sized Learning session with Matt Rudisill.

Create a Small Business Plan

11/9 Thursday 6:30 PM - 8 PM Webinar

"Determine what's left after the estimated expenses are deducted from the projected revenues.

How to create a simple business plan designed to prevent pitfalls, give confidence, and estimate potential earnings before taking any risk. Creating a new business timeline for step by step "must do" tasks. How to price your products and services and use individual profit center models with expense models to build a plan that makes sense and money.

Understanding the importance of Fair Market Value when buying and selling situation. Individual assistance and overview tips each week as you develop your business planners, goals, mission - vision - promise statements and standards. Introduction to 8 new 'street smart' business skills.

You are welcome to join this six-part, 12 hr. course. Academy of Entrepreneurs and Associates series: "How to Jump Start, Expand & Strengthen - Small Business Enterprises in 2023-2024 and beyond". Upon completion, attendees may earn free completion, graduation, achievement and extraordinary achievement certificates. "

Creating a Winning Business Plan

11/2 Thursday 5:30 PM-7 PM Webinar

You can't reach your goal—or get a loan—without the map that is your business plan. Creating a Winning Business Plan offers simple, easy-to-follow steps for creating a business plan that fits your small business.

DIY - Start a New Business in 2023-2024

11/7 Tuesday 6:30 PM-8 PM Webinar

"Live – Interactive – Discussion – Questions – Answers - Free Study Guides. The presenter, Steve Carver, with 64 continuous years business ownership experience and founder of the Academy of Entrepreneurs and Associates & CEO of CarverEquipment.Com; will share dozens of critical and helpful tips, strategies and "must do's" for anyone thinking about starting a new business in 2023. He will outline basic steps to follow when getting started, including surveying for profitable products or services to offer. Discuss ways to enhance self-confidence and start building required business skills. Compare the +/- of internet sales, home-based, mobile, and bricks & mortar types of businesses. Learn how to create your own mission, vision, promise statements and so much more.

You are welcome to join this six-part, 12 hr. course. Academy of Entrepreneurs and Associates series: "How to Jump Start, Expand & Strengthen - Small Business Enterprises in 2023-2024 and beyond". Upon completion, attendees may earn free completion, graduation, achievement and extraordinary achievement certificates. "

Dynamite Marketing on a Limited Budget

10/19 Thursday 5:30 PM-7 PM Webinar

There has never been a time that is as easy and economical to do great marketing! In Dynamite Marketing on a Firecracker Budget for Small Businesses you will discover 50+ successful ways to market your business and easily reach customers.

Facebook Marketplace Sales

10/11 Wednesday 5:30 PM-7 PM Webinar

Selling on the World's Largest Social Media Website for Free. If you want to be successful, you can't just post on your Facebook page anymore, you must post where the customers are shopping. So where are they? Facebook Marketplace & Facebook Shops: Facebook has more than 1.1 billion people logging in daily to spend an average of 1 hour on the platform, but only 15% say they are shopping. If you sell products online and you don't have a Facebook Shop or have a local presence but not using Facebook Marketplace, you're missing a huge

opportunity. Let me show you Why you should use Facebook Shops & Marketplace."

Finance Basics for Small Business

9/5 Tuesday 11:30 AM - 12:30 PM Webinar

The Finance Queen Chinyere Ulasi is here to help you in this financial basics Financials Bite-Sized Learning session. for entrepreneurs who are looking to build a strong foundation in financial management for their small businesses. Finances begin with your personal and then flow into your business. Discussions will involve essential financial concepts such as budgeting, cash flow management, tax planning. Participants will learn how to develop a business budget, track expenses, and create a cash flow projection. This course provides a solid understanding of how to manage business finances effectively and make informed decisions that can help achieve your small business financial goals.

Finance Planning for Small Business

9/26 Tuesday 11:30 AM - 12:30 PM Webinar

The Finance Queen Chinyere Ulasi is here to help you plan your business financials in this financials Bite-Sized Learning session. Financial planning is based on your personal finances and then flow into your business. Discussions will involve essential financial concepts such as budgeting, cash flow management, and tax planning. Participants will learn how to develop a business budget, track expenses, and create a cash flow projection. This course provides a solid understanding of how to manage business finances effectively and make informed decisions that can help achieve your small business's financial goals.

Find/Engage with New Customers

11/30 Thursday 6:30 PM - 8 PM Webinar

"Energize and focus your marketing plan on customers "easy to reach and in season" to help jump-start your new business. How they enjoy continuous orders and sales by "Keeping Fresh Bait in the Water". Introduction to 8 new 'street smart' business skills, Gain insight and knowledge about Search Engine Optimization (SEO), the importance of a great mobile web page, Google My Business, and private YouTube channels.

You are welcome to join this six-part, 12 hr. course. Academy of Entrepreneurs and Associates series: ""How to Jump Start, Expand & Strengthen - Small Business Enterprises in 2023-2024 and beyond".

Upon completion, attendees may earn free completion, graduation, achievement, and extraordinary achievement certificates.

Finding Your Customers & Creating a Marketing Plan

10/12 Thursday 5:30 PM - 7 PM Webinar

Just because you have an idea doesn't mean anyone will buy it. In Finding Your Customer and Creating a Marketing Plan there are 4 ways to describe your customer and sources to find out how many there are in your market area. The program features 5 ways to create a winning plan to target them.

Holiday Marketing Ideas

9/19 Tuesday 11:30 AM - 12:30 PM Webinar

Create effective marketing campaigns before the holiday season! Don't wait to get the sales start now and let your customers know you are the business they want to support during the holidays and other special occasions in their lives. In this course we will get creative in planning marketing for the holiday rush and stand out from the competition. In this Bite-Sized Learning session with Melanie Diehl.

Knowing Your Strengths & Maximizing Your Potential - for Business Owners

8/21 Monday 6 PM - 7:30 PM Webinar

"Uncover your "strengths" to learn what motivates, energizes, and gives you purpose. During this session, we will identify your top talents, help you interpret assessment results, and uncover ways in which your talents can become "strengths" in your professional & personal life."

Low-Cost Marketing Tools

9/27 Wednesday 5:30 PM - 7 PM Webinar

A low-cost marketing tools course is designed to teach business owners and entrepreneurs how to effectively market their products or services on a budget. This course covers various low-cost marketing tools and strategies that can help small business owners reach their target market without breaking the bank.

Marketing

11/14 Tuesday 6:30 PM-8 PM Webinar

"Determine WHAT'S NEXT for your small business. Learn the step-by-step process to get started with enhanced forecasting, and merchandising skills. How to create, feed and use a simple database of your customer's contact information. Individual assistance and overview tips each week as you develop your business plans. Introduction to 8 new 'street smart' business skills. Learn how to make your own video promotions and use many marketing tools including websites, social media, print ads, broadcasting, and guerilla marketing tips as well.

You are welcome to join this six-part, 10 hr. course. Academy of Entrepreneurs and Associates series:" How to Jump Start, Expand & Strengthen - Small Business Enterprises in 2023-2024 and beyond". Upon completion, attendees may earn free completion, graduation, achievement, and extraordinary achievement certificates. "

Marketing Essentials | Rocky Mount Mills, Room 360

8/23 Wednesday 11:30 AM - 1:30 PM

Marketing Master Melanie Deihl will help business owners and entrepreneurs learn the fundamental principles and techniques of marketing for your small business. Learn branding, advertising, social media marketing and sales promotion in this Bite-Sized Learning Session. Lunch will be provided.

Money for Fun: How to Turn Your Talent/Hobby into a Small Business

8/16 Wednesday 5:30 PM – 7 PM Webinar

"Would a little—or a lot—of money be helpful right now? If you have a hobby or a talent, there has never been a better time to turn your skills into a small business!

Can you help others enjoy your hobby? Could you market the supplies they need? Could you guide them to the best places to enjoy the hobby? There are businesses in all those ideas.

Money for Fun can help you discover:

Who might want to "hire" your talent or buy your creation?

How to start a business selling supplies for your hobby business

How to teach your hobby/talent

Where to find resources to get started (easy ways to get a little bit of money)

How to plan your small business like a big business

The Five Resources everyone has to work with

The presenter is Mike Collins, president of The Perfect Workday Company and creator of 9 small businesses (three were hobby/talent businesses)."

New Social Media Platforms to Use to Market Your Business

12/5 Tuesday 11:30 AM - 12:30 PM Webinar

It seems like everyday we see a new social media platform popping up. Come to this seminar to learn the differences between them and how you can leverage these sites to build and grow your business. We will discuss Snapchat, Tik Tok, Clubhouse, and several others. Learn why, how, and what you need to know in order to make an impact for your business in this Bite-Sized Learning session with Matt Rudisill.

Reach Your Customers by Doing Just ONE Thing

12/6 Wednesday 11:30 AM -12:30 PM Webinar

Melanie Deihl simplifies the marketing process for small business owners and entrepreneurs in this Bite-Sized Learning session.

ROAR University - Capability Statements

10/30 Monday 5:30 PM - 7 PM Webinar

What do you need to scale your business? You need to reach new customers and offer your products and services in a virtual way. Oftentimes, business owners have trouble with the proper business tools to help grow and scale from a virtual platform. If that's you, having a Capability Statement on hand will help you garner more clients and take the sting out of selling. A Capability Statement will help you find the success you need to connect with new clients, partner with other businesses, without selling. Growth is at your fingertips.

ROAR University - Know Your Numbers

11/13 Monday 5:30 PM - 7 PM Webinar

This session teaches you how to manage your business finances with the basics of business expense tracking without software. The lack thereof has been the downfall of many business owners. Get the experience that you need to find success in your business.

ROAR University - Mindset for Entrepreneurs

10/2 Monday 5:30 PM - 7 PM Webinar

Becoming a successful entrepreneur starts with your mindset. How you think determines how much you can grow. We've all been faced with challenges and setbacks. This session prepares you to overcome them all by having a Relentless. Optimistic. Ambitious and Results Driven Mindset so that you can take the steps you need for transitional leadership.

ROAR University - Six-Figure Script

10/23 Monday 5:30 PM - 7 PM Webinar

Take control of your future. Learn how you can make the transition from an employee to an entrepreneur. In this course, participants will learn what's required to reach their clients without the stress and strain of social media. This makes working for yourself or building a business much easier without feeling like a salesperson. Learn how to reach your clients with ease. Lastly, learn how to start small, grow and scale, find your unfair advantage, market yourself with ease, and make the jump from employee to entrepreneur with success. online

ROAR University - Startup Assessment for Entreleaders w/Lean Canvas

10/16 Monday 5:30 PM - 7 PM Webinar

If you know that entrepreneurship is where you need to be but can't wrap your mind around getting the traction that you need. Then take part in this course so that we can assess where you are. We'll also cover the Lean Canvas model, which is an abbreviated business plan that will help free your mind of a 50-page document but allows you to discover the problems that you need to solve for your customers and determine exactly who they are and more.

ROAR University - Startup Development for Entreleaders

11/6 Monday 5:30 PM - 7 PM Webinar

It's time to take control of your business and set the proper development in place. Learn how you can make the transition from an employee to an entrepreneur. Discover how to transition the employee mindset into the entrepreneur mindset. Learn how you can start small with one idea and how it can turn into multiple streams of income from just one business.

ROAR University - Vision Casting and Goal Setting

10/9 Monday 5:30 PM-7 PM Webinar

Vision Casting and Goal Setting Come discover the best vision-casting and goal-setting practices to focus on the mission of your business. You wear many hats and it's easy to lose focus. Come learn how to center your business around your vision and mission.

Taking the Leap into Salon Booth or Suite Renting Part 1 | Continuing Education Building, Room 8123

8/28 Monday 1:30 PM - 4:00 PM

The Suite Life with Adria N. Blue is a two-day course that will guide licensed professionals in the Barbering, Cosmetology, Esthetician, Nail Technician, and Natural Hair Care industry through the process of starting their own business. Students that are currently enrolled in one of the five programs will also have the opportunity to take advantage of this course. Clients will have an opportunity to learn about finding a salon space, legitimizing their business, managing their finances, purchasing supplies and products, branding, appointment scheduling, web presence, and tax preparation season. Upon completion, each licensed professional will receive a course completion certificate from The Suite Life with 4 CEUs to keep for your records.

Taking the Leap Into Salon Booth or Suite Renting Part 2 | Continuing Education Building, Room 8123

8./29 Tuesday 1:30 PM - 4:00 PM (Location)

The Suite Life with Adria N. Blue is a two-day course that will guide licensed professionals in the Barbering, Cosmetology, Esthetician, Nail Technician, and Natural Hair Care industry through the process of starting their own business. Students that are currently enrolled in one of the five programs will also have the opportunity to take advantage of this course. Clients will have an opportunity to learn about finding a salon space, legitimizing their business, managing their finances, purchasing supplies and products, branding, appointment scheduling, web presence, and tax preparation season. Upon completion, each licensed professional will receive a course completion certificate from The Suite Life with 4 CEUs to keep for your records.

Taxes, Deal Closing Secrets

12/5 Tuesday 6:30 PM-8 PM Webinar

"This class offers a comprehensive overview of the various record-keeping requirements and methods. "Need to know" tips and planning strategies to help new business owners avoid problems will be shared and explained.

A comprehensive overview of the various taxes, fees, and licenses you need to know about when starting a new business.

Tips on avoiding problems and where the taxing agencies are located.

Professional sales tips to help you plan, negotiate, and close deals while creating a long-term sustainable base of RFCs "Raving Fan Customers." The RFC will help keep your business successful for many years." online

Think Like a Lender

12/6 Wednesday 4:00 PM - 5:00 PM Webinar

This presentation will help participants understand some of the key credit-related factors evaluated by creditors and lenders when making decisions about approving loans. The 6 C's of credit will be reviewed and ways to prepare will be discussed. Participants will learn best practices that will help them get ready to apply for and support a loan. online

Think Like a Lender

9/11 Monday 11:30 AM - 12:30 PM Webinar

Chis Lovegreen of Thread Capital will help small business owners to understand what lenders look for in businesses in this Bite-Sized Learning session. This presentation will help participants understand some of the key credit-related factors evaluated by creditors and lenders when making decisions about approving loans. The 6 C's of credit will be reviewed and ways to prepare will be discussed. Participants will learn best practices that will help them get ready to apply for and support a loan.

Treasure Hunt: Finding Funding for Your Small Business

10/26 Thursday 5:30 PM-7 PM Webinar

How to find the funds to create your business. If you have a great idea the money is out there somewhere. From coins-in-the-couch to loans, grants, and Go Fund Me pages, The Treasure Chest: Finding the Funds to Finance Your Small Business shows the rainbow of funding sources.

Using Instagram for Your Business

11/9 Thursday 5:30 PM-7 PM Webinar

Instagram is the fastest growing social media platform where you paint a picture of your business with photos and videos. Learn how to use this platform in connection with Facebook to grow your business to great heights.

Using YouTube to Promote Your Business

11/14 Tuesday 5:30 PM-7 PM Webinar

Are you interested in spreading the message of your business with a platform that your customers are already using? More and more people are turning to YouTube for all of their information, news, and entertainment. Your business should definitely have a presence there as well. In this seminar, you will learn how to get started with video marketing, how to make good quality videos with the tools you already have, setting up and promoting your YouTube channel, and spreading your message to all of your customers with a simple and easy to use method.

TEACHER EDUCATION CLASSES

Creating the Inclusive Classroom: Strategies for Success \$75 | Online

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Understand how to reach the diverse mix of students you face every day with strategies that turn diversity into opportunity. This course provides creative, low-budget strategies for making your inclusive classroom a nurturing, supportive learning environment that helps every student.

Enhancing Language Development in Childhood | \$75 | Online

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Help your children become proficient speakers and thinkers. This course provides ways to stimulate your child's continued speech, brain, and language development in enjoyable, age-appropriate, and natural ways.

Integrating Technology In The Classroom \$75 | Online

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You will discover simple ways to integrate technology to enhance your subject material and meet your Common Core standards and other course goals. Learn how to design presentations for auditory, visual, and kinesthetic learning styles, how to teach keyboarding and word processing, how to develop standards-based lesson plans and more.

Praxis Core Preparation \$75 | Online

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

This course will not only prepare you for the Praxis Core but do so in a fun and interesting way. After completing this course, you will be ready to pass the Praxis Core Exam.

Teaching Adult Learners

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Learn powerful teaching techniques for reaching and motivating adult learners. Discover educational tools that can help you capture and hold your students' attention.

The Creative Classroom \$75 | Online

8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!

TRADES/CONSTRUCTION

Basic Welding Processes | \$131.25 | Wednesday | Building E, Welding Shop

66671 9/6 - 11/29 6 PM - 10 PM

In ARC welding, students gain knowledge in shielded metal arc (stick) welding process. Welding will be performed on mild steel with emphasis placed on padding, fillet, and groove welds in various positions. In MIG welding, students learn metal arc welding and flux core arc welding processes. MIG topics include shielding gases, fillet, and groove welds. In TIG welding, students learn the gas tungsten arc welding process. TIG topics include correct selection of tungsten, polarity, gas, and proper filler rod. Students will receive training in all three welding techniques.

Basic Electrical Wiring | \$131.25 | Monday & Wednesday | 6:00 PM - 9:00 PM | Continuing Education, Room 8261

66674 9/11 - 11/1

This 8-week course will provide basic residential wiring instruction and hands-on training for electrical technicians, tradesmen, and homeowners. Topics include electrical safety, tools and supplies, installation and repairs, boxes and panels, switches and receptacles, electrical grounding, and various hands-on projects. Safety glasses and work gloves are required.

Engine Repair (Concurrent w/AUT-116-2) | \$186.00 | Tuesday & Thursday | 8 AM - 9:30 PM | CITI High School, Room 123

66701 8/15 - 12/13

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

GMAW (MIG) Plate/Pipe (Concurrent w/ WLD-122) | \$186.25 | Tuesday & Thursday | NCC Campus Building E, Room 5021

66676 8/15 - 12/13 8AM - 12PM

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

HVAC - OSHA 10-Hour Certification | \$196.25 | Monday & Thursday | 6 PM - 9 PM | NCC Campus Building, B Room 2128

Successful completion of this course provides the student with the skills necessary to become a heating and air conditioning technician.

66672 8/14 - 12/7

Topics include worksite safety/OSHA 10-hour certification, operating principles of heating and cooling systems, theory and principles of refrigeration, troubleshooting, servicing, repairing and installing components, and more. Basic computer skills required for the online portion of the class. CFC certification test included. (CFC test fee not included in registration fee). Safety glasses are required.

Industrial Electrical Wiring | \$186.25 | Tuesday | Building B, Room 2129

(Concurrent with ELC-1115)

66679 8/15 - 12/13 6 PM - 10 PM

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Successful completion of this course prepares students to install industrial systems and equipment.

Machining Application I (Concurrent with MAC-141-21C) | \$186.25 | Building K, Room 109

66677 8/15 - 12/13 MW 10 AM - 1 PM
T 11 AM - 1 PM

This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

Residential Electrical Wiring- Hybrid (Concurrent with ELC-113)

\$186.25 | Tuesday 12:00 PM - 4:00 PM | Building B Room 2129

This course will provide classroom instruction and hands-on training for property maintenance technicians, tradesmen, and/or homeowners interested in learning residential maintenance and repair.

66678 5/15 - 12/13

Basic computer skills required for the online portion of the class. Textbook and class tools required. Tools list available in the Continuing Education Department.

Continuing Education Information

Registration Fee Scale

\$ 70.00	1 - 24 class hours
\$125.00	25 - 50 class hours
\$180.00	51+ class hours
\$1.25	Class Insurance Fee applies to some Continuing Education classes
\$ 5.00	SECCE Fee applies to all classes

Registration fees vary according to total class hours and are set by the North Carolina General Assembly. Class fees are

subject to change without notice. Registration fees, which are listed with each class description, do not include the cost of textbooks or supplies. Some classes are offered as self-supporting, meaning the registration fee is determined by total instructional and support costs. No fee-waivers or refunds apply to self-supporting classes.

No Fee for the classes listed below:

- Adult Basic Education / Adult High School Diploma
- High School Equivalency (HSE)
- English As A Second Language (ESL).

Registration And Attendance

Register & pay at least 2 days prior to the start date of class. Students are required to be in attendance for the first-class session. As a result of the wide variety of classes offered, the specific attendance requirement varies by class and will include 100/90/80% attendance of total class hours. Students may call 252-451-8216 to confirm the attendance requirement for a Continuing Education class. If a class is canceled or postponed, students who have pre-registered will be contacted prior to the start time of the class.

Cancellation Of Classes

Classes may be canceled if a minimum number of students do not pre-register. Pre-Registered students will be contacted, and the registration fee will be refunded.

Refund & Withdrawal Policy

100% refund - Student officially withdraws prior to first class.

75% refund - Student officially withdraws prior to, or on, the 10% point.

No Refund applies after the 10% point of total class hours.

No Refund applies to self-supporting classes.

Books and Supplies

Most courses require a textbook and some supplies. The NCC Campus Store is open Monday - Thursday from 8:00am - 5:00 PM, Friday from 8:00 AM - 1:00 PM. For more information, call **252-451-8402**.

Enrollment for Minors (Ages 16-17)

The minimum age to attend a community college in North Carolina is sixteen (16) years old on the first class session.

Tar River Transit Authority

Public Bus Service to Nash Community College

Daily and evening public transit bus service is available to Nash Community College during the week. For more information, visit <http://www.tarrivertransit.org/> or www.nashcc.edu/bus

Online Classes

To view courses & register, go to www.ed2go.com/nashcc; questions call (252) 451-8216

Cost: \$75.00 or more depending on the course - Start Dates: 8/16 -10/16 | 9/13 - 11/13 | 10/18 - 12/18 | 11/15 | 1/15 | 12/13 - 2/12

ART AND DESIGN

Creating WordPress Websites
Designing Effective Websites
Discover Digital Photography
Drawing for the Absolute Beginner
How to Get Started in Game Development
Digital Scrapbooking
Dreamweaver CS6
Illustrator CS6
InDesign CS6
Interior Design
Photoshop CS6
Music Made Easy

BUSINESS

A to Z Grant Writing
Accounting Fundamentals
Administrative Assistant Applications
Building Teams That Work
Distribution and Logistics Management
Effective Business Writing
Effective Selling
Fundamentals of Supervision and Management
Interpersonal Communication
Introduction to Business Analysis
Introduction to Google Analytics
Introduction to Nonprofit Management
Introduction to Stock Options
Keys to Effective Communication
Keys to Successful Money Management
Leadership
Learn to Buy and Sell on eBay
Six Sigma: Total Quality Applications
Social Media Marketing
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals

COMPUTER APPLICATION

Microsoft Access 2016
Intermediate Oracle
QuickBooks 2017
Adobe Acrobat X
Crystal Reports
Microsoft Project 2016
Publisher 2010
Oracle

COMPUTER PROGRAMMING

C# Programming
C++ Programming
Java Programming
JavaScript
Python 3 Programming
SQL
Visual Basic

CONSTRUCTION AND TRADES

Manufacturing Applications
Manufacturing Fundamentals

HEALTH AND FITNESS

NEW! Explore a Career as a Clinical Medical Assistant
Explore a Career as an Administrative Medical Assistant
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career in Medical Writing
Medical Math
Medical Terminology
Certificate in Mindfulness

HOSPITALITY

Secrets of the Caterer
Start a Pet Sitting Business
Wow, What a Great Event!

INFORMATION TECHNOLOGY

Advanced PC Security
Intermediate Networking
Introduction to Networking
Introduction to PC Security
Understanding the Cloud
Wireless Networking

LANGUAGE

Beginning Conversational French
Beginning Conversational Japanese
Discover Sign Language
Instant Italian

LEGAL

Employment Law Fundamentals
Explore a Career as a Paralegal
Introduction to Criminal Law
Real Estate Law
Workers' Compensation

MATH AND SCIENCE

Human Anatomy and Physiology
Introduction to Algebra
Introduction to Biology
Introduction to Chemistry
Introduction to Statistics
Math Refresher

TEACHER PROFESSIONAL DEVELOPMENT

An Introduction to Task-based Teaching
An Introduction to Teaching ESL/EFL
Content Literacy: Grades 6-12
Homeschool with Success
Integrating Technology in the Classroom
Survival Kit for New Teachers
Teaching Adult Learners

TEST PREP

CompTIA A+ Certification
CompTIA Network+
Certification Prep GMAT Preparation
GRE Preparation
Praxis Core
Project Management Professional (PMP)

WRITING

Advanced Fiction Writing
Beginning Writer's Workshop
Fundamentals of Technical Writing
Grammar Refresher
Mystery Writing
Publish and Sell Your E-Books
Research Methods for Writers the Craft of Magazine Writing
Travel Writing

Register and Pay

1. Search for the course at www.ed2go.com/nashcc
 2. Select your online course
 3. Click "Add to Cart" and complete steps to enter the class
 4. Click "Continue to Checkout"
0. Click "Checkout" no payment information will be collected
 0. At the bottom of the page, click "Enter Classroom"
 0. Complete the Continuing Education **Registration Form**
 0. Pay and register at least 2 days prior to the start date