

Nash Community College

Continuing Education: Non-Credit Courses

Spring Schedule 2024

January 1 - May 15

Pre-registration required for all classes

Table of Contents

Automotive/Transportation	2-3
College and Career Readiness (CCR)	3-4
Computer Training	4-6
English as a Second Language (ESL)	4
Fire Services	6
Foreign Language	6
Health Services (CPR, EMT, Nurse Aide)	6-8
Human Resources Development (HRD)	8-9
Law Enforcement Training	9-10
Online/Ed2go	4-17, 20
Personal Enrichment	10-12
Professional Training	12-14
Small Business Center	14-17
Teacher Education	17-18
Trades/Construction	18-19
Workforce Development	19
Continuing Education Information	21

Contact Information

Automotive/Transportation	252-451-8216
Career Readiness Certification (CRC)	252-451-8215
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	252-451-8216
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	252-451-8349
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 (Important Documents tab) and mail with fee to NCC Continuing Education, PO Box 7488, Rocky Mount, NC 27804 or fax form to (252) 451-8451.

Online Registration: Students may register for a “select” group of Continuing Education classes via Instant Enrollment at www.nashcc.edu, select Continuing Education, Search Courses (orange tab). Type the course title in the “Search for Sections” 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, Administrative office, room 8232.

Office Hours are:

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.

AUTO/TRANSPORTATION CLASSES

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

In-person pre-registration, driver’s license and referral are required for Alive at 25 and DDC-4 Defensive Driving.

Alive At 25 | \$75 | Saturday | 8:30 AM - 12:30 PM | Continuing Education Building, 8153
This defensive driving course for students 16 - 24 years old provides unique classroom training on the potential dangers while driving.

67729 2/3
67730 4/6

DDC-4-Defensive Driving | \$60 | 8:00 AM - 12:00 PM Continuing Education Building | Room 8261
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.

67277 2/22
67282 4/25

For more information, email coned@nashcc.edu or call 252-451-8216.

CDL Truck Driver Training | \$4106.25 Monday - Friday | 7:00 AM - 3:30 PM | Continuing Education Building | Room 8168
The Sage CDL training program at NCC provides 158 hours of training including classroom, lab, and one-on-one behind-the-wheel driving instruction.

67139/67140	1/8 - 1/26
67141/67142	2/5 - 2/23
67143/67144	3/4 - 3/22
67145/67146	4/8 - 4/26
67147/67148	5/6 - 5/24

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

Escort Vehicle Operator - Initial | \$90 | Thursday - Friday Continuing Education Building, 8261
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.

67204	2/22 - 2/23	TH	8 AM - 12 PM
		F	8 AM - 5 PM
67205	4/25 - 4/26	TH	8 AM - 12 PM
		F	8 AM - 5 PM

Escort Vehicle Operator – Recertification | \$75 | Friday | 8:00 AM - 12:00 PM | Continuing Education Building, 8153
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.

67239 3/8

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

For more information, email coned@nashcc.edu or call 252-451-8216.

Motorcycle Safety Training- Basic Rider Course | \$175 Saturday and Sunday | 8:00 AM - 6:00 PM | Building S&T Room 7203
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****

67875 4/13 - 4/14

Printable registration forms are available at <https://nashcc.edu/admissions/continuing-education> (Important Documents tab). For more information, email coned@nashcc.edu or call 252-451-8216.

OBD II Emissions Certification | \$76.25 | Monday and Tuesday | 6:00 PM – 10:00 PM | 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.

67086	1/29 - 1/30
67087	2/19 - 2/20
67090	3/18 - 3/19
67093	4/15 - 4/16
67094	5/20 - 5/21

Vehicle Safety Inspection | \$76.25 | Monday and Tuesday | 6:00 PM – 10:00 PM | 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.

67077	1/22 - 1/23
67079	2/12 - 2/13
67081	3/11 - 3/12
67082	4/08 - 4/09
67083	5/13 - 5/14

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 - 1 PM
Nash Community College

ESL Intermediate Morning/Clases De Inglés Intermedio

Monday - Thursday | 8 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

Concurrent (Computer Classes)

A+ Certification - Part I (Concurrent w/ CTS 120- OL01C) | \$130 | Online

This is the first of two courses to prepare students to take the A+ certification exam. This course covers 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 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.

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

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.

67639 1/8 - 5/7

Security Concepts (C) - Concurrent with SEC-110-OL60C | \$185 | Online

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy and identify processes to implement and enforce policy.

67706 1/23 - 5/7

Using Linux - Hybrid (Concurrent w/ NOS 120 - H01C)| \$185 Tuesday | 1:00 PM - 2:40 | Building D, Room 4222

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles

67646 1/8 - 5/7

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

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.

67640 1/8 - 5/7

Word Processing (C) - Concurrent with OST-136-OL60 | \$185 | Online

This course provides an overview of business productivity applications. Topics may include word processing, spreadsheets, and presentation software. Upon completion students should be able to demonstrate proficiency in producing professional business documents.

67710 1/23 - 5/7

ED2GO (Computer Classes)

To view Ed2go course information, software requirements and to register, visit www.ed2go.com/nashcc. Email questions to coned@nashcc.edu or call 252-451-8216.

A+ Certification Prep: Hardware (Basic) | \$75 | Online
Learn about hardware common to nearly every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Creating Mobile Apps with HTML5 | \$75 | Online
Learn to use HTML5, CSS3, JavaScript, jQuery, and web APIs to create cross-platform mobile apps and mashups.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Designing Effective Websites | \$75 | Online
Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

How to Get Started in Game Development | \$75 | Online
Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Wireless Networking | \$75 | Online
Industry experts show you how wireless networking works, as well as how to plan, deploy and connect to wireless networks.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Write Effective Web Content

Learn how to write web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

FOREIGN LANGUAGE

To view course information, software requirements and to register, visit www.ed2go.com/nashcc. Email questions to coned@nashcc.edu or call 252-451-8216.

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

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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 February 5, 2024.

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

Basic Life Support (BLS) Healthcare Provider CPR

\$40 | Saturday | 8:00 AM - 1:00 PM | 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.

67009 1/13
67010 2/10
67011 3/9
67012 4/13
67013 5/18

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 Academy I \$202.25 | Monday-Friday| 8:00 - 5:00 | Continuing Education Building, Room 8246

The EMT Academy is an 8-week program meeting Monday through Friday. The course includes a physical training portion. Additional requirements for enrollment.

67005 1/3 - 2/21

EMT Initial | \$202.25 | Blended| Monday & Wednesday (*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.

67006 1/22 - 6/10 MW 6 PM - 10 PM
 *SSu 9 AM - 6 PM

EMT ConEd | \$75 | Online

67014 2/1 - 2/28 NCCR Topics
67015 5/1 5/31 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

67016 1/2 -1/21 Trauma Triage, CNS Injury
67017 2/1 - 2/20 Cardiac Arrest, Post Resuscitation
 Care, Stroke
67018 3/1 - 3/20 Airway / Respiration / Ventilation
67019 4/1 - 4/20 Human Trafficking and Abuse
67020 5/1 - 5/20 Mental Health

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 | 6:00 PM - 10:00 PM
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.

67021 2/6 - 5/23

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, please 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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

**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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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).

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Medical Terminology I - Blended (Concurrent w/ OST 141 - OL60C) | \$130 | Tuesday | 1:00 PM - 2:40 PM | Building D, Room 4204

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

67650 1/23 - 5/7

*To view course information, software requirements and to register for **Explore a Career Courses** and **Medical Transcription**, visit www.ed2go.com/nashcc. For more information email coned@nashcc.edu or call 252-451-8216.

**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 (Continuing Education, Nurse Aide Tab) 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.

67126	1/8 - 4/24	MW	8 AM - 12 PM
67128	1/9 - 4/23	TTH	8 AM - 12 PM
67123	1/13 - 3/24	SASU	8 AM - 1 PM
		Clinical	7:30 AM - 12:30 PM

Nurse Aide Level II - Traditional | \$186.25 | Monday, Tuesday, Wednesday | Building D, Room 4121, and Building B, Room 2102

Nurse Aide II Blended is an accelerated course that allows students to complete the Nurse Aide II course with fewer hours on campus than the traditional course. Blended indicates the lecture (theory) portion of the class is Online. Skills practice (lab) and clinical training will be on campus or at a designated health care facility. The course prepares graduates to perform more complex skills for patients or residents regardless of the setting. Skills competency evaluation is ongoing throughout the course.

67130	1/8 - 4/16	6 PM - 10 PM
		Clinical 6 PM - 10 PM

Nurse Aide Level II Requirement: Copy of high school diploma or HSE, verification of successful completion of an approved

Nurse Aide Level I program, and a current listing on the NC Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property. Upon successful completion of the course, the graduate is eligible to apply for listing as a Nurse Aide II with the NC Board of Nursing. NC Board of Nursing listing fee is \$24.00 and is due upon completion of the course.

Registration for all **Nurse Aide/Nursing Assistant** courses must be completed in the Continuing Education Building, Room 8232. Courses remain open until filled.

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

Medication Aide | \$76.25 | Friday, Saturday, Sunday | Building D, Room 4129

The Medication Aide class covers the roles, responsibilities, and basic preparation for administration of medications by unlicensed persons in the long-term care settings. It is designed to prepare students to take the competency testing required for listing as a Medication Aide in the State of North Carolina. Each agency will have rules, policies, and regulations that you will have to adhere to in addition to the ones outlined in the course. Successful completion qualifies the student to take the state mandated PearsonVue Written Computer-Based Written Examination for \$59.00.

67132 3/1 - 3/3 8:00 AM - 4:30 PM

After successful completion of the medication aide examination and subsequent listing on the NC Medication Aide Registry, the individual will qualify to be considered for employment in a skilled nursing facility in North Carolina.

Medication Aide Requirement:

High School Graduate or GED, verification of successful completion of an approved Nurse Aide Level I program, and a current listing on the NC Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property.

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 | Tuesday - Thursday 9:00 AM – 12:00 PM | Nash County Senior Center

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

67152 2/20 - 3/21 9 AM - 12 PM
67157 4/9 - 5/9 1 PM - 4 PM

**Digital Literacy: NorthStar Certification Lab|
Monday - Thursday | Braswell Memorial Library**

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

67121 1/8 - 2/23 9 AM - 12 PM
67122 1/8 - 2/23 1 PM - 4 PM
67124 3/4 - 4/25 9 AM - 12 PM
67127 3/4 - 4/25 1 PM - 4 PM
67129 5/6 - 6/20 9 AM - 12 PM
67133 5/6 - 6/20 1 PM - 4 PM

**Digital Literacy: NorthStar Certification Lab|
Tuesday & Thursday | First Baptist Church - Middlesex**

Build 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. To sign up for class contact First Baptist Church, phone number is 252-235-4740.

67826 1/23 - 5/9 6 PM - 8:30 PM

**Digital Literacy: NorthStar Certification
Tuesday - Thursday | Nash County Senior Center**

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

67966 1/9 - 2/8 9 AM - 12 PM
67967 2/20 - 3/21 1 PM - 4 PM

**Digital Literacy: NorthStar Certification Lab|Tuesday -
Thursday | Spaulding Family Resource Center**

Build 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. To sign up for class contact Spaulding Family Resource Center, phone number is 252-303-0541..

67112 1/9 - 5/8 9 AM - 1 PM

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 PM - 9 PM | Continuing Education
Building, Room 8244**

67752 1/22 - 3/13
67755 3/25 - 5/15

**Tuesdays & Online | 6:30 PM - 8:30 PM | Continuing
Education Building, Room 8244**

Students will need a computer with a camera and microphone in order to participate in the class. All assignments must be completed on Sundays by 11:59 PM.

67749 1/9 - 3/24
67761 4/9 - 6/18

**Internet and Email for the World Of Work | Tuesday -
Thursday | 9:00 AM – 12:00 PM | Nash County Senior
Center**

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

67156 4/9 - 5/9

**Social Media for the Workplace
Tuesday - Thursday | Nash County Senior Center**

Gain knowledge in social media technologies. Learn the many different forms of social media, such as Facebook, Linked In, and Instagram. Learn how to use Zoom, Facebook Chat, and other forms of video conferencing tools. Understand what it takes to create a positive social presence and the impact social media has on today's workforce. To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

67138 1/9 - 2/8 1 PM - 4 PM

LAW ENFORCEMENT TRAINING CLASSES

In-Service Law Enforcement Training

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
January 8, 2024.**

Individuals interested in applying for the Day BLET 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 December 18, 2023.

Day BLET Academy schedule (There are some night time hours - schedule will be given to cadets during orientation)
Monday - Friday | 7 AM - 5 PM

Contact Director Tim Mehus at **252-451-8489** or tmehus599@nashcc.edu for a registration packet and to schedule an interview.

PERSONAL ENRICHMENT CLASSES

For registration and course information visit <https://nashcc.edu/admissions/continuing-education>. Printable forms (Important Documents Tab) and Online registration (Search Courses Tab). For more information, contact coned@nashcc.edu or 252-451-8216.

COOKING

What To Expect: Great cooking isn't about recipes—it's about techniques. In our classes you'll work together with other students in a fun, hands-on environment led by our chef instructor.

- Classes are generally 3 hours, with instruction and a presentation.
- Hands-on classes are limited and class registration closes 48 hours before class starts.
- You will be standing on your feet, cooking and working for most of the class. Please wear comfortable, closed-toe shoes and have long hair tied back.
- You will enjoy a generous taste of every dish
- Please be aware that classes take place in a culinary lab, where many allergens are used, as well as recipes that may use common allergens.

Culinary Boot Camp| \$76.25 | Monday and Wednesday | 6:00 PM - 9:00 PM | Business & Industry Building, Room 1163
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, a paring knife, and carry-home food containers.

Monday and Wednesday
67523 2/5 - 2/28

Day 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.

Day 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.

Day 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: Learn to make our own Spice blends, as well as our own condiments such as garlic aioli.

Day 5: Starches: Learn how to make proper rice dishes and look at several interesting potato dishes that will help elevate your meals.

Day 6: Charcuterie: Learn old methods of preservation, and how to make sausage, gravlax, and bacon.

Day 7: Grains: We will look at Grains, adding them to your diet and try our hand at some recipes like Polenta, risotto, and grits.

Day 8: Garde manger: Learn the difference between an appetizer, amuse bouche, and a Hors d'oeuvres, and make a few to bring up your entertainment game.

Culinary Boot Camp (Advanced) | \$76.25 | Monday and Wednesday | 6:00 PM – 9:00 PM | Business & Industry Building, Room 1163

Attend only the classes you want for one low price. With personal feedback and assistance from Chef Frank, this class will look at several different advanced concepts in the kitchen. Students need to bring carry-home food containers.
Prerequisite: Culinary Boot Camp.

Monday and Wednesday
67524 3/18 - 4/10

Day 1: Egg Cookery: scrambled, poached, omelet, and sunny side up, we will practice these skills.

Day 2: Vegetables: Add healthful nutrition to your plate with vegetables. Students will learn how to pick and store vegetables, as well as discover new ways to use vegetables in their cooking.

Day 3: Proteins: Learn how different cooking methods affect proteins. We'll also look into wild game, poultry, fish, and how to use them in meals.

Day 4: Poultry: This class we will learn how to break down a chicken into its components and some recipes that showcase the most versatile of birds.

Day 5: Pie crust: learn how to make a perfect pie crust from scratch and finish the class with an apple pie complete with lattice work.

Day 6: Breads: Students will learn the difference between yeast breads and quick breads and make their own focaccia.

Week 7: Pasta by Hand: Learn how to make pasta from scratch and some sauces to accompany it.

Week 8: Pate Choux: Learn how to make this great dough, and turn it into cream puffs and eclairs.

Pizza Masterclass | \$60 | Monday and Wednesday | 6:00 PM – 9:00 PM | Business & Industry Building, Room 1163
This 2-day class is a great primer into making great pizzas. The secret? Great dough. The first night we will make our dough and sauce for our pizzas, go over some different types of pizzas, and talk about the history of this most famous dish. Night 2 we will prep and cook our pizzas in our wood fired oven.

67528 3/11 - 3/13

Sushi | \$60 | Wednesday | 6:00 PM – 9:00 PM | Business & Industry Building, Room 1163
Want to learn how to make Sushi but are afraid to try? We will look at the history of Sushi, how to make the rice, and how to do some basic Sushi rolls. Once you see how easy it is, you will be hosting your own Sushi party in no time. We will go over the basic rolls, and practice making sushi rice as well. Please bring containers to carry extra foods home.

67527 1/17

Friday Lunch Series: Come in for a quick recipe and a bite to eat. These classes are hands-on, fast paced and fun, learning a new recipe each time. Please bring containers to take any leftover foods with you. Choose one or all of the below classes.

Friday Lunches Ravioli | \$60 | Friday | 10:00 AM – 1:00 PM | Business & Industry Building, Room 1163
Learn how to make your own pasta from scratch and fill it with a savory butternut squash filling, finally we will cook and eat them in a butter and fried sage sauce.

67529 2/16

Friday Lunches Middle East | \$60 | Friday | 10:00 AM – 1:00 PM | Business & Industry Building, Room 1163
We will make our own flatbreads, tzatki, hummus, and Kebabs. The chef will demo Tabbouleh, a refreshing salad.

67530 3/15

Friday Lunches Paella | \$60 | Friday | 10:00 AM – 1:00 PM | Business & Industry Building, Room 1163
The national dish of Spain is easier than you think. We will go over the history of this dish as well as make several types to try.

67531 4/19

CRAFTS

Knitting/ Crocheting | \$75 | Monday | 1:00 PM - 4:00 PM 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.

67874 2/5 - 4/29

Painting | \$130 | Tuesday | 6:00 PM - 9:00 PM Continuing Education Building, Room 8261
Learn the basics of acrylic, oil and watercolor painting mediums. Choose the medium that best suits you and learn how to paint using this medium. Within this course, you will learn basic stroke technique, and how to lay out the composition for a paint, color mixing, and other secrets to create clouds, trees, and much more. You will have the opportunity to complete some paintings in one night as well as learn how to draw and paint on your own original works of art. This class is for beginners and intermediate level students.

67970 1/23 - 4/30

Supplies: Basic set of heavy body acrylic paints, oil paints, watercolors, multimedia paint brushes, 11x14 multimedia canvases (4 pack), cup (water/paint thinner), Sea sponge, paper towels/towel, apron.

Pottery (Wheel Throwing/Handbuilding) | \$130 | Wednesday 6:00 PM - 9:00 PM | Northern Nash High School
Learn how to throw a bowl, cup, or mug in addition to all forms of handbuilding pottery including pinch, coil and slab. In this class, you will learn how to make a basic pinch pot, coil vase and slab pottery structure and how to combine all three techniques. Carving, incising, embellishments, handles and inlay glaze techniques will also be included in this handbuilding combo course. Learn the basics of pottery and have fun enjoying this primitive art of sculpture.

67971 1/24 - 5/1

Supplies: 25 lb brick of Bella’s Blend Clay (can be purchased in class).

Stained Glass | \$75 | Thursday | 6:30 PM - 9 PM Continuing Education Building, Room 8261
This course provides instruction in the basic areas of designing a pattern, glass selection, cutting, breaking, grinding, copper foiling, leading and soldering. History, appreciation, evaluation, aesthetics and general concepts from stained glass disciplines will also be introduced. Returning students will work on pieces of their own design to extend and refine the techniques learned in prior classes.

67726 2/8 - 5/2

Tools and Supplies:
Tools are available for classroom use. Glass, copper foil, came, and solder will need to be purchased as class progresses. Instructor will provide information on what is needed and where to find it.

FITNESS

Yoga - Hybrid (C) | \$65.00 | Tuesday | 5:30 PM – 6:30 PM | 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.

67545 1/9 - 4/30

PHOTOGRAPHY

Discover Digital Photography | \$75 | Wednesday/Friday | Online

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Mastering Your Digital SLR Camera | \$75 | Wednesday/Friday | Online

Take control of your digital SLR camera. Learn about the many features and controls of your DSLA 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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Secrets of Better Photography | \$75 | Wednesday/Friday | Online

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Photoshop Elements for the Digital Photographer | \$75 | Wednesday/Friday | Online

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

SELF-DEFENSE

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

NC Concealed Carry Handgun Course | \$65 | Saturday | 8:00

AM - 5:00 PM | Continuing Education Building, Room 8192
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 six slots are available in each class. Registration deadline is 12:00 noon on Monday prior to the start date. Eye and ear protection provided or students may bring their own.

67508 1/13
67510 2/10
67512 3/2
67514 4/13
67515 5/4

Enhance Your Handgun Skills | \$50 | Saturday | 8 AM - 12 PM | Continuing Education Building, Room 8192

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. Registration deadline: 12:00 noon on Wednesday prior to the start date. Eye and ear protection provided.

67520 4/27

***Required at registration:** a hard copy of either a Concealed Carry Permit or NRA Basic Pistol course.

***Required for class:** Students must bring their own handgun, holster, and 50+ rounds of ammo.

PROFESSIONAL TRAINING CLASSES

**COSMETOLOGY INSTRUCTOR TRAINING PART II | \$186.25
Monday, Tuesday, Wednesday | 8:00 AM – 5:00 PM
Cosmetology Building, Room J116**

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. Students must have successfully completed Cosmetology Instructor Training Part I. Required Documentation at Registration:

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

67118 2/5 - 6/10

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

67120 3/4 - 6/27 3 PM - 9 PM

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 | 10:00 AM – 6:00 PM |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.

67117 1/8 - 4/29

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 | 6 PM - 10:00 PM | Continuing Education Building, Room 8123

67300 4/22 - 4/23

Friday | 8:30 AM - 5:30 PM | Continuing Education Building, Room 8244

67290 1/12
67292 2/9
67293 2/23
67294 3/8
67301 5/10

Saturday | 8:30 AM - 5:30 PM | Continuing Education Building, Room 8244

67291 1/20
67297 3/30

Virtual | Monday & Tuesday | 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 the first night of the class (approx. \$12). *Student ID # and email **is required prior to class**, email coned@nashcc.edu or call 252-451-8216 for that information.

67295 3/18 - 3/19

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. ***Notary Manual is required.**

eNotary | Thursday | 6:00 PM - 10:00 PM | 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. Must already have NC Notary Public. Bring a valid State or Federal picture ID or DL and eNotary Workbook to class. The **eNotary Workbook is required** and is available at the NCC Bookstore.

67298 4/11

Pharmacy Technician (Blended) \$186.25 | Monday | 6:00 PM - 9:00 PM | Online 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.

67115 1/8 - 5/6

SERVSAFE® Certification | \$75 | Wednesday and Friday | 9:00 AM - 5:00 PM | Continuing Education Building, Room 8253

This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and foodservice employees. Recommended: ServSafe textbook. 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.

67526 1/24 - 1/26

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

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.

67149	2/5 - 2/28	2/28-proctor date on campus 1 pm-4 pm
67150	3/4 - 3/27	3/27-proctor date on campus 1 pm-4 pm

Veterinary Assistant (Blended) | \$186.25 | Monday | 6:00 PM - 9:00 PM | 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.

67116 1/8 - 5/6

ED2GO (Professional Training Classes)

To view course information, software requirements and to register, visit www.ed2go.com/nashcc. For information email coned@nashcc.edu or call 252-451-8216.

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Introduction to Interior Design | \$75 | Wednesday & Friday | 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 taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

SMALL BUSINESS CENTER 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. See the links on the right side of the page. For more information call **252-451-8233** or email rdholloman282@nashcc.edu.

ABCs of Starting a Small Business on a Limited Budget

These are the ABCs of how to start a small business combined with winning strategies from low-cost startups. ABCs 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.

1/11	TH	2 PM – 3 PM	Webinar
1/11	TH	6:30 PM – 7:30 PM	Webinar
4/16	TH	2 PM – 3 PM	Webinar
4/16	TH	6:30 PM – 7:30 PM	Webinar

Canva

Graphics are a huge part of what attracts people to your brand. Canva is one of the leading graphic design programs that packs a big bang for your buck. In this lively webinar, we will walk through various graphic sizes, photos, creating animated posts and even presentations inside of this platform..

4/2 T 1 PM – 2 PM Online or Face to Face (8255)

DIY Part 1 - Start a New Business in 2023-2024

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 and promise statements and so much more. You are welcome to join in 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.

2/20 T 6:30 PM – 8:30 PM Webinar

DIY Part 2 Create a Small Business Plan

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 make 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.

2/27 T 6:30 PM – 8 PM Webinar

DIY Part 3 Marketing

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 data-base of your customers' 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 to use many marketing tools including the web sites, social media, print ads broadcasting and guerilla marketing tips as well.

3/5 T 6:30 PM – 8 PM Webinar

DIY Part 4 Find/Engage with New Customers

Energize and focus your marketing plan on customers "easy to reach and in season" to help jump start your new business. How to 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.

3/12 T 6:30 PM – 8 PM Webinar

DIY Part 5 Bookkeeping, Forecasting, Negotiating

Learn the many ways understanding 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.

3/19 T 6:30 PM – 8 PM Webinar

DIY Part 6 Taxes, Deal Closing Secrets

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 license 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.

3/26 T 6:30 PM – 8 PM Webinar

Dynamite Marketing on a Firecracker Budget for Small Businesses (Low-Cost Marketing)

There has never been a time that is as easy and economical to do great marketing! You will discover 50+ successful ways to market your business and easily reach customers.

1/25	TH	2 PM – 3 PM	Webinar
1/25	TH	6:30 PM – 7:30 PM	Webinar
4/30	T	2 PM – 3 PM	Webinar
4/30	T	6:30 PM – 7:30 PM	Webinar

Finding Your Customer and Creating a Marketing Plan

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.

1/18	TH	2 PM – 3 PM	Webinar
1/18	TH	6:30 PM – 7:30 PM	Webinar
4/23	TH	2 PM – 3 PM	Webinar
4/23	TH	6:30 PM – 7:30 PM	Webinar

Greater Success & Profit for Your Brick and Mortar Business

A course designed for business owners, managers, and marketers who are looking to drive more foot traffic to their physical stores. How do you get more people off the web and their phones and into your store? The needs of Brick and Mortar businesses, where anyone can come into your store, are different from other businesses. This course focuses on ways Brick and Mortar's business can thrive and prosper in this digital world. Keeping that competitive edge and developing systems.

2/21 W 8 AM – 10:30 AM In-person (Station Square)

How to Start a Mobile Food Business

Food trucks are a great business opportunity and a bit easier on the budget than a brick and mortar restaurant. Participants will learn the ins and outs of getting started and tips to growing a successful food truck business. Presenter Madison Mundy has years of food industry experience and will teach the do's, don't's and things you may not know to ask in this webinar.

2/20 T 5:30 PM – 7 PM Online

Managing Your Small Business Finances Like a CEO

Running a small business comes with big responsibilities, and one of the most critical aspects is managing your finances effectively. Join our webinar, "Managing Your Small Business Finances Like a CEO", and learn the essential financial strategies and insights that will empower you to take charge of your business' financial success. Don't let financial uncertainty hold your small business back. Gain the knowledge and confidence to navigate your business' financial landscape with skill and precision. Whether you're an established business owner or just starting, this webinar will equip you with the tools

to make financially savvy decisions and drive your business towards success.

1/16 T 6 PM – 7 PM Webinar

Marketing Essentials

Marketing Master Melanie Diehl 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.

1/30 T 12 PM – 1 PM Webinar

QuickBooks Online

Having a solid understanding of the QuickBooks Accounting Software is a great start to understanding the financials of your start-up or growing business. It's time to start thinking like a pro. Cynthia B. Roberts, an independent Certified QuickBooks ProAdvisor breaks down the basics...with Ready. Set. Pro!

2/6 T 10 AM – 3 PM Face to Face (8255)

Roadmap to Success: Creating a Winning Business Plan

You can't reach your goal—or get a loan—without the map that is your business plan. Roadmap to Success: Creating a Winning Business Plan offers simple, easy-to-follow steps for creating a business plan that fits your small business? The program includes directions on how to create a 3-page business plan.

2/8 TH 2 PM – 3 PM Webinar
2/8 TH 6:30 PM - 7:30 PM Webinar
5/14 T 2 PM – 3 PM Webinar
5/14 T 6:30 PM - 7:30 PM Webinar

ROAR University - Part 1 Mindset for Entrepreneurs

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.

1/22 M 5:30 PM – 7 PM Webinar

ROAR University - Part 2 Vision Casting and Goal Setting

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.

1/29 M 5:30 PM – 7 PM Webinar

ROAR University - Part 3 Startup Assessment for Entreleaders w/Lean Canvas

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.

2/5 M 5:30 PM – 7 PM Webinar

ROAR University - Part 4 Six-Figure Script

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.

2/12 M 5:30 PM – 7 PM Webinar

ROAR University - Part 5 Capability Statements

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.

2/19 M 5:30 PM – 7 PM Webinar

ROAR University - Part 6 Startup Development for Entreleaders

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.

2/26 M 5:30 PM – 7 PM Webinar

ROAR University - Part 7 Know Your Numbers

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.

3/4 M 5:30 PM – 7 PM Webinar

Taking the Leap into Salon Booth or Suite Renting

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 your 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 your business, managing your 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 CEU's to keep for your records.

3/4 M 10 AM – 3 PM Face to Face (8255)

Think Like a Lender

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.

1/23 T 6 PM – 7 PM Webinar
2/15 T 1 PM – 2 PM Webinar
4/8 M 5 PM – 6 PM Online or Face to Face (8255)

Treasure Hunt: Finding Funding for Your Small Business

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 Hunt: Finding the Funds to Finance Your Small Business shows the rainbow of funding sources.

2/1 TH 2 PM – 3 PM Webinar
2/1 TH 6:30 PM – 7:30 PM Webinar
5/7 T 2 PM – 3 PM Webinar
5/7 T 6:30 PM – 7:30 PM Webinar

Turning Your Passion into Profit

Take the first step toward a more fulfilling and financially rewarding future and join this webinar. This webinar will equip you with the knowledge and motivation to make your small business goals a reality. Don't miss this opportunity to unlock your potential and turn your passion into profit!

4/9 T 5:30 PM – 6:30 PM Online or Face to Face (8255)

TEACHER EDUCATION CLASSES
Concurrent (Teacher Education Classes)

Introduction to Early Childhood Education (Concurrent with EDU 119 OL60G) | Online

This course introduces the foundations of culturally responsive, equitable, and inclusive early childhood education, planning

intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability-diverse children and their families in inclusive settings, and design a personal career/professional development plan.

68048 1/23 – 5/7 Online

ED2GO (Teacher Education Classes)

To view course information, software requirements and to register, visit www.ed2go.com/nashcc. Email questions to coned@nashcc.edu or call 252-451-8216.

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

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Enhancing Language Development in Childhood | \$75 | Wednesday and Friday | Online

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Integrating Technology In The Classroom \$75 | Wednesday and Friday | Online

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Praxis Core Preparation \$75 | Wednesday and Friday | Online

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.

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

Teaching Adult Learners| \$75 | Wednesday and Friday | Online

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

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

The Creative Classroom | \$75 | | \$75 | Wednesday and Friday | Online

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!

1/17 - 3/18 | 2/14 - 4/15 | 3/13 - 5/13 | 4/17 - 6/17 | 5/15 - 7/15

TRADES/CONSTRUCTION

For course information and to register online visit www.nashcc.edu/admissions/continuing-education (Search courses tab). For more information email coned@nashcc.edu or call 252-451-8216.

Basic Welding Processes | \$131.25 | Wednesday | 6:00 PM – 10:00 PM | Building E, Welding Shop

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.

67891 2/7 - 5/1

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

This 12-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.

67909 2/5 - 5/8

Electrical Contractor License Renewal | \$75 | Saturday 8:00 AM - 5:00 PM | Continuing Education Building, Room 8255

This course satisfies the 8-hours Continuing Education requirement for Licensed Electricians with any classification electrical license.

67969 2/17

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

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.

67600 1/9 - 5/2 T 8AM - 11PM
Th 9AM - 12PM

HVAC - OSHA 10-Hour Certification | \$198.25 | Monday & Thursday | 6 PM - 9 PM | NCC Campus Building, B Room 2148

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

68015 1/8 - 5/6

Industrial Electrical Wiring - Hybrid (Concurrent with ELC-115) | \$186.25 | Tuesday 1:00 PM - 5:00 PM & Online 4-hours/week | Building B, Room 2129

Prerequisite: ELC 111 (Intro to Electricity) or ELC 113 (Residential Wiring) or ELC 131 (Circuit Analysis) or Basic Electrical Wiring

There's a growing demand for electricians in North Carolina. Begin here and now, on the path to an electrician career! This course prepares individuals for an entry level general maintenance position responsible for basic troubleshooting of electrically powered equipment. Topics include static electricity, Ohm's law, DC circuits, magnetism, alternating and direct currents, indicators, transformers, capacitors, and electronic components. Upon completion, students will have a basic understanding of electrical circuits and electronic logic.

67571 1/9 - 4/29

Industrial Safety - Concurrent with ISC 112-02 | \$131.25 | Tuesday 10:30 AM - 12:30 PM | Building K, Room 116

This course is designed to give the student an introduction to safety and environmental regulations. Course content includes an overview of safety, health, and environmental considerations including material/chemical handling, equipment, emergency procedures, EPA regulations, air permits, waste handling and reduction, and labeling.

68111 1/9 - 5/7

Introduction to Electricity - Concurrent with ELC-111 | \$185 Online

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

67587 1/8 - 5/7

Residential Electrical Wiring- Blended (Concurrent with ELC-113) | \$186.25 | Tuesday 6:00 PM - 10:00 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.

67554 1/9 - 4/30 6 PM - 10 PM (Tue) & 4-hours online

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

WEEKEND BIOLOGY EXPLORATIONS

Are you interested in learning about the living things around you and in nature? Join Biology Professor Reggie Cobb on weekend adventures to different North Carolina state parks; with the exception of weekend; this class will be on NCC Campus. Each weekend will feature a different group of living organisms where you will participate in hands-on labs and interactive discussions. The weekend activities begin Friday afternoon and end on Sunday at noon. Must be at least 18 years of age to participate. Students are responsible for their own transportation, accommodations, and food. **Registration fee for each weekend class is \$106.**

Weekend 1: The Microscopic World Around Us | Nash Community College, S&T Building/Kent Pavilion

This weekend exploration will cover topics such as taxonomy, viruses, bacteria, archaea, protists, and microscopic fungi. Activities include Lab safety, microscopes, observing bacteria and protists in the pond and creek.

67958 1/19 - 1/21 Friday 7 PM - Sunday 12 PM

Weekend 2: The Plants Among Us | Goose Creek State Park, Washington, NC

This weekend exploration will cover topics such as fungi and plant diversity, plant structure & organization, plant nutrition & transport. Activities include fungi and plant classification (Scavenger hunt), plant structure, pollinators.

67959 2/9 - 2/11 Friday 7 PM - Sunday 12 PM

Weekend 3: It's All About the Animals | William B. Umstead State Park/NC Museum of Natural Sciences, Raleigh, NC

This weekend exploration will cover topics such as invertebrate, vertebrate diversity, digestion, respiration. Activities include animal classification (scavenger hunt), invertebrate dissections, vertebrate dissections.

67960 3/8 - 3/10 Friday 7 PM - Sunday 12 PM

Weekend 4: Diversity of Organ Systems | Cliffs of the Neuse State Park, Seven Springs, NC

This weekend exploration will cover topics such as organ systems including cardiovascular, excretory, reproductive, lymphatic, and immune. Activities include frog, shark, and pig dissections.

67961 4/5 - 4/7 Friday 7 PM - Sunday 12 PM

Weekend 5: Ecosystem Exploration | Raven Rock State Park, Lillington, NC

This weekend exploration will cover topics such as animal behavior, population ecology, conservation of Biodiversity. Activities include mark/recapture method, subsampling populations, sampling ecosystems.

67962 4/26 - 4/28 Friday 7 PM - Sunday 12 PM

WORKFORCE DEVELOPMENT

Advanced Manufacturing Pre-Apprenticeship

This is a 96-hour program requiring an industry-recognized Career Readiness Certification created to prepare students for a career in the manufacturing sector. Participants will be exposed to typical problems and challenges encountered in a modern manufacturing environment and will gain first-hand experience in addressing them. To register, email shcredle604@nashcc.edu or rhig592@nashcc.edu.

2/12 - 3/30 M - Th, Sat. (Time - TBD) CE Bldg

Clean Vehicle (EV) Pre-Apprenticeship

This is a 176-hour program that includes 96 hours of CE course work and a minimum of 80 hours of on the job training (travel to sites may be required). Objective: Prepare students for a career in the clean energy and electric vehicle sector.

2/12 - 3/30 M - Th, Sat. (Time - TBD) CE Bldg

*Pre-requisite: Bronze level or higher in the Industry recognized Career Readiness Certification. To register, email shcredle604@nashcc.edu or rhig592@nashcc.edu.

Online Classes

For more information, go to www.ed2go.com/nashcc or email coned@nashcc.edu or call 252-451-8216.

Cost: \$75.00 or more depending on course - Start Dates: 1/17 -3/18 | 2/14 – 4/15 | 3/13 – 5/13 | 4/17- 6/17 | 5/15 – 7/15

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

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 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

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 for Ed2go Classes

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".
5. Click "Checkout", no payment information will be collected here.
6. At the bottom of the page, click "Enter Classroom".
7. Complete the Continuing Education Registration Form.
8. Pay and register at least 2 business days prior to the start date.

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 email coned@nashcc.edu or 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