



MARTIN COMMUNITY COLLEGE



.....

Division of Continuing Education and Workforce Development *Course Catalog*

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martincc.edu



WILLIAMSTON CAMPUS

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WINDSOR CAMPUS

409 W Granville St.
Windsor, NC 27983
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Building Better Futures!

MARTIN COMMUNITY COLLEGE

Division of Continuing Education and Workforce Development

Who We Are

MCC's Division of Continuing Education and Workforce Development delivers noncredit classes designed to meet the educational needs of our community through professional development courses, personal enrichment courses, and tailored courses. We offer customized courses on request to individuals, groups, community organizations, businesses, industries, and government agencies. Classes are provided at locations in both Martin and Bertie counties. For more information, visit: [Continuing Education | Martin Community College](#) or www.martincc.edu/coned.

Requirements

Adults at least 18 years of age, high school graduates, or individuals at least 16 years of age who have officially withdrawn from high school are eligible to enroll. Additional requirements may be required for some programs.

Using the Course Catalog

This course catalog provides descriptions of the current classes being offered through MCC's Division of Continuing Education and Workforce Development. For a class schedule, visit: [Con-Ed Class Schedule | Martin Community College](#) or www.martincc.edu/conedschedule.

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COURSE CATALOG

For more information or to register, contact Leslie Bond at (252) 789-0248 or
lb76777@martincc.edu

APPRENTICE LINE TECHNICIAN

(420-HOUR COURSE)

The Apprentice Line Technician Program is a 16-week, hands-on training course designed to prepare individuals for entry-level positions as electrical line workers for private and public utility companies. Students will gain both theoretical knowledge and practical skills needed to excel in the electrical industry, with a strong focus on safe work practices that ensure safety on the job.

The program is accredited by the National Center for Construction Education and Research (NCCER) for national certification and provides pre-apprentice credit through the North Carolina Community College System and the Department of Labor. Graduates will also earn credit toward state and nationally recognized journeyman credentials.

Key Features of the Program:

- Hands-on experience in electrical line work and safe operation of equipment
- National certification through NCCER
- Pre-apprentice credit towards journeyman credentials
- Strong focus on safety practices for electrical work
- Pathway to further training at two-year degree programs

Special Requirements:

- Must have high school diploma or GED
- Must complete an [Apprentice Line Technician Application](#) (link)
- Must be at least 18 years of age prior to the conclusion of the training
- Must have a valid driver's license
- Lineman equipment (approximate prices - boots \$200, gloves \$15, safety glasses \$10, CPR Card \$26)

For more information or to register, contact:

Raymond Wilson
(252) 789-0241
rw10895@martincc.edu

AUTO MAINTENANCE AND REPAIR

(96-HOUR COURSE)

This course will introduce you to the basics of automotive technology, including information on automobile construction and operations, basic vehicle repair, ASE certification, safety, tools and equipment, fasteners, service information, careers, and vehicle maintenance. This course will give you the knowledge needed to obtain an entry level job in the field. This is a *Professional Development Course*.

BASIC COMPUTER INTRODUCTION

(24-HOUR COURSE)

Are you new to the computer? Do you feel overwhelmed with technology? If so, this is the course for you! Our professional and patient instructor will provide you with the foundation needed to feel comfortable using the computer for a variety of tasks at home or at work. This course, paced for beginners, covers turning the computer on, learning how to type a word document, using the internet, and more. This is a *Personal Interest Course*.

BASIC HORSE INTRODUCTION

(24-HOUR COURSE)

This introductory course will cover equine upkeep, behavior, colors, breed and identification, anatomy, nutrition, farm maintenance, pasture management, and wound care. This is a *Professional Development Course*.

BASIC LAW ENFORCEMENT TRAINING (BLET)

(868-HOUR COURSE)

The MCC Basic Law Enforcement Training (BLET) program provides entry-level training for aspiring police officers. The program prepares students to meet the rigorous requirements set by the North Carolina Training and Standards Commission. To enroll in the BLET program, cadets must be sponsored by a North Carolina municipal, county, or state law enforcement agency. Cadets are responsible for contacting law enforcement agencies to inquire about available sponsorships for training. Agencies typically cover the cost of training in exchange for a commitment to work with them after certification.

Graduates of this program will be eligible for certification, opening the door to a career in law enforcement. To receive state certification, students must successfully complete a combination of physical and written assessments, including:

- Police Officer Physical Abilities Test (POPAT): a series of physical challenges that test endurance, strength, and agility
- Physical Training (PT) Assessment: ongoing fitness evaluations throughout the program
- Comprehensive State Examination for Certification: a final exam assessing knowledge of law enforcement procedures, criminal law, and ethics

Special Requirements:

- Must be a United States citizen
- Must be 20 years of age at the completion of training
- Must complete [BLET Application Package](#) (link)
- [Medical History Statement](#) (link)
- [Medical Examination Report](#) (link)
- [Personal History Statement](#) (link)
- [Charges \(Continuation Form\)](#) (link)

For more information or to register, contact:

Milton Davis
(252) 789-0267
md10722@martincc.edu

BOW & WREATH MAKING

(18-HOUR COURSE)

In this class, you will learn basic wreath making techniques, the art of scale and symmetry, and how to create decorative bows, garland, swags, and more. This is a *Personal Interest Course*.

CAKE DECORATING

(18-HOUR COURSE)

In this class, you will learn how to ice a cake evenly, make a decorative border around the cake, ice flowers, and ice writing techniques. At the end of the class, your cake will look professionally finished. This is a *Personal Interest Course*.

COLLEGE AND CAREER READINESS (ABE, HSE, GED®)

Adult Basic Education (ABE) provides instruction in reading, writing, and math which serves as a foundation for additional studies.

High School Equivalency (HSE or GED®) is designed for individuals preparing to take the HSE/GED® tests to qualify for a High School Equivalency Diploma.

English Language Acquisition (ELA or ESL) is designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment.

HSE/GED® Online Classes are online instruction that helps students prepare for the HSE/GED®, improve employment opportunities, and build confidence for testing. This supplements class instruction and works anywhere and anytime there is access to the internet.

Digital Literacy is designed to provide adult learners with the foundational digital literacy skills needed to seek, obtain, and sustain employment. Students will also be prepared for the technology skills needed for post-secondary educational opportunities.

*Number of hours in each course is based on individual student performance.

*Enrolling adults and qualifying minors (16-17 years old) are required to schedule a registration appointment.

For more information or to register, contact:

Jennifer Phelps

(252) 789-0260

jp97584@martincc.edu

COMPUTERS FOR SENIORS

(18-HOUR COURSE)

Are you new to the computer? Do you feel overwhelmed with technology? If so, this is the course for you! Our professional and patient instructor will provide you with the foundation needed to feel comfortable using the computer for a variety of tasks at home or at work. This course, paced for beginners, covers turning the computer on, learning how to type a word document, using the internet, and more. This is a *Personal Interest Course*.

CONCEALED CARRY HANDGUN

(8-HOUR COURSE)

This 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, and a hat of any type. This is a *Personal Interest Course*.

DEFENSIVE DRIVING

(4-HOUR COURSE)

This course is a fast-paced program that focuses on driver improvement and makes for 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 individuals already have. Most importantly, DDC-4 shows students the consequences of the choices they make behind the wheel. This is a *Personal Interest Course*.

DEFENSIVE DRIVING

(8-HOUR COURSE)

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. This is a *Personal Interest Course*.

DIGITAL PHOTOGRAPHY FOR BEGINNERS

(24-HOUR COURSE)

This beginner's 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). This is a *Professional Development Course*.

EFFECTIVE TEACHER TRAINING (Substitute Teacher Training)

(30-HOUR COURSE)

This 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. This is a *Professional Development Course*.

ELECTRICAL CONTRACTOR LICENSE RENEWAL

(8-HOUR COURSE)

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. This is a *Professional Development Course*.

EMERGENCY MEDICAL SERVICES (EMS)

Martin Community College offers world-class training for both current and prospective emergency medical clinicians. The MCC Emergency Medical Services (EMS) Training Programs are designed to equip individuals with the essential skills and knowledge needed to become proficient in their field. The programs emphasize emergency patient care in pre-hospital and nontraditional settings, meeting the needs of local emergency-services agencies, healthcare providers, and the public. These comprehensive courses cover critical techniques in patient assessment and basic or advanced life support, including:

- Airway management and CPR
- Hemorrhage control
- Oxygen administration
- Shock management
- Bandaging and splinting
- Treatment for skull, spine, and chest injuries
- Childbirth assistance
- Managing exposure to extreme cold and heat
- Transferring patients to medical facilities

Upon successful completion of the program, students will be eligible to take the North Carolina Office of EMS credentialing exam as well as the National Registry of EMTs (NREMT) exam. Additionally, students will receive American Heart Association BLS Provider certification.

The EMS programs are intensive and fast-paced. Depending on the level, the course can last from 6-12 months. Courses are specifically designed to provide students with the foundational skills and hands-on experience necessary to begin or advance a career in Emergency Medical Services (EMS).

***Preregistration required for EMS. Go to <https://martincc-register.fundfive.com/course>.**

EMERGENCY MEDICAL TECHNICIAN (EMT) (260-HOUR COURSE)

Proof of current affiliation with an Advanced EMT level (or higher) agency required for fee waiver.

ADVANCED EMT (Consisting of Didactic and OL & Clinical) (483-HOUR COURSE)

Successful completion of the Advanced EMT 483-Hour Course requires enrollment in both the Advanced EMT: Didactic course (face to face) and the Advanced EMT: Clinical (online) courses at the same time.

Proof of current affiliation with a Paramedic level agency required for fee waiver.

ADVANCED EMT: DIDACTIC

Proof of current affiliation with a Paramedic level agency required for fee waiver.

ADVANCED EMT: OL & CLINICAL

Proof of current affiliation with a Paramedic level agency required for fee waiver.

EMS-3163: BASIC ANATOMY AND PHYSIOLOGY

Equivalent CE courses are accepted, if they meet all guidelines, including SACSCOC instructor standards.

- BIO-163: Basic Anatomy and Physiology
- BIO-165 & BIO-166: Anatomy and Physiology I & II (Must complete both sections)
- BIO-168 & BIO-169: Anatomy and Physiology I & II (Must complete both)

Prerequisites: None

Corequisites: None

Course delivery:

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes.

Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

PARAMEDIC (1166-HOUR COURSE)

PARAMEDIC STUDENT PRE-REQUISITES

1. Age Requirement 17 years of age on or before the official end date of the course.
2. Education High school diploma or high school equivalency.
3. EMS Credential Possession of a valid and active North Carolina EMT Credential, NREMT, or other state EMS Credential prior to the start of the clinical/field component.
 - o All students must start clinical at the same time; staggered start dates will not be accepted.
4. English Proficiency Successful completion of college-level English, or within the previous 12 months, complete a written assessment placing the individual into college-level English.
5. Math Proficiency Successful completion of college-level Math, or within the previous 12 months, complete a written assessment placing the individual into college-level Math.
6. Anatomy and Physiology Requirement Successful completion of a college-level Anatomy and Physiology course prior to the start of the field education component.

Proof of current affiliation with a Paramedic level agency required for fee waiver.

For more information or to register, contact:

Candace Peaden

(252) 789-0266

cp04798@my.martincc.edu

FIRE ACADEMY

(450-HOUR COURSE)

The MCC Fire Academy is a comprehensive training program designed to equip students with the knowledge, skills, and coursework necessary to complete the North Carolina Firefighter Certification Program. Through a combination of hands-on experience, classroom instruction, and rigorous physical training, participants will be prepared to meet the standards set by the North Carolina Fire and Rescue Commission for firefighter certification.

Fee waiver for those individuals on a current roster with a fire or fire/rescue department whose responsibilities include fire prevention, fire inspection, fire investigation, and/or the protection of life and property through firefighting.

Special Requirements:

- Must be at least 18 years of age by September 2026
- Must have a high school diploma or GED
- Pass a medical exam
- Be able to lift 75 pounds
- Must not be afraid of heights or confined spaces
- Must be able to wear a self-contained breathing apparatus and facepiece

For more information or to register, contact:

Larry Johnson
(252) 789-0205
rj98923@martincc.edu

FIRE ALARM INSTALL/TECHNICIAN CERTIFICATE

(96-HOUR COURSE)

This course will cover the proper installation of a fire alarm system and all 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. This is a *Professional Development Course*.

FORKLIFT OPERATOR

(6-HOUR COURSE)

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. This is a *Professional Development Course*.

FUNDAMENTALS OF PISTOL SHOOTING & GUN SAFETY

(4-HOUR COURSE)

***Prerequisite: Concealed Carry Handgun Course**

This course will consist of learning how to handle a firearm properly and refining your craft which will help you become a safer, more precise gun handler. This is a *Personal Interest Course*.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

It is important to know exactly what employers look for when hiring full-time and/or part-time employees. In addition to relevant skills, employers seek employees who have the personal values, work values, characteristics, and personality traits that spell success. This program offers an opportunity to learn the skills and behaviors necessary for success in the workplace.

The HRD Program teaches you how to:

- Network effectively to find career opportunities
- Determine if a posted opportunity is right for you
- Improve employability skills
- Write a resume and cover letter
- Fill out an application correctly
- Prepare for an interview
- Keep that new job and get promoted

HRD courses are at no cost to *qualified participants*. Qualified participants may be granted a waiver of class registration fees if they meet one of four criteria:

- Are unemployed or underemployed
- Have received notification of pending layoff
- Are working and are eligible for federal earned income tax credit
- Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

HRD EMPLOYABILITY SKILLS LAB

*Fee waived for qualified participants.

Employability skills have been defined as a set of achievements, understandings, and personal attributes that make individuals more likely to gain employment and to be successful in their chosen occupations. The purpose of this program is to help individuals achieve set goals or objectives. The world of work is an activity that is directed toward making or doing something. It involves mental or physical effort to achieve the set goals.

HRD CAREER EXPLORATION FOR HEALTHCARE PROFESSIONALS (30-HOUR COURSE)

*Fee waived for qualified participants.

The healthcare industry is one of the largest employers in the economy – and one of the most rapidly growing. There are endless career opportunities at all levels in the healthcare industry. Let us help you explore what jobs are the right fit for you and what training and education they require.

HRD CAREER EXPLORATION FOR LINEMAN APPRENTICE (30-HOUR COURSE)

*Fee waived for qualified participants.

This course is for apprentice linemen who want to improve their skills and knowledge to gain employment and to be successful in their chosen occupation. There are endless career opportunities at all levels in the lineman industry. Let us help you explore what jobs are the right fit for you and what training and education they require.

HRD HUMAN SERVICES EXPLORATION: DSS CASEWORKER (45-HOUR COURSE)

*Fee waived for qualified participants.

Learn the skills and strategies needed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker

HRD INCOME MAINTENANCE CASEWORKER - NCFAS (48-HOUR COURSE)

*Fee waived for qualified participants.

Learn the skills associated with becoming an Income Maintenance Caseworker. Specific focus will include proficiency in the utilization of the NCFAS application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis.

Prerequisite Required: HRD Human Services Exploration: DSS Caseworker

HRD NORTH CAROLINA'S CAREER READINESS CERTIFICATE (CRC)

North Carolina's Career Readiness Certificate (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy. For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem-solving skills to be job ready. For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting. The CRC is based upon WorkKeys®, a nationally recognized skills assessment tool developed by ACT Inc.

*Career Readiness Certificate testing is administered by appointment only.

To schedule an appointment, contact:

Williamston Campus

Candance Whitehurst

(252) 789-0229

cb76782@martincc.edu

Windsor Campus

Deborah Morris

(252) 794-4861

dm58204@martincc.edu

INTRODUCTION TO CROCHET (NEW)

(24-HOUR COURSE)

Grow your crochet skills and build relationships with other like-spirited crocheters of all levels. Crochet can be a mindfulness tool to relieve your stress, explore your sense of self, exercise your problem-solving skills and is so much fun to do alongside others. This is a *Personal Interest Course*.

LINE DANCING (SLIDE & TRAIL RIDE)

(18-HOUR COURSE)

In this class, you will be given step by step instructions in a group environment. Dance patterns are repeated so everyone learns at the same pace. You will join people who want to learn something new and get a great workout at the same time! This is a *Personal Interest Course*.

MICROSOFT EXCEL

(24-HOUR COURSE)

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, analyze data with charting, conditional formatting, sparklines, and pivot tables. This is a *Professional Development Course*.

MICROSOFT PUBLISHER

(24-HOUR COURSE)

Students will learn the fundamentals of using the Microsoft Publisher software to create professional-looking publications like newsletters, brochures, flyers, and business cards. Students will learn how to navigate the interface, add text and images, format content, utilize templates, and prepare documents for printing or sharing digitally, all while focusing on page layout and design capabilities. This is a *Professional Development Course*.

MICROSOFT WORD

(24-HOUR COURSE) Learn basic computer functions such as creating word documents, exploring the internet, and the basic functions of word processing. This is a *Professional Development Course*.

NOTARY

(7-HOUR COURSE)

This course provides instruction to individuals who want to become commissioned as a notary public or those who are due for recertification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Student must be at least 18 years of age, NC resident, US citizen, have a valid State or Federal picture ID, no felony convictions, no convictions of corruption, malpractice, or impeachment. Student must possess a high school diploma or equivalent. Upon completion of this course with a passing exam grade of 80 percent, the individual is eligible to apply with the NC Secretary of State's Office. Textbook Required. This is a *Professional Development Course*.

NURSE AIDE I

The North Carolina Nurse Aide I program prepares students with the essential skills needed to provide basic nursing care in long-term care facilities, hospitals, and home healthcare settings. The course covers topics such as personal care, vital signs, infection control, and communication, with hands-on clinical experience. Upon successful completion, students are eligible to take the NC Nurse Aide I competency exam for listing on the state registry.

NURSE AIDE II

The North Carolina Nurse Aide II course prepares students to perform advanced patient care skills under the supervision of a licensed nurse. Training includes sterile technique, oxygen therapy, wound care, suctioning, and other specialized tasks required in various healthcare settings. Upon successful completion, students are eligible for listing with the North Carolina Board of Nursing as a Nurse Aide II.

PHARMACY TECHNICIAN

The Pharmacy Technician course prepares students to assist pharmacists in dispensing medications, managing inventory, and providing customer service in various pharmacy settings. Training covers pharmacology, prescription processing, medication safety, and regulatory compliance. Graduates are equipped with the skills needed for employment in retail, hospital, and institutional pharmacies.

PHLEBOTOMY TECHNICIAN

The Phlebotomy course trains students in blood collection techniques, specimen handling, and safety procedures essential for laboratory testing. Emphasis is placed on venipuncture, capillary draws, infection control, and patient interaction. Graduates are prepared for entry-level positions in hospitals, clinics, and diagnostic laboratories.

RECREATIONAL DRONES (UAS OPERATOR TRAINING) (NEW)

(3-HOUR COURSE)

This course will provide hobbyists with the necessary knowledge regarding the regulations surrounding the operation of small uncrewed aviation vehicles (aka. drones) within the National Air Space. Topics include federal and state regulations, registration of your drone, identifying airspace and how to fly legally within controlled airspace, best and safe practices, understanding the differences between hobbyist and professional certification, terms used in the aviation industry related to SUAV, and how to obtain the required TRUST certification for recreational pilots. Information on obtaining the professional Part 107 certification may also be a topic discussed but is not the focus of this course. Students may bring their drones and given time and space availability, opportunity to fly and learn about the software and features of their drones may take place. *This is a Personal Interest Course*.

SELF DEFENSE (NEW)

(24-HOUR COURSE)

Join a powerful, self-defense course that equips you with simple, proven techniques for real-world safety. In the 90-minute weekly session, a Black Belt instructor will help you build confidence through practical self-defense skills, effective escape strategies, and crime prevention tactics. You'll also learn how to use your body as a weapon, giving yourself the best chance to avoid or survive an assault. Designed for today's world, this empowering class fosters strength, resilience, and self-assurance in a supportive environment. Wear comfortable clothing and come ready to take charge of your personal safety. This is a *Personal Interest Course*.

SOLAR TECHNICIAN TRAINING CERTIFICATION

STEPS4GROWTH CLEAN ENERGY PROGRAM

(101-HOUR COURSE)

This 7-week intensive program is designed to provide the foundational training for an individual to enter the solar workforce as an entry level technician. Participants will engage in foundational training with a focus on hands-on experience in a controlled lab. Throughout the course, participants will connect with regional employers who are looking to hire skilled workers. The course also has an online component to include the national OSHA-30 certification and course preparation work in Moodle. The final days of this class will be a Friday evening, 5:30pm – 9:30pm & a Saturday, 8:00am – 5:00pm (to be announced). All participants must have completed a high school diploma or equivalent, be 18 years of age or older, and be eligible to legally work in the United States. This is a *Professional Development Course*.

SPANISH FOR BEGINNERS

(24-HOUR COURSE)

This course is 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. This is a *Professional Development Course*.

UPHOLSTERY

(30-HOUR COURSE)

Bring your upholstery project and learn to deconstruct 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. This is a *Personal Interest Course*.

VEHICLE SAFETY INSPECTION – NCDMV

(8-HOUR COURSE)

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the NC Division of Motor Vehicles, License, and Theft Bureau. Upon completion, students should 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. Each student must be employed at an inspection station and possess a valid NC driver's license. This is a *Professional Development Course*.

WELDING

(96-HOUR COURSE)

This course provides instruction on the principles and practices of welding. Emphasis is on blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG).

Upon completion, students will have the foundational knowledge to sit for various industry-specific certifications. This is a *Professional Development Course*.

CUSTOMIZED COURSE OFFERINGS

Qualified participants may be granted a waiver of class registration fees if they meet one of four criteria:

- Are unemployed or underemployed
- Have received notification of pending layoff
- Are working and are eligible for federal earned income tax credit
- Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

Customized course offerings include but are not limited to the following:

CAREER READINESS FOR THE NETWORK OF NON-EMERGENCY MEDICAL TRANSPORT WORKPLACE CHAMPIONS

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

COMPUTER TECHNOLOGY AWARENESS

Do you need to update your technology skills to become more familiar with computer technology? Learn the basics of how to operate a PC and become more familiar with Microsoft Word to enhance your professional skill set.

CREATE A DYNAMIC RESUME

Let us teach you how to create a dynamic resume, define your targeted job and its requirements, highlight skills that get you noticed, submit applications effectively, and create a cover letter that will open doors for you!

EMPLOYER EXPECTATIONS

In this course, we focus on providing you with employability skills training and on increasing your ability to get a job or a promotion. You will demonstrate the ability to work as a team member throughout this course, and you will also complete vocational and academic assessments.

DIVERSITY IN THE WORKPLACE

Learn about diversity and inclusion in the workplace which causes all employees to feel accepted and valued. We will teach you how to communicate and interact with different generations in the workplace and the dos and don'ts of working in a multicultural environment. When employees feel accepted and valued, they are happier in the workplace and stay longer with a company.

SIX KEYS TO SELF-LEADERSHIP

Learn to develop the strategies necessary for career growth. Whether you are seeking to obtain a better job or wanting to advance in your career, developing techniques of self-leadership is essential. The critical question to ask is – Are the keys to your success in your hands or someone else's? We will teach you how to keep the keys in your hands by identifying your pitfalls; focusing on your unique abilities, skills, and knowledge; communicating to build relationships; and using the tools of a self-leader to achieve your potential.

WORKING SMART

One of the major reasons why individuals are released from employment is not because they lack the technical skills to perform the job but because they lack the soft skills needed to succeed in the workplace.

We can help identify and teach the critical soft skills necessary for you to be an effective worker and a strong team player in a fast-paced environment. You will learn the importance of personal branding, dealing with stress, how to actively listen, effectively communicate, adjust to change, and problem solve.

IN TRANSITION

This lab will provide employability skills training for students who are unemployed, underemployed, received notice of a pending layoff, or re-entering the workforce. Individuals will refine their job search strategy, practice interviewing and networking skills, develop a self-marketing plan, and have accountability assignments for their job search. Individuals will complete and post their resume on appropriate career sites.

OVERCOMING JOB SEEKING BARRIERS AND BLUNDERS

Ever wonder if your resume gets lost or question if your application gets seen? Learn tried and true secrets of what employers are looking for in an employee. Learn to effectively answer interview questions as they relate to blemishes associated with current and previous situations. You will develop transferable skills, discover your strengths and weaknesses, and learn how to set goals. We will teach you how to overcome barriers on and off the job.

For more information regarding Customized Course Offerings, contact:

Williamston Campus

Candance Whitehurst
(252) 789-0229
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Windsor Campus

Deborah Morris
(252) 794-4861
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SMALL BUSINESS CENTER

The Small Business Center (SBC) at MCC supports the creation and growth of small businesses in North Carolina by providing free high-quality training, confidential business counseling, and access to valuable resources. Through workshops, seminars, and personalized support, the SBC at MCC equips entrepreneurs with the tools needed to start, manage, and grow their businesses successfully. Core topics include business planning, marketing, financing, bookkeeping, tax preparation, and more.

Funded by the NC legislature, the SBC at MCC plays a vital role in fostering job creation, retention, and economic development in our community. Course start dates may vary according to new sessions continually being added to the schedule. For more information and the most updated list of SBC course offerings, start dates, and meeting platforms, visit: [Small Business Center \(SBC\) | Martin Community College](#) or www.martincc.edu/business.

For questions or to reserve your spot with the SBC at MCC, contact:

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