

Continuing EDUCATION

FALL 2023 CLASS SCHEDULE



MARTIN COMMUNITY COLLEGE

WILLIAMSTON CAMPUS

1161 Kehukee Park Road
Williamston, North Carolina 27892
(252) 789-0248

WINDSOR CAMPUS

409 West Granville Street
Windsor, North Carolina 27983
(252) 794-4861

www.martincc.edu

Martin Community College, a member institution of the North Carolina Community College System. MCC is an equal opportunity institution and maintains an "open door policy" for eligible applicants and serves all students regardless of race, color, creed, sex, age, handicap, religion, or national origin.

THE DIVISION OF CONTINUING EDUCATION

The underlying philosophy of the Division of Continuing Education is that learning is a lifelong process. Education does not stop with the completion of formal schooling, but continues throughout life. The Division of Continuing Education offers classes to address the lifelong learning needs of the adult population in the service area. In keeping with the Philosophy, Mission, and Goals of the College, the Division of Continuing Education delivers noncredit classes to the general public, government agencies, and businesses and industries. The Division of Continuing Education strives to meet the needs of the community at large by offering both professional and personal interest classes and may design or develop classes to meet specific needs. Any adult 18 years of age or older, a high school graduate, or an individual between the ages of 16 and 18 who has officially withdrawn from high school is eligible to enroll in continuing education classes. High school students, 16 or older, are permitted to enroll under the dual enrollment policy with approval from the appropriate school officials. Pre-registration and payment of registration fees are required five (5) business days before the class start date for Continuing Education classes.

Courses are offered at the Williamston Campus, Bertie Campus, and other community sites in Martin and Bertie Counties. Schedules are published prior to the start of each semester. However, the Division has the flexibility to offer courses on request that are customized to meet the needs of individuals, groups, industries, or other community service agencies. Visit our website at www.martincc.edu. Express your interest by contacting the Division of Continuing Education at **(252) 789-0248** (Williamston Campus) or **(252) 794-4861** (Bertie Campus).

Nathan Mizell, Jr.

Associate Vice President, Continuing Education
252-789-0232 | nm08413@martincc.edu

Leslie Bond

Registrar, Continuing Education
252-789-0248
lb76777@martincc.edu

Deborah Morris

Bertie Campus Director
252-794-4861 ext 171
dm58204@martincc.edu

Candace Whitehurst

HRD Program Coordinator/CRC Administrator
Chief GED® Examiner
252-789-0229 | cb76782@martincc.edu

Lena Jackson

Program Support Specialist
252-789-0257
lj59800@martincc.edu

Angela Mobley

College & Career Readiness Director
252-789-0288
am78199@martincc.edu

Jennifer Phelps

College and Career Readiness
Data & Program Support Specialist
252-789-0260
jp97584@martincc.edu

Milton Davis

Director, Law Enforcement Training
252-789-0267
md10722@martincc.edu

Sue Gurley

Healthcare Program Coordinator
252-789-0261
sg00382@martincc.edu

Larry Johnson

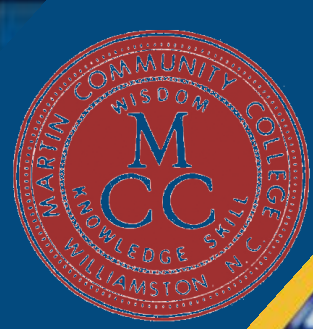
Fire & Rescue Program Coordinator
252-789-0205
rj98923@martincc.edu

Robert Whistler

EMS Program Coordinator
252-789-0266
rw08276@martincc.edu

Debra Armstrong

Prison Education Program Coordinator
252-789-0216
da79061@martincc.edu



BASIC LAW ENFORCEMENT TRAINING

A flexible program that trains students for a career as a law enforcement officer at the state, county, and municipal level.

Begin your journey by registering for the BLET Program

Milton Davis

Director, Law Enforcement Training

252-789-0267

md10722@martincc.edu

Lena Jackson

Program Support Specialist

252-789-0257

lj59800@martincc.edu



EMERGENCY MEDICAL SERVICES

Martin Community College offers world-class training for current and prospective emergency-medical professionals. Courses are designed to meet the needs of local emergency-services agencies, healthcare providers, and the public --with an emphasis on emergency patient care in pre-hospital and nontraditional settings.



**EMERGENCY
MEDICAL SERVICES**



**MEDICAL
TRANSPORTATION**



**EDUCATION &
TRAINING SERVICES**



**SPECIAL EVENTS
& MEDICAL STANDBY**



MARTIN COMMUNITY COLLEGE
1161 Kehukee Park Road
Williamston, NC 27892
www.martincc.edu/ems

OFFICE: (252) 789-0266
CELL: (814) 341-4643
TEXT: (252) 966-1796



FIRE & RESCUE PROGRAM

offered throughout the year at various fire station locations in

MARTIN & BERTIE COUNTIES

For more information contact:

LARRY JOHNSON

Fire & Rescue Program Coordinator

252-789-0205

rj98923@martincc.edu

Martin Community College

Apprentice Line Technician Program

Find applications on MCC website at
<https://www.martincc.edu/linetech>



This class (420-hours of training) will meet Monday - Thursday, 9 a.m. to 4 p.m. on the MCC campus in Williamston (1161 Kehukee Park Road). However, once the class gets underway, the meeting hours will vary to accommodate outdoor activities.

The fee for this class is \$180. However, financial aid is available and students are encouraged to apply.

Starting wages for apprentice line technicians in eastern NC are generally around \$17/hour with seasoned veterans reaching an average of \$50/hour.

Upon successful completion of the Academy, students will become desirable candidates for employment among numerous municipal, rural, and commercial power providers.

Applications are now being accepted for MCC's Apprentice Line Technician program. Applications are available on the Continuing Education page of MCC's website.

Those interested in applying may also contact Nathan Mizell at 252-789-0232 or via email at nathan.mizell@martincc.edu

This program received support from the Golden Leaf Foundation.



Martin Community College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination.



MCC

HEALTHCARE

OCCUPATIONS PROGRAM

Advance Your Career...
Enroll in Healthcare Classes Today!

EARN HEALTHCARE CERTIFICATION IN:

Nurse Aide I • Nurse Aide II
Nurse Aide Refresher
Phlebotomy
Activity Director
Pharmacy Technician
Medication Aide

To enroll, contact

Sue Gurley

Healthcare Program Coordinator
252-789-0261 | sg00382@martincc.edu

DAY & EVENING CLASSES

Ask about Financial Assistance & Career Assistance through
the HRD Program



Course Title: College and Career Readiness (ABE, HSE, GED®, ESL)

Course Description:

ABE: Provides instruction in reading, writing and math which serves as a foundation for additional studies.

GED®/HSE: Designed for persons preparing to take the GED®/HSE tests to qualify for a state-issued High School Equivalency Diploma.

Classes are offered at **NO CHARGE**

COURSE TITLE	COURSE HOURS	DATE	DAYS	TIME	LOCATION	FEE
COLLEGE AND CAREER READINESS						
College and Career Readiness (ABE, HSE/GED®)	N/A	7/10/23 12/14/23	M - Th	8:00 AM - 4:00 PM	Williamston	-0-
College and Career Readiness Online (ABE, HSE/GED®)	N/A	7/10/23 12/14/23	Sun - Sat	24 Hour Access	Williamston	-0-
College and Career Readiness (ABE, HSE/GED®)	N/A	7/10/23 12/14/23	T - Th	9:00 AM - 12:00 PM	Robersonville Senior Center	-0-
College and Career Readiness (ABE, HSE/ GED®)	N/A	7/10/23 12/14/23	M - W Th	8:00 AM - 3:30 PM 8:00 AM - 12:00 PM	Bertie	-0-
College and Career Readiness Online (ABE, HSE/GED®)	N/A	7/10/23 12/14/23	Sun - Sat	24 Hour Access	Bertie	-0-
College and Career Readiness (ABE)	N/A	7/10/23 12/14/23	M - W Th	8:00 AM - 3:30 PM 8:00 AM - 12:00 PM	Bertie	-0-



COLLEGE AND CAREER READINESS schedule subject to change



For additional information contact

Angela Mobley

College & Career Readiness Director
252-789-0288
am78199@martincc.edu

Jennifer Phelps

College and Career Readiness
Data & Program Support Specialist
252-789-0260
jp97584@martincc.edu





Candance Whitehurst

HRD PROGRAM COORDINATOR/CRC ADMINISTRATOR

252-789-0229

cb76782@martincc.edu

Herman Rankins

HRD INSTRUCTOR

252-792-1521

hr89418@mcc.martincc.edu

Deborah Morris

BERTIE CAMPUS DIRECTOR

252-794-4861

hr89418@mcc.martincc.edu

HRD PROGRAM

(Human Resources Development)

Developing Your Job-Seeking - Job-Keeping Skills



Employability
Skills



Building Better Futures MARTIN COMMUNITY COLLEGE

There's never been a better time to take the



The GED® test is made up of 4 subjects, broken into separate exams. You don't have to take all 4 tests at once - you can space them out however it suits you and go at your own pace. Here is an overview of what is on the GED, by subject area.

MODULES IN EXAM	EXAM TOPICS	MODULE LENGTH
Mathematical Reasoning	Basic Math, Geometry, Basic Algebra, Graphs and Functions	115 minutes
Reasoning Through Language Arts	Reading for Meaning, Identifying and Creating Arguments, Grammar and Language	150 minutes
Social Studies	Reading for Meaning in Social Studies, Analyzing Historical Events and Arguments in Social Studies, Using Numbers and Graphs in Social Studies	70 minutes
Science	Reading for Meaning in Science, Designing and Interpreting Science Experiments, Using Numbers and Graphics in Science	90 minutes

GED® Testing Days are Tuesdays & Wednesdays

For further information contact:

Candance Whitehurst

HRD PROGRAM COORDINATOR

CRC ADMINISTRATOR/CHIEF GED® EXAMINER

252-789-0229 | cb76782@martincc.edu

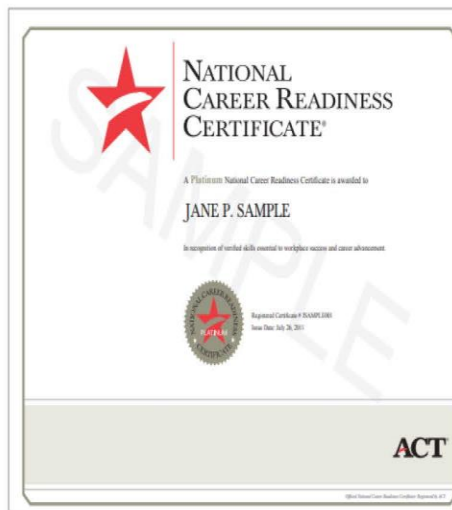
Use the link below to practice, schedule & pay for your test

<https://ged.com/>



CAREER READINESS CERTIFICATE (CRC)

Martin Community College offers the National Career Readiness Certificate (CRC) & WorkKeys which confirms an individual's workplace competency skills.



Platinum Level: Score of at least Level 6 in all three core areas, which demonstrates the necessary skills for 99% of the jobs in the WorkKeys® database.

Gold Level: Score of at least Level 5 in all three core areas, which demonstrates the necessary skills for 90% of the jobs in the WorkKeys® database.

Silver Level: Score of at least Level 4 in all three core areas, which demonstrates the necessary skills for 65% of the jobs in the WorkKeys® database.

Bronze Level: Score of at least Level 3 in all three core areas, which demonstrates the necessary skills for 35% of the jobs in the WorkKeys® database.

For further information and/or to schedule an appointment to take the WorkKeys/CRC Tests contact:

Candance Whitehurst

HRD PROGRAM COORDINATOR/CRC ADMINISTRATOR/CHIEF GED® EXAMINER

252-789-0229 | cb76782@martincc.edu

Herman Rankins

HRD PROGRAM INSTRUCTOR

252-789-0215 | hr89418@martincc.edu

Deborah Morris

BERTIE CAMPUS DIRECTOR/HRD PROGRAM INSTRUCTOR

252-794-4861 | dm58204@martincc.edu

To pre-register & for further details, contact:
CANDANCE WHITEHURST
 HRD Program Coordinator/CRC Administrator/Chief GED® Examiner
Phone: 252-789-0229 or 252-789-0248
 Email: candance.bryant-whitehurst@martincc.edu

"PERSONAL DEVELOPMENT is the
CONSCIOUS CHOICE to improve
 one's **LIFE** to become a **BETTER**
PERSON and to grow as an
INDIVIDUAL"



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 1161 Kehukee Park Rd
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BERTIE CAMPUS
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 Windsor, NC 27983
 252-794-4861

Continuing Education
HRD PROGRAM
 Human Resources Development • Career Development • Employability Skills Training



Introduction to Human Services Exploration: DSS Caseworker (Part 1)

Course: *HRD 4000: Human Services Exploration DSS Caseworker
Instructor: April Graham
Date: TBA
Days: Monday, Tuesday & Wednesday
Time: 6:00 PM - 9:00 PM
Hours: 45-hour course
Registration: *Fee Waiver available for those who qualify or \$125 (subject to change)

Income Maintenance Caseworker: NCFAS (Part 2)

Course: HSE 3220: Income Maintenance Caseworker -NCFAS
Instructor: April Graham
Date: TBA
Days: Monday & Wednesday
Time: 6:00 PM - 9:00 PM
Hours: 48-hour course
Registration: \$125 (subject to change)

*HRD courses are **AT NO COST** to qualified participants. Qualified participants are unemployed, have been notified of a layoff, or underemployed. Underemployed individuals are working part time and/or are eligible for the Federal Earned Income Tax Credit.

"They Call Me Essential Too"

Career Readiness for the Network of Non-Emergency Medical Transport Workplace Champions

Course Objective

This career readiness course is designed to promote the development and improvement of employability skills needed in the non-emergency medical transport workplaces.

MARTIN COMMUNITY COLLEGE

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BERTIE CAMPUS

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Windsor, NC 27983
252-794-4861



To pre-register & for further details, contact:

CANDANCE WHITEHURST

HRD Program Coordinator/CRC Administrator/Chief GED® Examiner

Phone: 252-789-0229 or 252-789-0248

Email: candance.bryant-whitehurst@martincc.edu

Course: *HRD 3004: Career Readiness
Facilitator: Candance Whitehurst
Date: TBA
Day(s): Saturday
Time: 9:00 AM – 3:00 PM
Hours: 6-hour course
Location: Bertie Campus 409 W. Granville Street -Windsor, NC
Registration: *Fee Waiver available for those who qualify or \$125 (subject to charge)

*HRD courses are **AT NO COST** to qualified participants. Qualified participants are unemployed, have been notified of a layoff, or underemployed. Underemployed individuals are working part time and/or are eligible for the Federal Earned Income Tax Credit

"PERSONAL DEVELOPMENT is the **CONSCIOUS CHOICE** to improve one's **LIFE** to become a **BETTER PERSON** and to grow as an **INDIVIDUAL**"

Continuing Education HRD PROGRAM

Human Resources Development • Career Development • Employability Skills Training



Online Registration Is Now Available For Some Courses

Explore Workforce and Economic Development Classes

<https://martincc-register.fundfive.com/course>

For More Information, Contact

Leslie Bond

Registrar, Continuing Education
252-789-0248 • lb76777@martincc.edu



PROFESSIONAL DEVELOPMENT CLASSES

DIGITAL PHOTOGRAPHY "BEGINNERS"

This 24-hour course will teach students the basics of digital photography with any level of digital camera. Topics include what makes a digital camera work, camera controls and features, best shooting methods and more. Bring your camera and user's manual (if you have one).

24 HOUR COURSE

Martin Campus | Thursday September 14, 2023 – November 2, 2023 | 6:00PM -9:00PM \$70

Bertie Campus (Thursday) | September 14, 2023 – October 19, 2023, | 6:00 PM – 9:00 PM

EFFECTIVE TEACHER (Substitute Teacher Training)

This 30-hour course is a required course for all substitute applicants. The course will provide practical training in five critical skill areas that include planning, instruction, behavior management, human relations, and professional growth.

30 HOUR COURSE

Martin Campus | Monday & Wednesday | September 11 – October 11 | 6:00PM -9:00 PM \$125

Bertie Campus (Monday & Wednesday) | September 11, 2023 – October 18, 2023, | 6:00PM-9:00 PM



FIRE ALARM INSTALL/TECHNICIAN CERTIFICATE

This 96-hour course will cover the proper installation of a fire alarm system and all of the components within the system. The student will learn the proper installation of the different components, and how they are wired together for a Class A or Class B system

and the difference of each. The course will also instruct the student from the NFPA72 FA code along with the NFPA70 NEC.

96 HOUR COURSE -Hybrid

Martin Campus | Monday & Wednesdays | August 16-December 15, 2023 | 6:00PM -8:30 PM

FORKLIFT OPERATOR

Participants successfully completing this course will be eligible for the Forklift Operator's License. Topics to be presented include basic design of lift trucks, stabilization of trucks, maintenance, operating techniques, and safety aspects in operation.

6 HOUR COURSE

Martin Campus | September 16, 2023 | Saturday | 8:00AM – 2:00PM | \$70

Martin Campus | November 18, 2023 | Saturday | 8:00AM – 2:00PM | \$70

MICROSOFT WORD

Learn basic computer functions such as creating word documents, exploring the internet and the basic functions of word processing.

24 HOUR COURSE

Martin Campus | Thursday | September 7 – October 26, 2023 | 6:00PM -9:00PM | \$70

MICROSOFT EXCEL

Students will learn to create and edit worksheets, implement formulas and functions, sort and filter detail data with tables and slicers. Visualize the numbers in a consumable and professional format analyzing data with charting, conditional formatting, sparklines, and pivot tables.

24 HOUR COURSE

Martin Campus | Wednesday | September 13 – November 1, 2023 | 6:00PM -9:00PM | \$70

NOTARY

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for re-certification. Topics include legal, ethical and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Pre-requisites: Student must be at least 18 years of age, NC resident, US citizen and have a valid State or Federal picture ID, no felony conviction, no conviction of corruption, malpractice or impeachment.; posses a high school diploma or equivalent. Upon completion of this course with a passing exam grade of 80 percent, a person is eligible to make application with the NC Secretary of State's Office. Textbook Required.

7 HOUR COURSE

Martin Campus | September 18 & 20, 2023 | Monday & Wednesday | 5:30PM - 9:00PM | \$70

Martin Campus | November 13 & 15, 2023 | Monday & Wednesday | 5:30PM -9:00PM | \$70

Bertie Campus (Saturday) | August 19, 2023, | 8:30 AM – 4:00 PM

Bertie Campus (Saturday) | October 21, 2023, | 8:30 AM – 4:00 PM

Bertie Campus (Saturday) | December 16, 2023, | 8:30 AM – 4:00 PM

SPANISH for BEGINNERS

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate simple Spanish phrases.

24 HOUR COURSE

Martin Campus | TBD | Thursday | 5:30PM -8:30PM | \$70

VEHICLE SAFETY INSPECTION- NCDMV

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the N.C. Division of Motor Vehicles, License, and Theft Bureau. Upon completion, a student will understand the rules, regulations, and procedures for conducting a vehicle safety inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam. In addition, each student must be employed at an inspection station and possess a valid N.C. driver's license.

8 HOUR COURSE

Martin Campus | Monday & Tuesday | September 11 & 12, 2023 | 6:00PM -10:00PM | \$70

Martin Campus | Monday & Tuesday | November 13 & 14, 2023 | 6:00PM -10:00PM | \$70

PERSONAL INTEREST CLASSES

CAKE DECORATING

In this class you will learn how to ice your cake evenly, make a decorative border around the cake, icing flowers, roses and pansies and simple writing techniques. At the end of the class, your cake will look professionally finished.

18 HOUR COURSE

Martin Campus | September 18 – October 23, 2023 | Monday | 6:00PM -9:00PM | \$50- \$70

Bertie Campus (Tuesdays) | September 12, 2023 – October 17, 2023 | 6:00PM – 9:00 PM

COMPUTER INTRODUCTION (Slow Paced)

Are you new to the computer? Do you feel over-whelmed with technology? If so, then this is the course for you! Our professional (and patient!) Instructor will provide you with the foundation you need to feel comfortable using the computer for a variety of tasks at home or work. This course covers everything from turning the computer on, learning how to type a word document, using the internet, etc.

24 HOUR COURSE

Martin Campus | September 12 – October 5, 2023 | Tuesday & Thursday | 9:00AM -12:00PM | \$60

Bertie Campus (Tuesdays & Wednesday) | August 22, 2023 – September 13, 2023



INTRODUCTION TO SHOOTING (Beginners)

This is a 3-hour course that will teach the following: Pistol Safety, Parts, & Operation; Ammunition and the Fundamentals of Pistol Shooting; Pistol Cleaning, Storage; Pistol Shooting Overview.

Martin Campus | August 31, 2023 | 9:00AM -12PM | \$50-\$70

CONCEAL CARRY HANDGUN

This 8-hour course consists of classroom instruction and shooting range handgun training by a certified firearms instructor. Topics include handgun safety, shooting fundamentals and practice, ammunition, how to select and store a firearm, and NC concealed carry laws.

Items needed for this course include a handgun, 40 rounds of ammunition, earplugs, goggles/glasses, hat of any type.

Class meets 1st & 3rd Saturdays of each Month

(1st Saturday | NC TeleCenter -Williamston, NC)

(3rd Saturday | Bertie Campus -Windsor, NC)

8:00AM – 5:00PM | \$70

Bertie Campus (Saturday) | August 19, 2023, | 8:00 AM – 4:30 PM

Bertie Campus (Saturday) | September 16, 2023, | 8:00 AM – 4:30 PM

Bertie Campus (Saturday) | October 21, 2023, | 8:00 AM – 4:30 PM

Bertie Campus (Saturday) | November 18, 2023, | 8:00 AM – 4:30 PM

DEFENSIVE DRIVING – 4-HOUR

This course is a fast-paced driver improvement program that makes an ideal refresher course. In just half a day, DDC-4 offers practical strategies to reduce collision-related injuries, fatalities, and costs. It addresses the importance of attitude in preventing crashes and reinforces the good driving skills students already have. Most importantly, DDC-4 shows students the consequences of the choices they make behind the wheel.

4 HOUR COURSE

Martin Campus | September 11, 2023 | Mondays | 8:00AM -12:00PM | \$55

Martin Campus | October 16, 2023 | Mondays | 8:00AM -12:00PM | \$55

Martin Campus | November 20, 2023 | Mondays | 8:00AM -12:00PM | \$55

Martin Campus | December 11, 2023 | Mondays | 8:00AM -12:00PM | \$55

DEFENSIVE DRIVING – 8-HOUR

This class addresses the attitudes and behaviors of negligent drivers. Interactive exercises, lectures, visuals, and thought-provoking discussions are used to teach responsibility on the road.

8 HOUR COURSE

Martin Campus | September 13, 2023 | Wednesday | 8:00AM -5:00PM | \$105

Martin Campus | October 18, 2023 | Wednesday | 8:00AM -5:00PM | \$105

Martin Campus | November 22, 2023 | Wednesday | 8:00AM -5:00PM | \$105

Martin Campus | December 13, 2023 | Wednesday | 8:00AM -5:00PM | \$105

UPHOLSTERY

Bring your upholstery project and learn to tear down a piece of upholstered furniture or completely restore it by repairing or rebuilding the frames, replacing parts, and selecting and replacing fabric. This is an entirely hands-on class that requires lifting and the use of sewing machines and cutting tools.

33-HOUR COURSE

Martin Campus | September 12 – October 17, 2023 | Tuesday & Thursday | 6:00PM -9:00PM | \$60



CONTINUING
EDUCATION