

OUT AND ABOUT ITEMS - Martin Community College – August, 2015

SEPTEMBER 2015 MARTIN COUNTY – MCC CAMPUS

September 9, 16, 23, 30

TEST PREP: **CRC/Work Keys preparation lab**, open on Wednesdays from 5:30 to 8:30 pm, in room 33 of building 1 on the MCC campus. CRC/Work Keys is a nationally recognized skills certification, now essential in obtaining employment. The test is also available at MCC. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 8

CLASS: **Basic welding** and cutting techniques offered through the MCC Division of Continuing Education. Students will learn how to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. This 96 hour class meets on Tuesday and Thursday evenings from 5-9, starting on September 9 and ending on December 2 in room 28 of building 1 on the MCC campus in Williamston. The instructor is Ryal Watkins. The fee is \$180. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Sign Language** course will meet on Tuesdays and Wednesdays from 6 to 9 pm, beginning on September 8 and ending on November 3. In this course, you will acquire body language, facial expression, and movements for conceptual signs. Cassandra Purvis will be the instructor. The fee is \$125. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 9

CLASS: **Career Pathways in Healthcare** is a 24 hour prerequisite class for all MCC Health Care classes. This session will be conducted on Mondays and Wednesdays, from 6 am to 9 pm, in room 26 of building 4, on the MCC campus. It begins on September 9 and ends on October 5. Thomas Ruffin will be the instructor. The fee is \$70. However, students may be eligible to have this fee waived. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 10

CLASS: **AHA HCP CPR**, a 1-day, 8 hour class, on Thursday, September 10, from 8 am to 5 pm, in Building 4, room 30, on the MCC campus. The fee is \$70. Call 252-789-0248 or email lbond@martincc.edu to register.

CLASS: **How to Find Your Customers**, a class about collecting, analyzing and using market research to enhance your customer base, sponsored by the MCC Small Business Center on September 10, from 6 to 8 pm, in room 48-A of Building 4, on the MCC campus in Williamston. There is no fee for this class but pre-registration is required. Register online at <https://www.ncsbc.net/center.aspx?center=75300> or call Lena Jackson at 252-789-0201.

September 12

HEALTH CARE ORIENTATION: MCC Continuing Education Division sponsored training for everyone interested in one the division's health care programs will be available on Saturday, September 12, at 10 am, in room 14 of Building 1 on the MCC campus in Williamston. This required training provides potential students with valuable information regarding procedures and resources to help them be successful. For more information or assistance, contact: Callie Northern-Herring at 252-789-0216 or via email at cnorthern-herring@martincc.edu

September 14

CLASS: **Fork Lift Operator**, a 12 hour class, conducted on Mondays and Wednesdays (September 14 through September 23), from 3:30 to 6:30 pm, in Building 3, room 10, on the MCC campus. Taught by Roy Spell. The fee is \$70. Call 252-789-0248 to register or email lbond@martincc.edu for more information.

CLASS: **Notary Public** - September 14-15, taught by Bernadette Rodgers, from 5:30 to 9:00 pm, in Building 1, room 14, on the MCC campus. The fee is \$70 plus \$28 for the textbook. Call 252-789-0248 to register or email lbond@martincc.edu for more information.

CLASS: A seven week (162 hour) **Nurse Aide I Fast Track Day Course** on Mondays, Tuesdays, and Wednesdays beginning on September 14 and ending on November 9, from 8 am to 3 pm, in room 31 of building 1 on the MCC campus in Williamston. Students desiring to enroll in this class must meet admission requirements and have a HS diploma or GED. The fee for this class is \$180 and the textbook is \$59. Call 252-789-0248 or email lbond@martincc.edu for more information.

CLASS: **Nurse Aide II Course** (160 hours) teaches students how to provide personal care and perform basic nursing skills. It will be offered on Mondays, Wednesdays and Thursdays, from 6 to 9 pm, beginning on September 14 and ending on December 8, in room 31 of building 1 on the MCC campus. Students desiring to enroll in this class must have a High School Diploma or GED and listed on the NC Nurse Aide I Registry. Dawn Cherry is the Instructor. The fee for this class is \$180 and the textbook is \$88.

CLASS: **Digital Photography**, a 24 hour course on the nuts and bolts view of how to take good photographs and get more out of your digital camera, will be offered by MCC's Division of Continuing Education on Monday evenings from 6 to 9 pm, in room 32 of Building 1 on the MCC Campus in Williamston, from September 14 through November 9. Levance Mitchell will be the instructor. The class fee is \$70 and the book is \$43. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Upholstery course** offered through the MCC Division of Continuing Education. Learn how to reupholster chairs, sofas, sew cushions and skirts, retie and tie springs, brace frames, refinish legs, and more. Students will meet from 6 to 9 pm, on Tuesdays and Thursdays, in the white building on the MCC campus, beginning on September 15 and ending on December 10. Thomas Roberson will be the instructor. The class fee is \$35. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Cake Decorating** will meet on Mondays, from 6 to 9 pm, in room 29 of building 1, beginning on September 14 and ending on October 26, on the MCC campus in Williamston. Students will learn the fundamentals of cake decorating; piping, borders, flowers, writing, and color follow design. Wedding and special occasion cakes will be covered. Annette Holey will be the instructor. The class fee is \$35 but students will also need to buy equipment and supplies (roughly \$35). Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Line Dancing** will meet on Mondays, from 6:30 to 8:30 pm, in room 8 of building 1, beginning on September 14 and ending on December 7, on the MCC campus in Williamston. This fun course will focus on dance floor etiquette, finding the beat in music, and basic line dancing steps. Linda Brannon will be the instructor. The class fee is \$35. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 15

CLASS: **Financing Your Business**, a class that explores the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs, sponsored by the MCC Small Business Center, from 6 to 8 pm, in room 10-A of Building 1, on the MCC campus in Williamston. There is no fee for this class but pre-registration is required. Register online at <https://www.ncsbc.net/center.aspx?center=75300> or call Lena Jackson at 252-789-0201.

September 17

CLASS: **E-procurement seminar** on September 17, from 12:00 to 1:00 PM, in Room 32 of Building 1, on the MCC campus. This class will allow businesses to become registered vendors for the state of North Carolina's online procurement system. Vendors in the NC E-Procurement system receive preferential treatment in selling goods and services to Community Colleges and other participating entities. Representatives from E-Procurement office in Raleigh will conduct this seminar on the MCC campus where vendors can actually complete their registration, if desired. Due to limited space, attendees are **required to pre-register**. For more information, contact Lena Jackson at 252-789-0201 or via email at ljackson@martincc.edu. Online registration may be completed at <https://www.ncsbc.net/center.aspx?center=75300>

September 21

CLASS: A 2-day, **Independent Auto Dealer class** (September 21 & 22) taught by Edwin Brown from 6 to 9 pm, in Building 1, room 14, on the MCC campus. The fee is \$70. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 22

CLASS: **Your Small Business Taxes**, a seminar for both new and experienced business owners, covers the latest tax forms and procedures for both state and federal taxes, and how everyday business decisions can have tax implications on your bottom line, sponsored by the MCC Small Business Center on September 22, from 6 to 8 pm, in room 10-A of Building 1, on the MCC campus in Williamston. There is no fee for this class but pre-registration is required. Register online at <https://www.ncsbc.net/center.aspx?center=75300> or call Lena Jackson at 252-789-0201.

September 24

CLASS: **Free Online Tools for Business Research**, a seminar providing information about free web based tools that can perform industry and market research on demographics and competitors as well as an introduction to Simply Map a free, powerful, Web-based mapping application that lets you create professional-quality maps and reports using demographic, business and marketing data. Sponsored by the MCC Small Business Center on September 10, from 6 to 8 pm, in room 3 of Building 4, on the MCC campus in Williamston. There is no fee for this class but pre-registration is required. Register online at <https://www.ncsbc.net/center.aspx?center=75300> or call Lena Jackson at 252-789-0201.

CLASS: **Electrical Contractor License Renewal Class** will meet from 5 to 9 pm on September 22 and 23, in room 8 of building 1, on the MCC campus in Williamston. This course provides electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. Linwood Rhodes is the instructor. The fee for this class is \$70. Call 252-789-0248 or email lbond@martincc.edu for more information.

September 28

CLASS: **Introduction to Windows 8** will meet from 6 to 9 pm, on Mondays and Wednesdays, starting on September 28 and ending on October 28, in room 32 of building 1, on the MCC campus in Williamston. Wanda Carr is the instructor. The fee for this class is \$70. Call 252-789-0248 or email lbond@martincc.edu for more information.

September 29

CLASS: **Basics of Bookkeeping** workshop offering a basic working knowledge of how to properly record financial transactions for your business. Sponsored by the MCC Small Business Center on September 29. There is no fee for this class but pre-registration is required. Register online at <https://www.ncsbc.net/center.aspx?center=75300> or call Lena Jackson at 252-789-0201.

ONGOING:

Weekly 4 and 8 hour **Defensive Driving** classes for traffic offenders in the 2nd Prosecutorial District (Martin, Beaufort, Washington, Hyde, and Terrell counties) are available at MCC. Johnny Little is the instructor. Qualified drivers may have the opportunity to receive a reduction on a traffic infraction and avoid driver's license points by completing this course. For more information contact Callie Northern-Herring at 252-789-216 or by email at cnorthern-herring@martincc.edu.

OUT AND ABOUT ITEMS

Martin Community College – July 23, 2015

BERTIE COUNTY – WINDSOR CAMPUS

September 8

CLASS: **Nurse Aide Refresher Course** will be held from 9 am to 3 pm, on Tuesdays, Wednesdays, and Thursdays, beginning on September 8 and ending on October 15, in room 13 on the MCC campus in Windsor. Joann McNall will be the instructor. The fee is \$125. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **HVAC (Heating, Ventilation and Air Conditioning)** will meet from 5 to 9 pm, on Tuesdays and Thursdays, beginning on September 9 and ending on December 9, at the Bertie Central Complex. The fee is \$180. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 9

HEALTH CARE ORIENTATION: MCC Continuing Education Division sponsored training for everyone interested in one of the division's health care programs will be available on Wednesday, September 9, at 5 pm, in room 6B on the MCC campus in Windsor. This required training provides potential students with valuable information regarding procedures and resources to help them be successful. For more information or assistance, contact: Callie Northern-Herring at 252-789-0216 or via email at cnorthern-herring@martincc.edu

CLASS: **CPR – HEALTHCARE PROVIDER:** A 1-day class, from 8 am to 5 pm, in room 16, on the MCC campus in Windsor. The fee is \$70. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Effective Teacher Training**, from 6 to 9 pm, Mondays and Wednesdays, September 9 through October 12, taught by Gail Wilson, in room 17, on the MCC campus in Windsor. The fee is \$125 plus \$23 for the textbook. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Activity Director** (basic training to individuals desiring to become an Activity Director in a healthcare related setting) will meet from 6 to 9 pm, on Mondays and Wednesdays, in room 6A on the MCC campus in Windsor, beginning on September 9 and ending on November 16. The instructor is Kimberly Leary. The fee is \$180. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 14

CLASS: **Cake Decorating** will meet on Tuesdays, from 6 to 9 pm, in room 25, beginning on September 14 and ending on October 18, on the MCC campus in Windsor. Students will learn the fundamentals of cake decorating; piping, borders, flowers, writing, and color follow design. Wedding and special occasion cakes will be covered. Annette Holey will be the instructor. The class fee is \$35 but students will also need to buy equipment and supplies (roughly \$35). Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Basic welding and cutting techniques** offered through the MCC Division of Continuing Education. Students will learn how to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. This 96 hour class meets on Tuesday and Thursday evenings from

5-9, starting on September 14 and ending on December 9, at the Bertie Central Complex in Windsor. The fee is \$180. The instructor is Jarvis Parker. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

CLASS: **Sign Language** course will meet on Mondays and Wednesdays from 6 to 9 pm, beginning on September 14 and ending on November 4, in room 6B on the MCC campus in Windsor. In this course, you will acquire body language, facial expression, and movements for conceptual signs. Amanda Brinkley will be the instructor. The fee is \$125. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

September 17

CLASS: **How to Write a Business Plan**, focuses on how to turn your ideas into a solid plan for financing and long-term success, sponsored by the MCC Small Business Center on September 17, from 6 to 8 pm, in room 17, on the MCC campus in Windsor. There is no fee for this class but pre-registration is required. Register online at <https://www.ncsbc.net/center.aspx?center=75300> or call Lena Jackson at 252-789-0201.

CPR – HEALTHCARE PROVIDER: A 1-day class, from 8 am to 5 pm, in room 16, on the MCC campus in Windsor. The fee is \$70. Call 252-789-0248 or email lbond@martincc.edu for more information or to register.

ONGOING:

Workshops for serious job seekers, Tuesdays and Thursdays, 18 through December 17, at the CADA/NC Works Career Center in Windsor. Edna Brown is the instructor. The \$125 fee is waived for students who qualify. For more information contact Callie Northern-Herring at 252-789-0216 or by email at cnorthern-herring@martincc.edu.

Employability Skills and Work Keys Lab, Mondays, Tuesdays, Wednesdays and Thursdays, from 8 am to 2 pm, through December 16, in room 18 on the MCC campus in Windsor. Debra Thompson is the instructor. The \$180 fee is waived for students who qualify. For more information contact Callie Northern-Herring at 252-789-0216 or by email at cnorthern-herring@martincc.edu.

Basic Skills (ABE, GED, ESL) lab in Windsor, Monday through Thursday, from 8 am to 4:30 pm, and from 6-9 pm, on Tuesdays and Thursdays, on the MCC Bertie Campus, now through December 15. For more information, contact Angie Mobley at amobley@martincc.edu or 252-794-4861. There is no fee for any of these programs of study.

Basic Life Skills class in Windsor, Monday through Thursday, from 8 am to 3:30 pm, on the MCC Bertie Campus, now through December 15. Coordinated by Margaret Askew. For more information, contact Askew at maskew@martincc.edu or 252-794-4861. There is no fee for any of these programs of study.