

2015

# FALL COURSES

Continuing Education & Workforce Development



Roanoke-  
Chowan

COMMUNITY COLLEGE



Roanoke-Chowan Community College is an affirmative action/equal opportunity institution. The college does not discriminate against students in admission to or access to the College's programs and activities on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, national or ethnic origin, or political affiliation. Nor does the College discriminate against faculty and staff or individuals interested in employment at the College as stipulated above. The College also is committed to maintaining an environment free from sexual harassment and retaliation.

Roanoke-Chowan Community College supports the protection available to members of its community under all applicable Federal laws, including Title III of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246. Students having questions about these provisions should contact:

Dean of Student Development Services  
Roanoke-Chowan Community College  
New Student Center—Room 111-F  
109 Community College Road  
Ahoskie, NC 27910-9522  
252-862-1200

Employees or other non-students having questions concerns the above-mentioned provision should contact:

Human Resources Office  
Roanoke-Chowan Community College  
109 Community College Road  
Ahoskie, NC 27910-9522  
252-862-1282



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## SENIOR DEAN'S MESSAGE



It is important that our citizens stay abreast of changing technology and services to be competitive in our global economy. To help you keep your competitive edge, Roanoke-

Chowan Community College offers a variety of programs and services to help improve your career skills, advance in your current career, gain professional certification or explore a personal interest. The Division of Continuing Education and Workforce Development offers comprehensive training that is flexible and affordable. Whether you want to improve your basic skills, learn a vocation, or brush-up on your current job skills, the college is here to help you reach your goals.

Needing a specific course, please let us know. Your input is invaluable as we develop new training opportunities for our citizens. We may also customize training for your organization.

Please visit us at [www.roanokechowan.edu/continuing-education.html](http://www.roanokechowan.edu/continuing-education.html) for the latest course updates or call us at (252) 862-1307 for additional information.

We look forward to serving you.

Myra Poole

A handwritten signature in cursive script that reads "Myra D. Poole". The signature is written in dark ink on a light background.

Senior Dean, Instruction & Student Success

**P.S.** - Don't forget to register today!



# GENERAL INFORMATION

## How to Register

### Registration in Person

- Register in the Jernigan Building, Room 104 between 8:00 a.m. and 5:00 p.m.
- Complete the registration form on site or download the form at <http://www.roanokechowan.edu/continuing-education.html> and bring it with you.
- Pay for your class with a personal check, money order, cash, debit card, or Visa/Master card.

### Registration by Fax

- Contact the Continuing Education Division at (252) 862-1307 to confirm course eligibility. Complete the Registration
- Form available at <http://www.roanokechowan.edu/continuing-education.html>
- Click on 'Register Now' link
- Fax your completed form to Continuing Education Division at (252) 862-1357.
- Pay for your course with credit card information (Visa or MasterCard only) by calling (252) 862-1307 before 4:30 p.m. the day of registration.

### On-site Registration

- Registration may be taken on the first class night as seats are available.
- Students must meet course eligibility criteria if applicable.

### Important Registration Information

Continuing Education Registration fees are set by the General Assembly as follow: 0-24 hours - \$70.00, 25- 50 hours - \$125.00, and over 50 hours - \$180.00. Tuition for self-supporting classes offered by the College is set by the College. Textbooks, fees, and supplies are additional expenses which vary according to the course. There is no registration fee for Basic Skills courses. Students may register by contacting (252) 862-1258.

**North Carolina residents (65 and older) will no longer be exempt from course tuition, effective August 15, 2013.**



### **Withdrawal and Refund for Noncredit Classes:**

Refund requests and withdrawals must be made in writing by the student.

A 100-percent refund shall be made if the student officially withdraws from class before the day of the first class meeting by submitting a written request.

- A 75-percent refund shall be made if the student officially withdraws on the first day of class but before the "10-percent date" of scheduled hours. Course fees are not refundable.
- A full refund shall be made for classes canceled by the college. Students do not have to request a refund.

### **TOBACCO-FREE Campus**

R-CCC prohibits the use of any type of tobacco product in all buildings, college vehicles, and areas of the campus and off-campus sites supervised by the College.

### **EMERGENCY NOTIFICATION PROCEDURES**

Faculty/Staff/Students should tune into the following media sources and/or the College Website for updates on the status of the College's operation:

- WITN TV 7 (Washington)
- WAVY TV 10 (Virginia)
- Radio 98.3 (Murfreesboro)
- Radio 970 AM or 99.3 FM (Ahoskie)

*Registration fees are set by the North Carolina General Assembly and are subject to change without notice. Roanoke-Chowan Community College reserves the right to change schedules at any time and to add or withdraw courses.*



# ALLIED HEALTH CLASSES

## Title: Nurse Aide I Day

**Course Description:** This course provides information for basic nursing skills required to provide personal care for patients, residents or clients in a health care setting. Topics include but not limited to safety, communication, patient rights, personal care, vital signs, nutrition, and infection control. Upon successful completion of the course the student is eligible to apply for the National Nurse Aide Assessment Program (NNAAP) This exam is necessary to be listed on the North Carolina Nurse Aide Registry. TABE test required. High School diploma or GED required.

**Course Hours:** 190

**Course Fee:** \$180 plus fees

**Instructor:** K. Woodard

**Location:** Freeland 106/112

Days	Time	Beg Date	End Date
T,TH	8:30 AM-3 PM	08/18/15	10/29/15
W	8:30 AM -1:30 PM		

## Title: Nurse Aide I Evening

**Course Description:**

**Course Hours:** 180 190

**Course Fee:** \$180 plus fees

**Instructor:** S. Outlaw

**Location:** Freeland 106/112

Days	Time	Beg Date	End Date
M-TH	5:30-9 PM	08/18/15	11/23/15



## Title: Nurse Aide II Day

**Course Description:** The course prepares the student to perform more complex procedures/skills for patients in a variety of health care settings. A written and skills competency exam is required. Upon satisfactory completion of the course the student will be eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. A fee is required to be listed as a Nurse Aide II.

Prerequisites include high school diploma or GED , COMPASS or ASSET testing ,and listing as a Nurse Aide I on the North Carolina Nurse Aide Registry.

**Course Hours:** 190

**Course Fee:** \$180 plus fees

**Instructor:** V. Wadsworth

**Location:** Freeland 149A

Days	Time	Beg Date	End Date
M-TH	8:30 AM-3 PM	08/17/15	10/15/15

## Title: Nurse Aide II Evening

**Course Description:**

**Course Hours:** 190

**Course Fee:** \$180 plus fees

**Instructor:** B. Jordan

**Location:** Freeland 149A

Days	Time	Beg Date	End Date
M-TH	5:30-9 PM	08/18/15	11/23/15



### Title: Nurse Aide I Day

**Course Description:** The course prepares the student to perform more complex procedures/skills for patients in a variety of health care settings. A written and skills competency exam is required. Upon satisfactory completion of the course the student will be eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. A fee is required to be listed as a Nurse Aide II. Prerequisites include high school diploma or GED, COMPASS or ASSET testing, and listing as a Nurse Aide I on the North Carolina Nurse Aide Registry.

**Course Hours:** 190

**Course Fee:** \$180 plus fees

**Instructor:** V. Wadsworth

**Location:** Freeland 106

Days	Time	Beg Date	End Date
M-TH	8:30 AM-3 PM	10/12/15	12/10/15

**Course Description:** Phlebotomy Education and Clinical

**Course Hours:** 220

**Course Fee:** \$180 plus fees

**Instructor:** C. Dilday

**Location:** Freeland 149A

Days	Time	Beg Date	End Date
ONLINE,W	5:30-9 PM	09/02/15	12/2/15

### Title: Medical Billing and Coding

**Course Hours:** 150

**Course Fee:** \$180 plus fees

**Instructor:** TBA

**Location:** ONLINE

Days	Time	Beg Date	End Date
ONLINE	ONLINE	09/14/15	11/23/15

### Title: Dietary Management

**Course Description:** This course includes a series of four segments that comprise the dietary manager training required for certification by the National Dietary Managers Association. After successful completion of all four segments students may sit for a national exam to become certified dietary managers. All segments are taught by a registered dietician and include: Nutrition in the Life Cycle - The first segment focuses on basic food groups, vitamins, minerals, energy nutrients, and metabolism. Therapeutic Nutrition -The second segment includes diet modifications in response to illness, disease, growth and development or old age. Food Systems Management -The third segment includes safety, sanitation, accident prevention, menu planning, and food preparation. Personnel and Administration -The final segment includes professional roles, responsibilities, personnel management, and problem solving.

**Course Hours:** 150

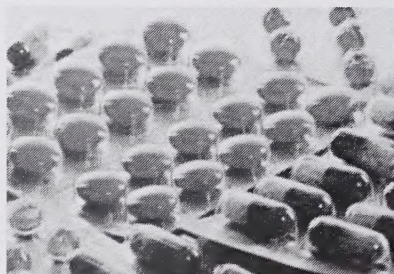
**Course Fee:** \$180 plus fees

**Instructor:** K. Nicholson/J. Burns

**Location:** FRL 106

Days	Time	Beg Date	End Date
Online/TH	1-4:30 PM	09/03/15	12/4/15

## Specialty Courses



### Title: Medication Aide

**Course Description:** The Medication Aide course will cover the six rights of medication administration for non-licensed personnel.

Upon successful completion of the course the student will be able to take the State Competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Nurse Aide I recommended, but not required.

**Course Hours:** 24

**Course Fee:** \$70 plus fees

**Instructor:** J. Burns

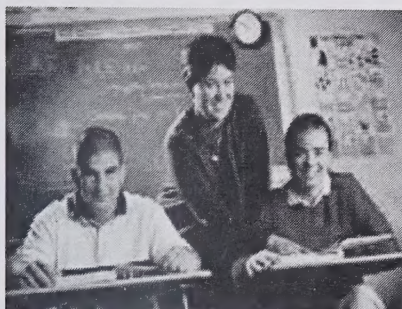
**Location:** Freeland 106

Days	Time	Beg Date	End Date
M-TH	8:30 AM-3 PM	TBA	TBA

### Title: Phlebotomy (HYBRID)

## Occupational Extension Courses





**Title: Effective Teacher Training**

**Course Description:** Included are sessions on learning expectations, time management, instructional methods, preparation,

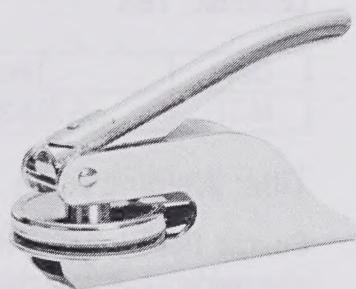
monitoring student interaction, social interaction, non-instructional duties and evaluation. This class is recommended for substitute teachers, teacher assistants, and prospective new teachers.

**Course Hours:** 30

**Course Fee:** \$125 plus fees

**Instructor:** C. Moore

**Location:** RCCC/YOU 125A



Days	Time	Beg Date	End Date
M-TH	5-8 PM	09/15/15	09/30/15

**Title: Conversational Spanish**

**Course Description:** Develop a speaking knowledge of the Spanish language, learn about the culture, learn vocabulary and basic works and phrases.

**Course Hours:** 24

**Course Fee:** \$70

**Instructor:** TBA

**Location:** TBA

Days	Time	Beg Date	End Date
T,TH	6-9 PM	TBA	TBA



**Title: Activity Coordinator Training**

**Course Description:** Instruction is provided for those already working or plan to work as an activity director in a long-term care

nursing facility. Up-to-date information is taught regarding mandatory regulations and policies that govern the operation of these facilities.

**Course Hours:** 60

**Course Fee:** \$180

**Instructor:** TBA

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T,TH	6-9 PM	08/25/15	10/29/15

**Title: Notary Public**

**Course Description:** Instruction is provided for those already working or plan to work as an activity director in a long-term care nursing facility. Up-to-date information is taught regarding mandatory regulations and policies that govern the operation of these facilities.

**Course Hours:** 6

**Course Fee:** \$70

**Instructor:** J. Vann

**Location:** TBA

Days	Time	Beg Date	End Date
W,TH	6-9 PM	09/23/15	09/24/15

**Title: Notary Public**

**Course Description:** Instruction is provided for those already working or plan to work as an activity director in a long-term care nursing facility. Up-to-date information is taught regarding mandatory regulations and policies that govern the operation of these facilities.

**Course Hours:** 6

**Course Fee:** \$70

**Instructor:** J. Vann

**Location:** TBA

Days	Time	Beg Date	End Date
W,TH	6-9 PM	11/18/15	11/19/15

**Title: Manicuring Nail Technology**

**Course Description:** This course provides instruction in all phases of professional nail technology, business/computer principles, product knowledge & other related topics.

**Course Hours:** 308





**Course Fee:** \$180 plus fees

**Instructor:**

**Location:** RCCC/Freeland 102

Days	Time	Beg Date	End Date
M-TH/SAT	5:30-9:30 PM/8 AM-5 PM	08/17/15	12/16/15

### Title: Electrical Contractor License Renewal Preparation

**Course Description:** The course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. The course reviews new materials and procedures and related code requirements. Topics examined are Articles 100, 110, 200, 210, 215, and 220.

**Course Hours:** 8

**Course Fee:** \$70

**Instructor:** K. Horne

**Location:** RCCC/Industrial Skills Bldg.

Days	Time	Beg Date	End Date
SAT	8 AM-5 PM	10/10/15	10/10/15

### Title: Certified Production Tech: Machine Operator/Entry Level Maintenance

**Course Description:** This course is designed to train students with necessary manufacturing skills related to certified production technician terms, safety procedures, applications of manufacturing skills, and preparation for success in completing

the Certified Production Technician course. Students will learn key work activities for standards, training, and assessment. The training and assessment is divided into four modules: Safety, MSSC Quality Practices & Measurement, Manufacturing Processes & Production and Maintenance Awareness. At the end of each module, students will take an on-line test and upon successful completion of all four modules, be awarded the Certified Production Technician certificate.

**Course Hours:** 192.5

**Course Fee:** \$180

**Instructor:** TBA

**Location:** TBA

Days	Time	Beg Date	End Date
M-TH	9 AM-3 PM	10/05/15	12/3/15

### Title: Welding Plate

**Course Description:** This course is specifically designed to give welders essential skills needed to efficiently operate welding equipment.

**Course Hours:** 406

**Course Fee:** \$180

**Instructor:** TBA

**Location:** YOU 111

Days	Time	Beg Date	End Date
TH-SUN	5-10 PM/8 AM-5 PM/8 AM-4 PM	08/21/15	12/13/15

### Title: Welding Pipe

**Course Description:** This course is specifically designed to give welders essential skills needed to efficiently operate welding equipment.

**Course Hours:** 376

**Course Fee:** \$180

**Instructor:** TBA

**Location:** YOU 111

Days	Time	Beg Date	End Date
TH-SUN	5-10 PM/8 AM-5 PM/8 AM-4 PM	08/20/15	12/13/15





**Title: Auto Safety Inspection**

**Course Description:** Roanoke-Chowan Community College is approved by the NC Division of Motor Vehicles to offer the Vehicle Safety Inspection course. This

eight-hour course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Pre-registration and pre-payment is required.

**Course Hours:** 8

**Course Fee:** \$70

**Instructor:** Joe Barrett

**Location:** RCCC/Industrial Skills Bldg.

Days	Time	Beg Date	End Date
W,TH	6-10 PM	10/14/15	10/15/15

**Title: Auto Safety Inspection**

**Course Description:** Roanoke-Chowan Community College is approved by the NC Division of Motor Vehicles to offer the Vehicle Safety Inspection course. This eight-hour course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Pre-registration and pre-payment is required.

**Course Hours:** 8

**Course Fee:** \$70

**Instructor:** Joe Barrett

**Location:** RCCC/Industrial Skills Bldg.

Days	Time	Beg Date	End Date
T,TH	6-10 PM	12/01/15	12/3/15

**Title: Vehicle Escort Class**

**Course Description:** The 8-hour Initial Certification Course or 4-hour Recertification Course satisfies the requirements set by the North Carolina Department of Transportation to certify Oversize-Overweight load escort requirements.

**Course Hours:** 8

**Course Fee:** \$70

**Instructor:** Johnny Surles

**Location:** Freeland 149A

Days	Time	Beg Date	End Date
T	8 AM-5 PM	10/20/15	10/20/15



**Title: Introduction to Computers**

**Course Description:** The curriculum framework is designed to introduce computers and computer terms,

develop a moderate comfort level of basic computer-use skills for the workplace.

**Course Hours:** 24

**Course Fee:** \$70

**Instructor:** TBD

**Location:** Hertford County Senior Center, Winton

Days	Time	Beg Date	End Date
TBA	TBA	TBA	TBA



## Human Resources Development

### Title: Employability/Career Ready Lab

**Course Description:** This course provides employability skills training for unemployed and underemployed adults. The curriculum addresses the six components of employability skills. Instruction is designed to be self-directed, self-paced, and structured on an open-entry, open-exit basis to meet the customized needs of individuals.

**Course Hours:** 270

**Course Fee:** \$180 unless exempt

**Instructor:** Janine Moore

**Location:** NC Works Career Center

Days	Time	Beg Date	End Date
M,W,TH,F	8 AM-3 PM	08/12/15	12/18/15

### Title: Introduction to Computers

**Course Description:** The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer-use skills for the workplace.

**Course Hours:** 24

**Course Fee:** \$70 unless exempt

**Instructor:** Selena Turner

**Location:** TBA

Days	Time	Beg Date	End Date
T,TH	5:30-8:30 PM	08/18/15	09/10/15

### Title: Introduction to Computers

**Course Description:** The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer-use skills for the workplace.

**Course Hours:** 12

**Course Fee:** \$70 unless exempt

**Instructor:** Selena Turner

**Location:** Senior Center

Days	Time	Beg Date	End Date
TH	9 AM-12 NOON	08/14/15	09/04/15

### Title: Workplace Basics

**Course Description:** This course provides skills to refresh individuals for foundational skills such as Math and Reading knowledge to re-enter the workforce.

**Course Hours:** 24

**Course Fee:** \$70 unless exempt

**Instructor:** TBA

**Location:** TBA

Days	Time	Beg Date	End Date
M,W	3:30-5:30 PM	08/18/15	09/24/15

### Title: Introduction to Computers

**Course Description:** This computer class provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer-use skills, introduce the Internet and develop email capabilities, and develop skills in navigating the Internet and using search engines. The content of the instructional materials focuses on the following topics: using the computer to search for jobs and occupational information, compiling employment-related documents (resumes, cover letters, and applications), accessing governmental and educational resources emphasizing the role of information technology in the world of work.

**Course Hours:** 24

**Course Fee:** \$70 unless exempt

**Instructor:** Alicia Mitchell

**Location:** Senior Center

Days	Time	Beg Date	End Date
F	9 AM-12 NOON	08/28/15	10/16/15

### Title: Boot Camp for JobSeekers

**Course Description:** This course provides student's quick job seeking techniques and tools to assist in their job search.

**Course Hours:** 24

**Course Fee:** \$70 unless exempt

**Instructor:** Selena Turner

**Location:** NC Works Career Center

Days	Time	Beg Date	End Date
T, W, TH	12 NOON-4 PM	09/15/15	09/24/15



## Personal Enrichment

### Title: Pottery

**Course Description:** This course provides basic instruction in clay development; incorporating firing, glazing and completing individual projects.

**Course Hours:** 24

**Course Fee:** \$85

**Instructor:** James Messer

**Location:** RCCC/Freeland 145

Days	Time	Beg Date	End Date
TBA	TBA	TBA	TBA



### Title: Introduction to Excel Basics for the Workplace

**Course Description:** This course is a skills lab that assist students with goal setting, job application, resume and communication skills necessary to obtain and keep a job.

**Course Hours:** 12

**Course Fee:** \$70 unless exempt

**Instructor:** Selena Turner

**Location:** NC Works Career Center

Days	Time	Beg Date	End Date
W, TH, F	11 AM - 3 PM	09/30/15	10/2/15

### Title: Job Seeking Tools

**Course Description:** This course is a skills lab that assist students with goal setting, action plan, budgeting, communication skills and other job seeking tools.

**Course Hours:** 36

**Course Fee:** <sup>125</sup> \$70 unless exempt

**Instructor:** TBA

**Location:** NC Works Career Center

Days	Time	Beg Date	End Date
M T, W, TH	12 NOON-3 PM	10/12/15	10/29/15

### Title: Intermediate Computer Course for the Workplace

**Course Description:** This curriculum framework is designed to assist individuals in upgrading and enhancing their workable computer knowledge for more advanced skills in the workplace

**Course Hours:** 48

**Course Fee:** <sup>125</sup> \$70 unless exempt

**Instructor:** Selena Turner

**Location:** TBA

Days	Time	Beg Date	End Date
M, W, F	8 AM-12 NOON	11/2/15	11/27/15





**Title: Basic Rider Course**

**Course Description:** Basic Rider Course (BRC): This 20 - 22 hour course is designed for new riders who have never ridden a motorcycle, and for re entry riders who have not ridden in a long time. Even experienced riders who have taken this course have told us afterwards that they learned a lot. Persons interested in attending a BRC must be 16 years of age or older. Students under the age of 18 must have the written consent of a parent or guardian. You do not need to possess a driver's license or learners permit to take the course. However, you must be able to ride a bicycle, and you must possess some degree of strength. THE COURSE IS PHYSICALLY DEMANDING!! You should be able to support a 300 pound motorcycle while straddling it, and have the ability to push the motorcycle for distances up to 120 feet. Heat and cold weather conditions can add to the strenuous conditions you'll encounter while taking the course.

**IMPORTANT NOTE!!** Our courses are run through the Self-Supporting divisions of the Continuing Education Programs. This means that your tuition fee will not be refunded if you fail to show up for class, or you fail complete the course. The Basic RiderCourse is conducted at a pace that results in successful completion for most novice riders. However, if you experience significant difficulty or become a safety risk to yourself or others, you will not be permitted to continue to ride.

We provide the motorcycles. We recommend you bring your own DOT approved helmet, but our sites do have a limited

supply of loaner helmets in the event you don't have your own. In addition, you will be required to wear eye protection, a long sleeved shirt or jacket, long pants (preferably denim), over the ankle footwear and full fingered gloves (preferably leather). "Acceptable Footwear for Riding Activities includes any over-the-ankle "leather" footwear. Hiking boots and tennis type shoes that cover the ankle and are reinforced with padding and thick canvas or leather are also acceptable." .

To view a video about the BRC, visit the MSF website at [www.msf-usa.org](http://www.msf-usa.org).

Upon successful completion of the BRC, you will be issued a skills waiver card for the NCDMV. This means the DMV will not require you to take their motorcycle riding test. You will still be required to visit your local DMV office and take their written exam before being issued a motorcycle endorsement.

**Course Hours:** 20

**Course Fee:** \$152

**Instructor:** TBA

**Location:** Tri-County Airport, Ahoskie, NC

Days	Time	Beg Date	End Date
F,SAT,SUN	6-10 PM, 8 AM-5 PM	09/18/15	09/20/15

**Title: Basic Rider Course**

**Course Hours:** 20

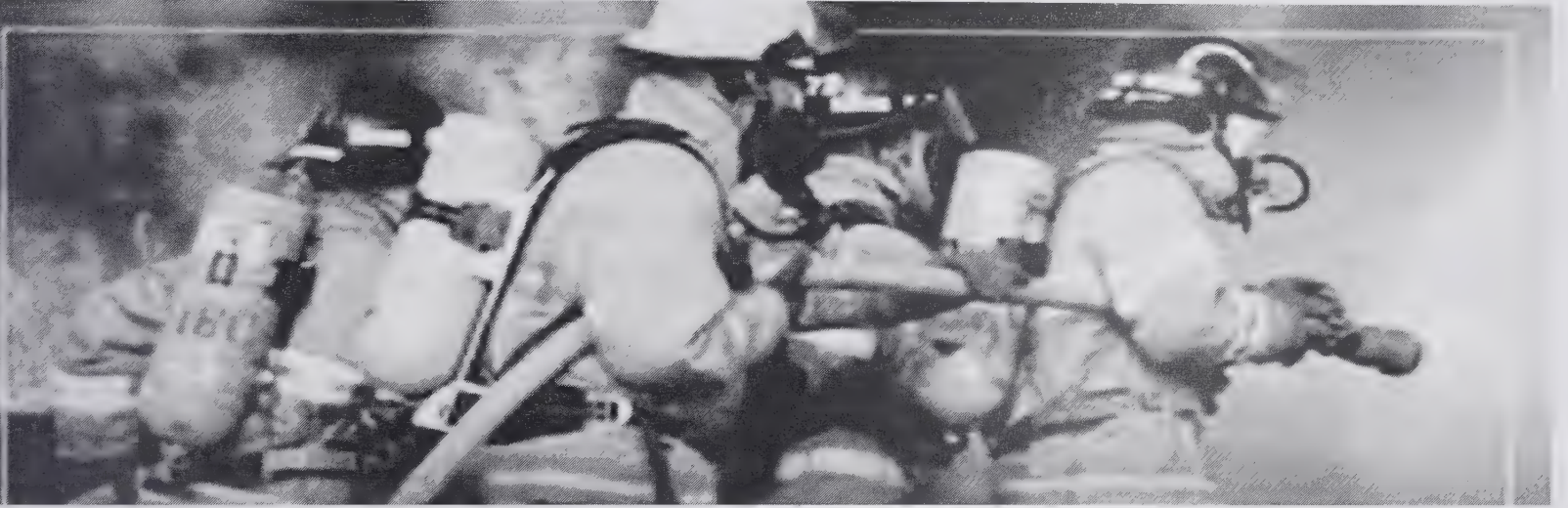
**Course Fee:** \$152

**Instructor:** TBA

**Location:** Tri-County Airport, Ahoskie, NC

Days	Time	Beg Date	End Date
F,SAT,SUN	6-10 PM, 8 AM-5 PM	11/13/15	11/14/15





**Law Enforcement (In-Service Training)** will be offered each semester. For more information on Law Enforcement classes, please contact Kelly Wiggins at 252.862.1266.

**Fire Certification classes and other related topics** are offered through the R-CCC training program. For more information on Fire/Rescue classes, please contact Kelly Wiggins at 252.862.1266.



# EMT Basic/Intermediate/Paramedic/EMS Certification/CPR

## BLS Level Courses

### Title: CPR Refresher

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
T	9 AM - 1 PM	09/01/15	09/01/15

### Title: CPR Refresher

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
TH	9 AM - 1 PM	09/03/15	09/03/15

### Title: EMT Basic In-Service Training

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
T	9 AM - 1 PM	10/27/15	10/27/15

### Title: EMT Basic In-Service Training

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
TH	9 AM - 1 PM	10/29/15	10/29/15

### Title: Preparatory

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
M	9 AM - 1 PM	11/16/15	11/16/15

### Title: Preparatory

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
W	9 AM - 1 PM	11/18/15	11/18/15



**Title: Airway**

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
M	9 AM - 1 PM	12/14/15	12/14/15

**Title: Airway**

**Course Description:** This course will provide education dealing with EMT Basic requirements

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Herbert Copeland

**Location:** Nucor Steel

Days	Time	Beg Date	End Date
W	9 AM - 1 PM	12/16/15	12/16/15

**BLS and ALS Courses  
(to Intermediate level)**

**Title: Cardiovascular**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Carla Godwin

**Location:** Hertford County EMS

Days	Time	Beg Date	End Date
T	7-10 PM	08/25/15	08/25/15

**Title: Preparatory**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Carla Godwin

**Location:** Hertford County EMS

Days	Time	Beg Date	End Date
T	7-10 PM	09/22/15	09/22/15

**Title: Bloodborne Pathogens**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Carla Godwin

**Location:** Hertford County EMS

Days	Time	Beg Date	End Date
T	7-10 PM	10/27/15	10/27/15

**Title: Airway/Ventilations**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Carla Godwin

**Location:** Hertford County EMS

Days	Time	Beg Date	End Date
T	7-10 PM	11/24/15	11/24/15



**Title: Environmental Emergencies**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Carla Godwin

**Location:** Hertford County EMS

Days	Time	Beg Date	End Date
T	7-10 PM	12/22/15	12/22/15

**Title: Patients with Special Needs**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Ian Trainor

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	08/18/15	08/18/15

**BLS and ALS Courses  
(to Paramedic level)**

**Title: CPR Refresher**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Andrews

**Location:** White Oak

Days	Time	Beg Date	End Date
T	6-10 PM	08/11/15	08/11/15

**Title: Pharmacology**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Paul Nowell

**Location:** Conway-Severn

Days	Time	Beg Date	End Date
W	7-10 PM	08/19/15	08/19/15

**Title: Infectious & Communicable Diseases**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Leicester

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	08/18/15	08/18/15

**Title: Documentation**

**Course Description:** This course will provide education dealing with EMT Paramedic requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Steven Clark

**Location:** Northampton EMS

Days	Time	Beg Date	End Date
W	7-10 PM	08/26/15	08/26/15



### Title: Patients with Special Needs

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Leicester

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	09/08/15	09/08/15

### Title: Infectious & Communicable Diseases

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Andrews

**Location:** White Oak

Days	Time	Beg Date	End Date
T	6-10 PM	09/15/15	09/15/15

### Title: Environmental Emergencies

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Ian Trainor

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	09/15/15	09/15/15

### Title: Patients with Special Needs

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Paul Nowell

**Location:** Conway-Severn

Days	Time	Beg Date	End Date
W	7-10 PM	09/16/15	09/16/15

### Title: Pharmacology

**Course Description:** This course will provide education dealing with EMT Paramedic requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Steven Clark

**Location:** Northampton EMS

Days	Time	Beg Date	End Date
W	7-10 PM	09/30/15	09/30/15

### Title: Environmental Emergencies

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Leicester

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	10/13/15	10/13/15

### Title: Endocrine Emergencies

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Ian Trainor

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	10/20/15	10/20/15



**Title: Patients with Special Needs**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Andrews

**Location:** White Oak

Days	Time	Beg Date	End Date
T	6-10 PM	10/20/15	10/21/15

**Title: Infectious & Communicable Diseases**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Paul Nowell

**Location:** Conway-Severn

Days	Time	Beg Date	End Date
W	7-10 PM	10/21/15	10/21/15

**Title: EMT Paramedic In-Service Training**

**Course Description:** This course will provide education dealing with EMT Paramedic requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Steven Clark

**Location:** Northampton EMS

Days	Time	Beg Date	End Date
W	7-10 PM	10/28/15	10/28/15

**Title: Endocrine Emergencies**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Andrews

**Location:** White Oak

Days	Time	Beg Date	End Date
T	6-10 PM	11/10/15	11/10/15

**Title: Endocrine Emergencies**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Leicester

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	11/10/15	11/10/15

**Title: Medical Emergencies**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Ian Trainor

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	11/17/15	11/17/15



**Title: EMT Paramedic In-Service Training**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Paul Nowell

**Location:** Conway-Severn

Days	Time	Beg Date	End Date
W	7-10 PM	11/18/15	11/18/15

**Title: Infectious & Communicable Diseases**

**Course Description:** This course will provide education dealing with EMT Paramedic requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Steven Clark

**Location:** Northampton EMS

Days	Time	Beg Date	End Date
W	7-10 PM	11/25/15	11/25/15

**Title: Medical Emergencies**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Leicester

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	12/8/15	12/8/15

**Title: Medical Emergencies**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Leicester

**Location:** Bertie ES

Days	Time	Beg Date	End Date
T	8:30 - 11:30 AM	12/15/15	12/15/15

**Title: EMT Paramedic In-Service Training**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 4

**Course Fee:** \$70 unless exempt

**Instructor:** Matt Andrews

**Location:** White Oak

Days	Time	Beg Date	End Date
T	6-10 PM	12/15/15	12/15/15

**Title: Documentation**

**Course Description:** This course will provide education dealing with EMT Intermediate requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Paul Nowell

**Location:** Conway-Severn

Days	Time	Beg Date	End Date
W	7-10 PM	12/16/15	12/16/15



## Specialty Course

### Title: Patients with Special Needs

**Course Description:** This course will provide education dealing with EMT Paramedic requirements.

**Course Hours:** 3

**Course Fee:** \$70 unless exempt

**Instructor:** Steven Clark

**Location:** Northampton EMS

Days	Time	Beg Date	End Date
W	7-10 PM	12/30/15	12/30/15

### Title: Emergency Medical Technician-Basic

**Course Description:** This course will teach participants the fundamental components necessary for the Basic EMT. Upon successful completion of the course participants will be eligible to take the OEMS certification exam. For more information call Fred Curley at 862-1266.

**Course Hours:** 200

**Course Fee:** \$180 unless exempt

**Instructor:** Staff

**Location:** TBA

Days	Time	Beg Date	End Date
M, TH	6-10 PM	TBA	TBA

### Title: Emergency Medical Technician-Basic

**Course Description:** This course will teach participants the fundamental components necessary for the Basic EMT. Upon successful completion of the course participants will be eligible to take the OEMS certification exam. For more information call Fred Curley at 862-1266.

**Course Hours:** 200

**Course Fee:** \$180 unless exempt

**Instructor:** Staff

**Location:** RCCC

Days	Time	Beg Date	End Date
M, T, TH, F	8 AM - 5 PM	TBA	TBA



### Title: American Heart Association BLS Healthcare Provider

**Course Description:** This American Heart Association course is an initial BLS CPR

course for individuals in the healthcare setting. Participants who successfully complete the course will receive a provider card from AHA valid for 2 years.

**Course Hours:** 8

**Course Fee:** \$70 unless exempt

**Instructor:** Staff

**Location:** RCCC

Days	Time	Beg Date	End Date
TBA	8 AM - 5 PM	TBA	TBA

### Title: First Aid and Heartsaver CPR

**Course Description:** This American Heart Association course is an initial course that teaches the fundamentals of first aid, medical and environmental emergencies and CPR/AED. Participants who successfully complete the course will receive a provider card from AHA valid for 2 years.

**Course Hours:** 8

**Course Fee:** \$70 unless exempt

**Instructor:** Staff

**Location:** RCCC

Days	Time	Beg Date	End Date
TBA	8 AM - 5 PM	TBA	TBA



# SMALL BUSINESS CENTER

## Title: How to Start A Business

**Course Description:** Starting your own business is a big step in your career. Proper planning includes knowing your dreams and goals, making a business plan, measuring your progress and managing your business for success.

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Larry Biggs

**Location:** Jernigan 126

Days	Time	Beg Date	End Date
T	6-8 PM	08/18/15	08/18/15

## Title: How To Write A Business Plan

**Course Description:** This seminar will review the need for a business plan and help participants understand the necessary requirements of a complete plan. We will provide the tips on preparing a plan you can take to the bank and use as a road map to guide your business.

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Ed Ormsby

**Location:** Jernigan 126

Days	Time	Beg Date	End Date
T	6-8 PM	08/25/15	08/25/15

## Title: Marketing Your Business

**Course Description:** Learn how to identify your market, your competitors and your opportunities. This seminar will make you ask yourself tough questions before you invest in a product or service that may not be right for you or the market.

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Ed Ormsby

**Location:** Jernigan 126

Days	Time	Beg Date	End Date
T	6-8 PM	09/01/15	09/01/15

## Title: Improving Small Business Record Keeping Using Excel 1

**Course Description:** Using Excel to Improve Record Keeping Practices

**Course Hours:** 3

**Course Fee:** Free

**Instructor:** Darius Jones

**Location:** Freeland 104

Days	Time	Beg Date	End Date
TH	6-9 PM	09/10/15	09/10/15

## Title: Financing Your Business

**Course Description:** This seminar is designed to assist you in pursuing business financing from many different sources. A Financial Representative will deliver an overview on the different loan programs available and how to prepare your applications. Bring your questions!

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Ed Timberlake

**Location:** Jernigan 126

Days	Time	Beg Date	End Date
T	6-8 PM	09/15/15	09/15/15

## Title: Improving Small Business Record Keeping Using Excel 2

**Course Description:** Using Excel to Improve Record Keeping Practices

**Course Hours:** 3

**Course Fee:** Free

**Instructor:** Darius Jones

**Location:** Freeland 104

Days	Time	Beg Date	End Date
TH	6-9 PM	09/17/15	09/17/15



**Title: Business Taxes**

**Course Description:** Understanding the different payroll and business taxes and the reporting requirements

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Rhonda High

**Location:** Jernigan 126

Days	Time	Beg Date	End Date
T	6-8 PM	09/22/15	09/22/15

**Title: Small Business Accounting Using QuickBooks 1**

**Course Description:** Small Business Accounting Using QuickBooks 1

**Course Hours:** 3

**Course Fee:** Free

**Instructor:** Terry Cusack

**Location:** Freeland 105

Days	Time	Beg Date	End Date
M	2-5 PM	09/28/15	09/28/15

**Title: Small Business Accounting Using QuickBooks 2**

**Course Description:** Small Business Accounting Using QuickBooks 2

**Course Hours:** 3

**Course Fee:** Free

**Instructor:** Terry Cusack

**Location:** Freeland 105

Days	Time	Beg Date	End Date
W	2-5 PM	09/30/15	09/30/15

**Title: Basics of Bookkeeping**

**Course Description:** Basic principles of accounting and record keeping for Small Business

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Kim Beauchamp

**Location:** Freeland 140

Days	Time	Beg Date	End Date
TH	6-8 PM	10/01/15	10/01/15

**Title: How to Start a Home-Based Business**

**Course Description:** Learn about businesses you can start from your home and what you need to get started.

**Course Hours:** 2.5

**Course Fee:** Free

**Instructor:** Steve Carver

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T	6-8:30 PM	10/27/15	10/27/15

**Title: How to Find Your Customers**

**Course Description:** This seminar will show you how to research your area and determine your potential clients

**Course Hours:** 2.5

**Course Fee:** Free

**Instructor:** Steve Carver

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T	6-8:30 PM	11/3/15	11/3/15



**Title: Adding Internet Retail Sales to your Business**

**Course Description:** How to add Internet sales as a component of your business operations

**Course Hours:** 2.5

**Course Fee:** Free

**Instructor:** Steve Carver

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T	6-8:30 PM	11/10/15	11/10/15

**Title: Improving Personal Credit Score & Business Credit Rating**

**Course Description:** The things you need to know about improving your credit score and business credit history. Learn what factors are used to determine credit scores and what you should be doing to help you reach acceptable scores.

**Course Hours:** 2.5

**Course Fee:** Free

**Instructor:** Steve Carver

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T	6-8:30 PM	11/17/15	11/17/15

**Title: Finding the Right Location for Your Business**

**Course Description:** Understanding the importance of locating a business where customers can easily find you.

**Course Hours:** 2.5

**Course Fee:** Free

**Instructor:** Steve Carver

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T	6-8:30 PM	11/24/15	11/24/15

**Title: Business Plan Workshop (Session 1)**

**Course Description:** This seminar will provide a slower paced step-by-step process on how to organize and write an effective business plan (Session 1)

**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Dan Joyner

**Location:** Freeland 140

Days	Time	Beg Date	End Date
T	6-8 PM	12/8/15	12/8/15

**Title: Business Plan Workshop (Session 2)**

**Course Description:** This seminar will provide a slower paced step-by-step process on how to organize and write an effective business plan (Session 1)

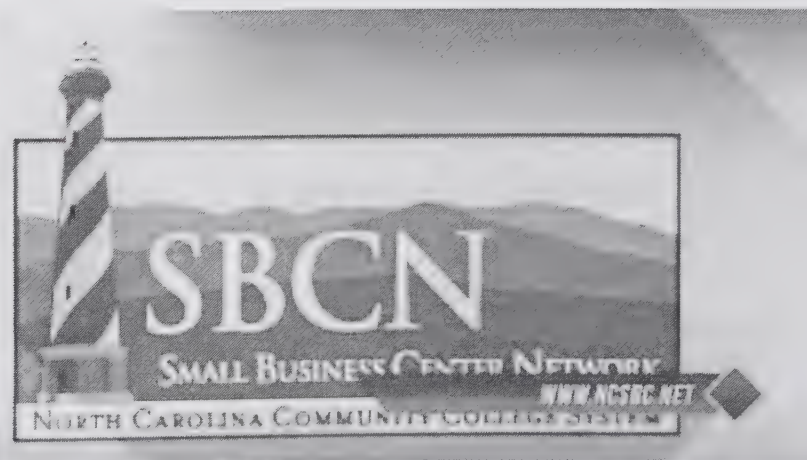
**Course Hours:** 2

**Course Fee:** Free

**Instructor:** Dan Joyner

**Location:** Freeland 140

Days	Time	Beg Date	End Date
TH	6-8 PM	12/10/15	12/10/15





# BASIC SKILLS

## Title: Basic Skills

**Course Description:** Basic Skills Education classes are tuition-free programs offered on campus and throughout Hertford County for the adult learner. For information about Basic Skills Education and/or Basic Skills Programs, including Adult Basic Education (ABE), General Educational Development (GED), Adult High School (AHS), Life Skills, Compensatory Education, English as a Second Language (ESL) and Pathways to Employment, please contact Michele Meisheid at 252-862-1252.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** TBA

**Location:** R.L. Vann School

Days	Time	Beg Date	End Date
M, W	1-4 PM	08/17/15	12/14/15

## Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** TBA

**Location:** TECS-Jackson

Days	Time	Beg Date	End Date
TBA	TBA	TBA	TBA

## Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** L. Morin

**Location:** Chowan University-Reed Hall Murfreesboro

Days	Time	Beg Date	End Date
M, T, W, TH	8:30-11:30 AM	08/17/15	12/14/15

## Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** L. Morin

**Location:** Chowan University-Reed Hall Murfreesboro

Days	Time	Beg Date	End Date
M, T, W, TH	12:30-2:30 PM	08/17/15	12/14/15

## Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** TBA

**Location:** Hertford Co. Office of Aging (Senior Center)

Days	Time	Beg Date	End Date
M, W	9 AM-12 NOON	08/17/15	12/14/15

## Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** M. Worthington

**Location:** All God's Children Church

Days	Time	Beg Date	End Date
T, TH	9 AM-12 NOON	08/18/15	12/15/15



### Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** C. Vinson

**Location:** West Bertie Elementary School

Days	Time	Beg Date	End Date
T, TH	5:30-8:30 PM	08/18/15	12/15/15

### Title: Basic Skills

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** C. Vinson

**Location:** Woodland Olney School

Days	Time	Beg Date	End Date
M, T	9 AM-12 NOON	08/17/15	12/15/15

### Title: Basic Skills-Math

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** M. Lewis

**Location:** R-CCC, Math Lab, #YOU-125C

Days	Time	Beg Date	End Date
M, T, W, TH	8-9:30 AM	08/17/15	12/14/15

### Title: Basic Skills-Math

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** M. Lewis

**Location:** R-CCC, Math Lab, #YOU-125C

Days	Time	Beg Date	End Date
M, T, W, TH	9:30-11 AM	08/17/15	12/14/15

### Title: Basic Skills-Math

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** M. Lewis

**Location:** R-CCC, Math Lab, #YOU-125C

Days	Time	Beg Date	End Date
M, T, W, TH	11 AM-12 NOON	08/17/15	12/14/15

### Title: Basic Skills Social Studies

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** L. Pierce

**Location:** R-CCC, Reading Lab, #YOU-125B

Days	Time	Beg Date	End Date
M, T, W, TH	8-9:30 AM	08/17/15	12/14/15



**Title: Basic Skills Social Studies**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** L. Pierce

**Location:** R-CCC, Reading Lab, #YOU-125B

Days	Time	Beg Date	End Date
M, T, W, TH	9:30-11 AM	08/17/15	12/14/15

**Title: Basic Skills Social Studies**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** L. Pierce

**Location:** R-CCC, Reading Lab, #YOU-125B

Days	Time	Beg Date	End Date
M, T, W, TH	11AM-12 NOON	08/17/15	12/14/15

**Title: Basic Skills Language Arts-Rdg./Wrtg.**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** C.Moore

**Location:** R-CCC, Writing Lab, #YOU-125A

Days	Time	Beg Date	End Date
M, T, W, TH	8-9:30 AM	08/17/15	12/14/15

**Title: Basic Skills Language Arts-Rdg./Wrtg.**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** C.Moore

**Location:** R-CCC, Writing Lab, #YOU-125A

Days	Time	Beg Date	End Date
M, T, W, TH	9:30-11 AM	08/17/15	12/14/15

**Title: Basic Skills Language Arts-Rdg./Wrtg.**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** C.Moore

**Location:** R-CCC, Writing Lab, #YOU-125A

Days	Time	Beg Date	End Date
M, T, W, TH	11 AM-12 NOON	08/17/15	12/14/15

**Title: Basic Skills Refresher-Hybrid**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** L. Pierce

**Location:** R-CCC, Reading Lab, #YOU-125B

Days	Time	Beg Date	End Date
M, W	1-3 PM	08/01/15	12/31/15



**Title: Basic Skills Science**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** A. Swain

**Location:** R-CCC, Reading Lab, #YOU-125C

Days	Time	Beg Date	End Date
T, TH	1-3 PM	08/18/15	12/10/15

**Title: Basic Skills**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** C. Cofield

**Location:** R-CCC, Writing Lab, #YOU-125A

Days	Time	Beg Date	End Date
M, W	6-9 PM	08/17/15	12/14/15

**Title: Basic Skills**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** B. Woodhouse

**Location:** R-CCC, Reading Lab, #YOU-125B

Days	Time	Beg Date	End Date
T, TH	6-9 PM	08/17/15	12/14/15

**Title: English as a Second Language**

**Course Description:** ESL is a program of instruction designed to help adults with limited or no English language proficiency improve their English, reading, writing and communication skills. For more information on ESL classes, please contact Michele Meischeid at 252-862-1252.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** T. Marry

**Location:** R-CCC, Math Lab, #YOU-125C

Days	Time	Beg Date	End Date
M, W	5:30-8:30 PM	09/08/15	12/14/15

**Title: Basic Skills**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** B. Woodhouse

**Location:** R-CCC, #YOU-105

Days	Time	Beg Date	End Date
M, T, W, TH	8:30 AM-12:30 PM	08/17/15	12/14/15

**Title: Basic Skills Science**

**Course Description:** For adults who wish to improve their reading, math, science, social studies and language skills and to prepare for the GED test.

**Course Hours:** 0

**Course Fee:** Free

**Instructor:** A. Swain

**Location:** TBA

Days	Time	Beg Date	End Date
M, W	8:30 AM-10 PM	08/17/15	12/14/15





# SECU Continuing Education **SCHOLARSHIP PROGRAM**

*Scholarship Applications Available in  
**Financial Aid Office***

## **Contact Information**

[www.roanokechowan.edu](http://www.roanokechowan.edu)  
109 Community College Rd  
Ahoskie, NC 27910





Financial Aid  
Stacey Hoggard  
252.862.1244

Scholarship Coordinator  
Andrea Glaze  
252.862.1202



[www.roanokechowan.edu](http://www.roanokechowan.edu)

## **Scholarship Funds Available for Continuing Education Classes including:**

-  Certified Nursing Assistant I
-  Certified Nursing Assistant II
-  Emergency Medical Technician Basic
-  Welding Plate

**FALL  
DEADLINE**

**AUGUST 3  
2015**

**SPRING  
DEADLINE**

**DECEMBER 11  
2015**

# **SECU Foundation**

PEOPLE HELPING PEOPLE



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*The fields Below will updated all other links within this PDF file. Please update them with your information.*

**Institutions's Name:**

**Department Name:**

**Street Address:**

**City, State, Zip:**

**Web Address:**

**Phone:**

**Price:**

**Season:**



# Roanoke-Chowan Community College

Continuing Education/Workforce Development

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)

Fall 2015

Our online courses  
are open to everyone!

expert  
instructors



affordable  
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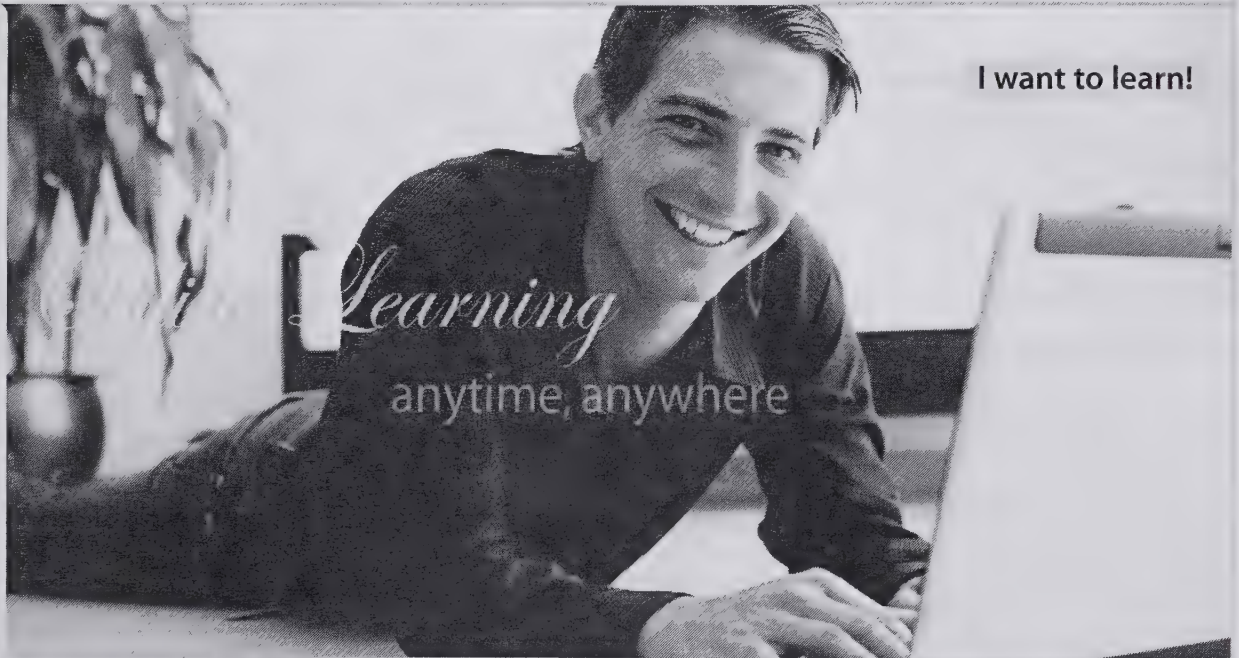
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Learn from the  
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I want to learn!

Online learning anytime, anywhere ... just a click away!

## Take Control of Your Windows Vista PC

See Page 9

## Market Your Business on the Internet

See Page 3

## Make Money Writing Grants

See Page 4

## Increase Your Programming Skills

See Page 10

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)

Instructor-Facilitated Online Learning

Course  
Fees Start  
at Just  
**\$75 & up**



# Welcome

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

## Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

## Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

## How to Get Started:

1. Visit our Online Instruction Center:

**[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)**

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

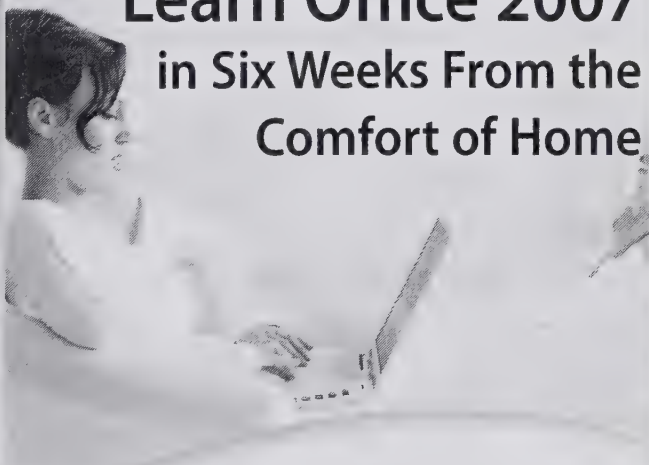
Roanoke-Chowan Community College

Continuing Education/Workforce Development

Instructor-Facilitated

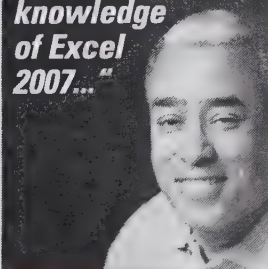
# Online Courses

**Learn Office 2007  
in Six Weeks From the  
Comfort of Home**



**Microsoft Courses**

*"...I really feel I  
have grown  
and have a better  
knowledge  
of Excel  
2007..."*



**Enroll Now!**

Visit us for more details!

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)

or call  
**252.862.1307**

### Intro to Microsoft Word 2007

Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

### Intro to Microsoft Excel 2007

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

### Intro to Microsoft PowerPoint 2007

Learn to create impressive slide presentations filled with visually stimulating elements.

### Intro to Microsoft Access 2007

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

### Intro to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

### Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced) | **ed2go**



## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### BUSINESS COURSES

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

#### Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

#### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

#### Principles of Sales Management

Master the art of managing sales teams from a sales pro.

#### Successful Construction

##### Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management.

#### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

#### Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

#### Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

#### Introduction to Peachtree Accounting

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

### BUSINESS COURSES

#### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

#### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

#### PMP Certification Prep 1

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

#### Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

*The course was tremendously informative and helpful. I strongly encourage this class to be taken by any Supervisor that's gone from being an employee to now having the Boss title(smile). The rewards can be great!!! SUPER!!*

#### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

#### Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

#### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

#### High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

#### Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

#### Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

### START YOUR OWN BUSINESS

#### Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

#### Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

#### Start Your Own eBay Drop Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

#### Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

#### Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

#### Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

#### Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

#### Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

#### Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

#### Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

#### Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Several new courses launch every month! Visit our website to browse the entire catalog.

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)



## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### GRANT WRITING/NONPROFITS

#### Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

#### Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

#### Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

#### Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

#### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

#### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

#### Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

#### Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

**Gain Valuable  
Computer Skills  
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of your home!



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learn more.

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### CAREER IDEAS

#### Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

#### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

*As a newcomer to the field of technical writing, I found this course particularly useful. I feel it has afforded me a great foundation on which I can further build my skills.*

#### Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

#### Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

#### Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

#### Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

#### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

#### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

### PERSONAL DEVELOPMENT

#### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

#### Individual Excellence

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

#### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

*The instructor did a great job choosing what to cover. The material was well presented and touched on many interesting topics. I definitely recommend this course not only to those who are shy, but to anyone who would like pointers in improving him or herself.*

#### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

*This course gave me the confidence to re-enter the workforce. I will be able to apply for jobs that ask for computer knowledge without feeling unsure of my capabilities.*

#### Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Several new courses launch every month! Visit our website to browse the entire catalog.

[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)



## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### PERSONAL ENRICHMENT

#### Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

#### Goodbye to Shy

Become more confident in social, professional, and romantic situations.

*Goodbye to Shy" was a wonderful course, and Kim was a wonderful instructor - very positive and encouraging. As a shy person, I felt empowered by that encouragement, and I really feel a difference in my life already, a willingness to try and a greatly reduced fearfulness. Thank you, Kim!*

#### Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

#### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

*Each ed2go course comes equipped with a pattern book and a CD-ROM.*

#### Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

#### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

#### Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

*The instructor is highly qualified to teach this course, and has organized an excellent, informative course that met my expectations. I would recommend this course to anyone who would like to gain the knowledge and confidence to help your family or others you may encounter who are having a medical emergency.*

### TEST PREP

#### GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

#### Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

#### Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series.

#### SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

#### SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

#### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

*I just wanted to thank you for the course and being able to do them on the internet. With my work schedule it was helpful to me. I can finally get my GED*

#### GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

#### GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.

#### LSAT Preparation - Part 1

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

#### LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

### DIGITAL PHOTOGRAPHY

#### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

#### Photoshop Elements

##### **I and II are now available!**

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

#### Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

#### Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

## No More Film!

Go Digital.  
ed2go courses will guide you through the world of **Digital Photography!**

- Discover the possibilities
- Learn to use photograph enhancement tools
- Explore new tricks and strategies
- Receive expert advice on taking better photographs

Visit our site to learn more.  
[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)

Several new courses launch every month! Visit our website to browse the entire catalog.  
[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)



## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### ENTERTAINMENT

#### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

#### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

#### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

### FAMILY & FRIENDS

#### Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

#### Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

#### Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

*This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.*

#### Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

#### Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

#### Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

#### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

### LANGUAGES

#### Speed Spanish I

##### ***II and III are now available!***

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

#### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

#### Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

#### Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

#### Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

#### Conversational Japanese

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.

### ART, HISTORY, MATH, & MORE

#### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

#### Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

#### Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

#### Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

### LAW & LEGAL CAREERS

#### Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

#### Introduction to Criminal Law **2 courses available!**

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

#### Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

#### Winning Strategy for the Courtroom

Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

#### Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

#### Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

#### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

#### Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

#### Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

#### LSAT Preparation - Course 1 of 2

Learn about law school entrance procedures and improve your test-taking skills.

#### Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Several new courses launch every month! Visit our website to browse the entire catalog.  
[www.ed2go.com/roanokecd](http://www.ed2go.com/roanokecd)



## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### PERSONAL FINANCE

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

#### Where Does All My Money Go?

Learn how to get control of your money once and for all.

#### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

*Convenient, Affordable, and Effective*

*Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.*

#### Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

*I loved this course and felt it was really well done. Thank you.*

#### Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

#### The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

#### Introduction to Stock Options

Learn how stock options can help you profit in any type of market.

#### Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

#### Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

### HEALTH CARE

#### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

#### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

#### Medical Terminology:

A Word Association Approach  
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

#### Human Anatomy and Physiology

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

#### Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

### HEALTH CARE

#### Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

#### Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

#### Certificate in End of Life Care

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

#### Certificate in Gerontology

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

#### Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

## Online Courses For Becoming Veterinary Assistants



### Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

**New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills

Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.



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Several new courses launch every month! Visit our website to browse the entire catalog.

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## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### TEACHING

#### Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

#### Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

#### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

#### Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

#### Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

#### The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

#### Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

#### Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

#### Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

#### Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

### TEACHING

#### Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

#### Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers.

#### Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

#### Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

#### Microsoft PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

#### Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

#### Teaching Students With Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

#### Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

#### Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

### WRITING

#### Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Write Your Life Story

Give your family and friends an inspirational autobiography.

#### Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

#### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

#### Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

#### Write Fiction Like a Pro

Author teaches you how professional writers use story outlines to structure any type of story.

#### The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

#### Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published.

#### Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

#### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

#### A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.



## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### WRITING

#### Forensic Science For Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

#### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

#### Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

#### Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

#### Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

### BASIC COMPUTER LITERACY

#### Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

#### Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look.

#### Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

#### Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

#### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

#### Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

### COMPUTER APPLICATIONS

#### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

#### Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

#### Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

#### Introduction to Microsoft Access

##### **(Intermediate course available)**

Store, locate, print, and automate access to all types of information.

#### Introduction to Microsoft Excel

##### **(Intermediate course available)**

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

#### Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

#### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

#### Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

#### Introduction to Microsoft Outlook

Communicate and manage information better and faster.

#### Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

#### Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

#### Introduction to Microsoft Office Accounting Professional

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

### COMPUTER APPLICATIONS

#### Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

#### Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

#### Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

#### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll.

#### QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success.

#### Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

#### Intermediate Photoshop CS3

##### **(CS2 intermediate course available)**

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

#### Introduction to CorelDraw

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

#### Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

#### Introduction to Adobe InDesign CS3

You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

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## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### WEB DESIGN

#### Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

#### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

#### Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

#### Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

#### Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

#### Designing Effective Websites

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

#### Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

#### Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

#### Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author.

#### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

#### Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

### WEB PROGRAMMING

#### Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

#### Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

#### Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

#### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

#### Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

#### High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

#### Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

#### Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

### COMPUTER PROGRAMMING

#### Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

#### Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

#### Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

#### Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

#### Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

#### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

#### Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

#### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

## Online Courses from the comfort of home.

Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

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## Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

### CERTIFICATION PREP

**Basic CompTIA® A+ Certification Prep**  
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

**CompTIA Security+ Certification Prep**  
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

**CompTIA® Network+ Certification Prep**  
Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

### NETWORKING/TROUBLESHOOTING

**Introduction to PC Troubleshooting**  
Learn to decipher and solve almost any problem with your PC.

**Introduction to Networking  
(Intermediate course available)**  
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

**Wireless Networking**  
Industry expert shows you how to plan, deploy, and connect to wireless networks.

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

### NEW RELEASES

**Teaching ESL/EFL Reading**  
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

**Performing Payroll in QuickBooks 2009**  
Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

**Practical Ideas for the Adult ESL/EFL Classroom**  
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

**What's New in Microsoft Office 2007**  
Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

**Homeschool With Success**  
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

**Easy Classroom Podcasting**  
In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

**Making Age an Asset in Your Job Search**  
This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

**Intermediate Microsoft Word 2007**  
Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

**Intermediate Microsoft Access 2007**  
Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

**Photographing Nature with Your Digital Camera**  
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

**Photoshop Elements 7 for the Digital Photographer**  
In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

**Introduction to Visual Basic 2008**  
Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

### How to Get Started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

### Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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### Learn a New Language

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Fall 2015

## Roanoke-Chowan Community College

Continuing Education/Workforce Development

109 Community College Road

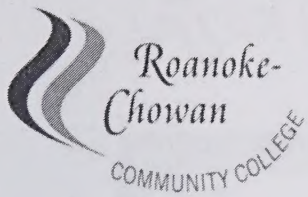
Ahoskie, NC 27910



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# Continuing Education Course Registration Form

109 Community College Road \* Ahoskie, NC 27910 \* [www.roanokechowan.edu](http://www.roanokechowan.edu)  
252.862.1200 \* 252.862.1357 (fax)

Course Title: \_\_\_\_\_ Section Number/Term: \_\_\_\_\_

Social Security # or Colleague ID#: \_\_\_\_\_ Date of Birth (M/D/Y): \_\_\_\_\_

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
(please print & no nicknames)

Address: \_\_\_\_\_ (check here if new address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State (residence): \_\_\_\_\_ County (residence): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Ethnicity:  Hispanic/Latino  Non Hispanic/Latino  
Gender:  Male  Female

Race:  White  American Indian/Alaska Native  Black /African American  
 Asia  Hawaiian/Pacific Islander  Other (specify) \_\_\_\_\_

Please circle highest level of education completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED

One-Year Vocational Diploma 14 Associate Degree 15 Bachelor's Degree 16 Master's Degree or Higher 17

Employment Status:  Retired  Full-Time  Part-Time  Unemployed-Not Seeking  Unemployed-Seeking

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

### Fee Waiver, if appropriate/Check all or any that apply:

Paid Fireman  Volunteer EMT  Law  Human Resources Dev.  
 Volunteer Fireman  Paid EMT  Inmate

If fee waived list agency affiliation: \_\_\_\_\_ Job Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

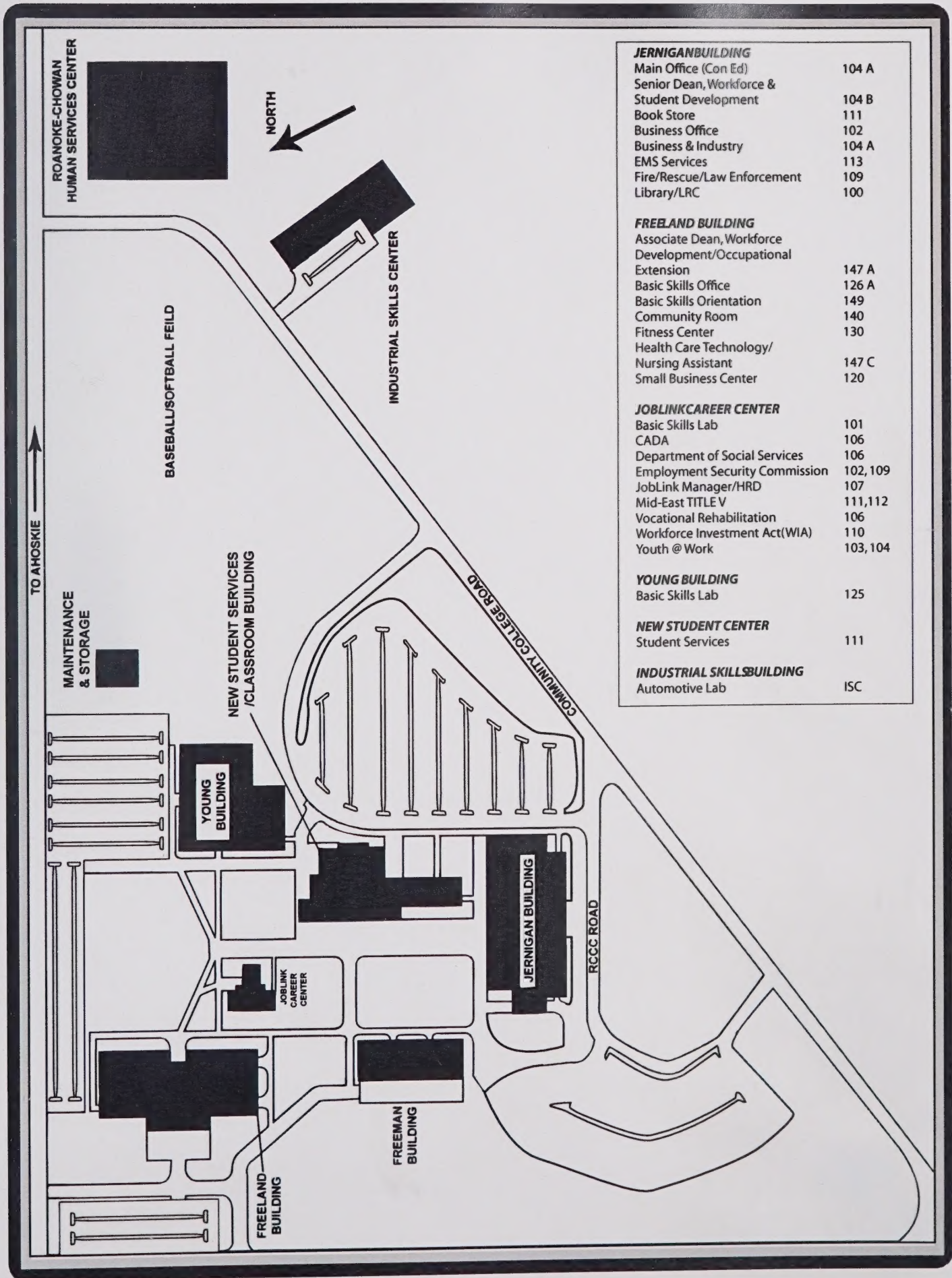
RCCC 402 Aug. '13 Previous editions obsolete







# R-CCC CAMPUS MAP







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