



Martin Community College

Continuing Education

2019 Spring Schedule

1161 Kehukee Park Road Williamston, NC 27892

252-792-1521

www.martincc.edu

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**PROFESSIONAL
DEVELOPMENT**

PROFESSIONAL DEVELOPMENT CLASSES

Course Title: Commercial Driver's License (CDL) Class B

Course Description: This course prepares individuals to take North Carolina Division of Motor Vehicles Commercial Driver's License exam. It includes regulations and road safety procedures and is taught to ensure that the student understands the rules and regulations can successfully pass qualification exams for Commercial Driver's License (CDL).

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|-------------|-------------------|------------|------------|--------------|---------------|------|
| Mon & Thurs | 5:30 PM - 8:30 PM | 02/04/19 | 02/28/2019 | 24 | Martin Campus | \$70 |
| Mon & Thurs | 5:30 PM - 8:30 PM | 04/15/19 | 05/09/2019 | 24 | Martin Campus | \$70 |

Course Title: Computer Basics

Course Description: This course introduces basic computer usage. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer functionality and navigation of applications.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|------|
| Tues | 6:00 PM - 9:00 PM | 02/12/2019 | 04/02/2019 | 24 | Martin Campus | \$70 |

Course Title: Effective Teacher Training

Course Description: This course is designed to provide teacher assistants and substitutes with principles and practices of effective teaching. Core topics will focus on skills for basic classroom management, childhood development, and instructional techniques.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|-------------------|------------|------------|--------------|---------------|-------|
| Tues & Thurs | 6:00 PM - 9:00 PM | 02/12/2019 | 03/07/2019 | 30 | Martin Campus | \$125 |
| Mon & Wed | 6:00 PM - 9:00 PM | 03/11/2019 | 04/10/2019 | 30 | Bertie Campus | \$125 |

Course Title: Electrical Contractor License Renewal

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.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|-------------------|-------------------|------------|----------|--------------|---------------|------|
| Tues & Wed or Sat | 8:00 AM - 5:00 PM | TBA | TBA | 8 | Martin Campus | \$70 |

Course Title: Forklift Operator

Course Description: This course provides instruction on the operation and maintenance of an industrial forklift. Core topics include forklift design, controls and instrumentation, pre-use inspection, safety awareness, and forklift stability. This course meets the training requirements for related Occupational Safety and Health Administration (OSHA) regulations.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|------|
| Sat | 8:00 PM - 2:00 PM | 02/23/2019 | 02/23/2019 | 12 | Martin Campus | \$70 |
| Sat | 8:00 PM - 2:00 PM | 04/14/2019 | 04/14/2019 | 12 | Martin Campus | \$70 |

Course Title: Microsoft Excel

Course Description: Theory and uses of electronic spreadsheets, including applications, fundamental formula creation, model design and modification, formatting features, display characteristics, editing, moving and copying, sorting, mathematical, statistical, and financial functions, report generation, and other features of spreadsheets are covered in these courses.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|------|
| Tues | 6:00 PM - 9:00 PM | 01/15/2019 | 03/12/2019 | 24 | Martin Campus | \$70 |
| Tues | 6:00 PM - 9:00 PM | 03/19/2019 | 03/07/2019 | 24 | Martin Campus | \$70 |

Course Title: Notary

Course Description: This course is designed to provide instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical and procedural requirements of the Notary Act. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|-----------|-------------------|------------|------------|--------------|---------------|------|
| Mon & Wed | 5:30 PM - 9:00 PM | 02/25/2019 | 02/27/2019 | 7 | Martin Campus | \$70 |
| Mon & Wed | 5:30 PM - 9:00 PM | 05/13/2019 | 05/15/2019 | 7 | Martin Campus | \$70 |
| Sat | 8:00 AM – 4:30 PM | 01/19/2019 | 01/19/2019 | 7 | Bertie Campus | \$70 |
| Sat | 8:00 AM – 4:30 PM | 03/16/2019 | 03/16/2019 | 7 | Bertie Campus | \$70 |

Course Title: Vehicle Safety Inspection

Course Description: This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|--------------------|------------|------------|--------------|---------------|------|
| Tues & Thurs | 6:00 PM - 10:00 PM | 01/22/2019 | 01/24/2019 | 8 | Martin Campus | \$70 |
| Tues & Thurs | 6:00 PM - 10:00 PM | 03/12/2019 | 03/15/2019 | 8 | Martin Campus | \$70 |
| Tues & Thurs | 6:00 PM - 10:00 PM | 04/23/2019 | 04/25/2019 | 8 | Martin Campus | \$70 |

Course Title: Welding

Course Description: This course provides instruction on the principles and practices of welding. Emphasis is on the 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 knowledge base to sit for various industry-specific certifications.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|-------------|-------------------|------------|------------|--------------|--------------------|-------|
| Tues & Wed | 6:00 PM - 9:00 PM | 01/15/2019 | 05/01/2019 | 96 | Martin Campus | \$180 |
| Mon & Thurs | 6:00 PM – 9:00 PM | TBA | | 96 | Bertie Comp Center | \$180 |



VETERINARY

ASSISTANT COURSE

DAYS

CLASS STARTS

CLASS ENDS

REGISTRATION

Mon & Wed

February 11

June 5

\$180

For more information contact the Division of Continuing Education at 252-789-0248

Becoming a Veterinary Assistant is a rewarding career in a growing field. As a Veterinary Assistant you can work with animals and be part of a professional veterinary staff, nature center, wildlife center, or animal sanctuary. The course prepares students to assist and support licensed Veterinary Technicians and Veterinarians in the health and handling of small domestic animals and exotic species.

Learn how to interact with animals and their owners, obtain animal health histories and records, understand veterinary medical terminology, recognize the major breeds of various animals, assist the Veterinarian with caring for animals, assist with surgical and treatment procedures, recognize signs and symptoms of illness and disease, and perform administrative duties in the Veterinarian office.



Personal



Interests

PERSONAL INTEREST CLASSES

Course Title: Cake Decorating

Course Description: 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.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-----------------|
| Mon | 6:00 PM - 9:00 PM | 01/21/2019 | 02/25/2019 | 18 | Martin Campus | \$35 - \$70 FEE |
| Mon | 6:00 PM - 9:00 PM | 03/18/2019 | 04/29/2019 | 18 | Martin Campus | \$35 - \$70 FEE |
| Tues | 6:00PM – 9:00PM | 02/05/2019 | 03/12/2019 | 18 | Bertie Campus | \$50 - \$70 |

Course Title: Computer Fundamentals for Senior Adults

Course Description: Knowing how to use a computer is essential in accessing information on healthcare and staying in touch with family members. Computer Fundamentals class is designed to be hands-on and user-friendly for senior citizens. Each session will include topics like: computer basics, how to use a mouse, the arrow keys on the keyboard, touch typing and internet.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|--------------------|------------|------------|--------------|---------------------------|-----------------|
| Tues & Thurs | 9:00 AM - 12:00 PM | 02/05/2019 | 02/28/2019 | 24 | Williamston Senior Center | \$35 - \$70 FEE |
| Tues & Thurs | 9:00 AM - 12:00 PM | 03/19/2019 | 04/11/2019 | 24 | Williamston Senior Center | \$35 - \$70 FEE |
| Tues & Thurs | 9:00 AM- 12:00 PM | 04/23/2019 | 05/16/2019 | 24 | Williamston Senior Center | \$35 - \$70 FEE |
| Mon | 9:00 AM – 12:00 PM | 03/04/2019 | 04/08/2019 | 18 | Bertie Campus | \$35 - \$70 |

Course Title: Concealed Carry Handgun

Course Description: This is an 8-hour class that will explain to students the aspects of the North Carolina Concealed Carry Handgun law as it applies to the rights of the citizen to carry a concealed handgun. The course will cover laws concerning the use of deadly force, laws governing areas concealed weapons may be carried, and rules and ideas of gun safety. Successful completion of this course will provide the required training certificate needed to apply for a N.C. concealed carry permit from the local sheriff's office in your county of residence. *(Items for entry: handgun, 50 rounds of ammunition, eye and ear protection)*

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|------|
| Sat | 8:00 AM - 5:00 PM | 01/26/2019 | 01/26/2019 | 8 | Martin Campus | \$70 |
| Sat | 8:00 AM - 5:00 PM | 02/16/2019 | 02/16/2019 | 8 | Martin Campus | \$70 |
| Sat | 8:00 AM - 5:00 PM | 02/23/2019 | 02/23/2019 | 8 | Martin Campus | \$70 |
| Sat | 8:00 AM - 5:00 PM | 03/23/2019 | 03/23/2019 | 8 | Martin Campus | \$70 |
| Sat | 8:00 AM - 5:00 PM | 04/20/2019 | 04/20/2019 | 8 | Martin Campus | \$70 |
| Sat | 8:00 AM - 5:00 PM | 05/04/2019 | 05/04/2019 | 8 | Martin Campus | \$70 |

| | | | | | | |
|-----|------------------|------------|-------------|---|---------------|------|
| Sat | 8:00 AM – 5:00PM | 01/19/2019 | 01/19/22019 | 8 | Bertie Campus | \$70 |
| Sat | 8:00 AM – 5:00PM | 03/16/2019 | 03/16/2019 | 8 | Bertie Campus | \$70 |

Course Title: Couponing

Course Description: Expand your talent for cutting household expenses by clipping and redeeming coupons. You will be taught how to gather, organize and the rules of couponing.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-------------|
| Mon | 6:00 PM - 9:00 PM | 02/04/2019 | 02/04/2019 | 3 | Bertie Campus | \$35 - \$70 |
| Mon | 6:00 PM – 9:00 PM | 05/06/2019 | 05/06/2019 | 3 | Bertie Campus | \$35 - \$70 |

Course Title: Defensive Driving-8 HR

Course Description: 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. To register, contact Leslie Bond at 252-789-0248 or Candance Whitehurst at 252-789-0229 and/or via email at leslie.bond@martincc.edu or candance.bryant-whitehurst@martincc.edu

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-------|
| Tues | 8:00 AM – 5:00 PM | 01/15/2019 | 01/15/2019 | 8 | Martin Campus | \$105 |
| Tues | 8:00 AM – 5:00 PM | 02/19/2019 | 02/19/2019 | 8 | Martin Campus | \$105 |
| Tues | 8:00 AM – 5:00 PM | 03/05/2019 | 03/05/2019 | 8 | Martin Campus | \$105 |
| Tues | 8:00 AM – 5:00 PM | 04/23/2019 | 04/23/2019 | 8 | Martin Campus | \$105 |

Course Title: Defensive Driving-4 HR

Course Description: Defensive Driving Course-4 (DDC-4), a four-hour 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.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|--------------------|------------|------------|--------------|---------------|------|
| Mon | 8:00 AM - 12:00 PM | 01/14/2019 | 01/14/2019 | 4 | Martin Campus | \$55 |
| Mon | 8:00 AM - 12:00 PM | 02/18/2019 | 02/18/2019 | 4 | Martin Campus | \$55 |
| Mon | 8:00 AM - 12:00 PM | 03/04/2019 | 03/04/2019 | 4 | Martin Campus | \$55 |
| Mon | 8:00 AM -12:00 PM | 04/22/2019 | 04/22/2019 | 4 | Martin Campus | \$55 |

Course Title: Digital Photography

Course Description: Students will explore the capabilities of their cameras' variable settings, such as ISO, shutter speed, aperture (f-stop), focusing and metering modes, and how to use those settings to achieve optimum results for a particular scenario.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-------------|
| Wed | 6:00 PM - 9:00 PM | 03/18/2019 | 05/13/2019 | 24 | Martin Campus | \$70 |
| Mon | 6:00 PM – 9:00 PM | 04/08/2019 | 05/06/2019 | 24 | Bertie Campus | \$50 - \$70 |

Course Title: Line Dancing

Course Description: Line Dancing is becoming more popular because you can do it anywhere and you do not need a partner to dance. In our Line Dancing 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 find people just like yourself who want to learn something new and get a great workout at the same time!

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-------------|
| Mon | 5:30 PM – 8:30 PM | 01/21/2019 | 04/08/2019 | 32 | Martin Campus | \$35 - \$70 |

Furniture Upholstery and Repair

Course Description: 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.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|-------------------|------------|------------|--------------|---------------|-------------|
| Tues & Thurs | 6:00 PM - 9:00 PM | 02/26/2019 | 03/14/2019 | 40 | Martin Campus | \$50 - \$70 |

Course Title: Web Page Design

Course Description: This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-------------|
| Tues | 6:00 PM - 9:00 PM | 02/26/2019 | 04/16/2019 | 24 | Martin Campus | \$35 - \$70 |

Course Title: Wedding and Event Planning

Course Description: This course is designed to instruct students in the planning and coordination of special events, weddings, etc. Topics will include event design and objectives, program planning, food and beverage catering, and vendors and other resources and organizations available to assist with coordination of major events.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------|-------------------|------------|------------|--------------|---------------|-------------|
| Tues | 6:00 PM - 8:00 PM | 02/05/2019 | 04/02/2019 | 18 | Martin Campus | \$35 - \$70 |

* EMS



EMERGENCY MEDICAL SERVICES PROGRAM

Course Title: Emergency Medical Technician Hybrid

Course Description: This course follows the guidelines established by the NC OEMS. The following topics will be taught during this course; Preparatory, Airway Emergencies, Patient Assessment, Medical/Behavioral Emergencies, CPR, Pharmacology, Trauma, and OB/Infants/Children Emergencies. Skills stations in Patient Assessment, Airway Management and Trauma will also be taught.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|--------------------|------------|-----------|--------------|----------------------------|----------|
| Mon & Wed | 6:00 PM - 10:00 PM | 1/16/2019 | 5/15/2019 | 222 | Martin Campus, Bld 4 Rm 26 | \$180.00 |
| Tues & Thurs | 6:00PM – 10:00 PM | 1/22/2019 | 5/14/2019 | 222 | Bertie Campus, Room 16 | \$180.00 |

Course Title: EMS Anatomy/Physiology

Course Description: This 80-hour 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. This class is a pre-requisite to the Paramedic class.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------|--------|------------|-----------|--------------|----------|----------|
| Online | Online | 1/21/2019 | 3/16/2019 | 80 | Online | \$180.00 |

Course Title: Paramedic Refresher

Course Description: This 120 hour course was designed following the NC OEMS 2016 document "EMS Refresher Educational Program Guideline." The curriculum for this refresher course exceeds the National Education Standards curricula requirements for re-credentialing Paramedics.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------|--------|------------|-----------|--------------|----------|----------|
| Online | Online | 2/4/2019 | 4/27/2019 | 120 | Online | \$180.00 |

Course Title: Advanced Emergency Medical Technichen (AEMT) Refresher

Course Description: This 100 hour course was designed following the NC OEMS 2016 document "EMS Refresher Educational Program Guideline." The curriculum for this refresher course exceeds the National Education Standards curricula requirements for re-credentialing AEMT's.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------|--------|------------|-----------|--------------|----------|----------|
| Online | Online | 2/18/2019 | 4/27/2019 | 100 | Online | \$180.00 |

Course Title: Emergency Medical Technician (EMT) Refresher

Course Description: This 80 hour course was designed following the NC OEMS 2016 document "EMS Refresher Educational Program Guideline." The curriculum for this refresher course exceeds the National Education Standards curricula requirements for re-credentialing EMT's.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------|--------|------------|-----------|--------------|----------|----------|
| Online | Online | 3/4/2019 | 4/27/2019 | 80 | Online | \$180.00 |

Course Title: Paramedic Hybrid

Course Description: This course follows the NC OEMS Curriculum and bridges the EMT to Paramedic. The Paramedic is an Allied Health Professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|----------------|--------------------|------------|------------|--------------|-------------------------------|-----------|
| Tues/Thurs/Sat | 6:00 PM - 10:00 PM | 3/5/2019 | 12/12/2019 | 1,112 | Martin Campus, Bld 4 Rm 30 | \$180 X 2 |
| Mon/Wed/Sat | 6:00 PM - 10:00 PM | 3/4/2019 | 12/16/2019 | 1,112 | Bertie Campus, Room 16 | \$180 X 2 |

FIRE & RESCUE TRAINING CLASSES

(will be offered throughout the year at various fire station locations in Martin & Bertie Counties)

For more information contact: **Larry Johnson**, Fire/Rescue Training Program Coordinator • 252-789-0205





Healthcare

HEALTH CARE PROGRAM

HEALTH CARE ORIENTATION IS REQUIRED FOR ANYONE PLANNING TO ENROLL IN A HEALTHCARE COURSE. ORIENTATIONS FOR THE SPRING 2019 HEALTH CARE COURSES ARE SET AS FOLLOWS: **MARTIN CAMPUS – December 10, 2018 at 5:00 PM, Martin CAMPUS – Wednesday, January 3, 2019 at 5:00 PM** THERE IS NO COST INVOLVED IN THE ORIENTATION.

Course Title: NURSE AIDE I (FAST TRACK)

Course Description: The Nurse Aide I course prepares students to provide personal care and basic nursing skills for the elderly. Emphasis is on the role of the nurse aide; communication; documentation; infection control, safety; resident’s rights; common disorders/diseases of body systems, aging changes; personal care and grooming; accurate measurement of vital signs; elimination; nutrition; death and dying. Although strongly encouraged, high school/GED is not required for Entry into the Nurse Aide I class. Upon satisfactory completion of the course, students are eligible to apply for the North Carolina (NC) State Certification Examination required for listing as a Nurse Aide I on the NC Nurse Aide I Registry. **Pre-Requisites: Attend Healthcare Orientation (12/10/18 Martin Campus and 01/03/19 Martin Campus both at 5pm) and successfully complete the 24-hour Career Pathways (Beginning January 8, 2019 Tuesdays and Thursdays from 8:30 AM to 3:00 PM)course, score silver level CRC on the Career Readiness Certification.**

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------------------|-------------------|------------|------------|--------------|---------------|---------------------|
| Tues, Wed, Thurs | 8:30 AM - 3:30 PM | 01/30/2019 | 04/03/2019 | 187 | Martin Campus | FEE WAIVED OR \$180 |

Course Title: NURSE AIDE 2

The 160-hour Nurse Aide 2 course prepares the Nurse Aide I to further their employable skills through a higher level of clinical practice. In addition to continuing skills learned in Nurse Aide 1 training, Nurse Aide 2 students learn how to care for individuals requiring sterile wound care, testing of blood glucose, oxygen therapy, tracheostomy care and suctioning, tube feeding, catheter insertion and removal, colostomy care, and IV site care and IV removal. Upon satisfactory completion of the course and Final Written/Lab Competency Evaluation, graduate is eligible to apply for Nurse Aide 2 listing with the NC Board of Nursing-Nurse Aide 2 Registry. Prerequisites: high school diploma, GED, or equivalency; and current listing in good standing on North Carolina Nurse Aide I Registry.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------------|-------------------|------------|------------|--------------|---------------|-------|
| Tue, Thurs | 8:30 AM - 3:30 PM | 02/12/2019 | 05/07/2019 | 160 | Martin Campus | \$180 |

Course Title: HEALTHCARE BILLING AND CODING PART 1 (Hybrid)

Course Description: The 90-hour Part 1 of Healthcare Billing and Coding is partially seated and partially online. This course builds the basic skills needed in Healthcare Billing and Coding. **Pre-Requisites: High school diploma or equivalency or GED required.**

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|-------------------|------------|----------|--------------|---------------|-------|
| Tues & Thurs | 6:00 PM - 9:00 PM | TBA | TBA | 100 | Martin Campus | \$180 |

Course Title: PHLEBOTOMY

Course Description: The 24-hour Career Pathways course precedes the Phlebotomy course and introduces students to their healthcare field of study. The curriculum allows students to research their field of study through the internet and personal interviews, and research job responsibilities and skills needed for success in their field. Additionally, students learn job search strategies, problem solving, communication, and conflict resolution skills. This portion of the class meets **Tuesdays, and Thursdays from 8:30 AM – 3:00 PM AND MAY BE FEE WAIVED, IF ELIGIBLE.** The 215-hour Phlebotomy course provides classroom (135 hours), and clinical (80 hours), training experiences necessary to prepare students to safely and properly collect and handle blood specimens for diagnostic testing. Course content includes, but is not limited to: bloodborne pathogen precautions and safe handling of biohazardous materials, appropriate communication skills when working with patients, selection of venipuncture sites, maintaining venipuncture equipment, performing successful venipunctures, handling specimens, and clerical duties regarding blood analysis. Students will be required to perform venipunctures on each other under the direct supervision of the instructor. In addition to satisfactory attendance and academic performance, students will not progress to clinical unless they are competent at phlebotomy sticks in the lab setting. **Pre-Requisites:** **Successfully complete the above Career Pathways Course described and listed here; High School diploma or equivalency or GED; attend Healthcare Orientation (12/10/18 Martin Campus, 5 PM or 01/03/19, Martin Campus, 5 PM); score Level 4 or higher on the KeyTrain Assessment. Strongly preferred: previous experience in the medical field as NA, EMT, or other healthcare worker, OR have taken a Medical Terminology or Anatomy course.**

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|----------|------------------|------------|------------|-----------------------------------|---------------|--|
| Mon, Fri | 8:00AM to 1:15PM | 02/01/2019 | 05/10/2019 | 24 (Pathways) 215 (Phlebotomy) | Martin Campus | FEE WAIVED OR \$70 - CP & \$180 – Phlebotomy |

Course Title: ACTIVITY DIRECTOR (Hybrid)

Course Description: The 85-hour Activity Directors course prepares students to work in Long Term Care Facilities, Senior Centers, and Adult Care Homes as a director of recreational activities suitable for adults. The course consists of 60 hours of classroom and online instruction and 25 hours of supervised clinical practice. Course instruction includes but is not limited to: methods of organizing arts and crafts activities, games, movies, puzzles, and sing-alongs; scheduling religious services and visits from musical groups or other entertainers, and seasonal activities meaningful to the resident population. **Prerequisites:** High School diploma or equivalency or GED.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|----------|-------------------|------------|----------|--------------|---------------|-------|
| Mon, Wed | 6:00 PM – 9:00 PM | TBA | TBA | 85 | Martin Campus | \$180 |



BASIC LAW ENFORCEMENT TRAINING

BASIC LAW ENFORCEMENT TRAINING (BLET)

Course Title: Basic Law Enforcement

Course Description: This is a 16 weeks course mandated by the state for all certified law enforcement officers. It covers 620 hours of study including; Physical Fitness, Firearms, Law Enforcement Driving Training, Laws of Arrest, Search and Seizure, Motor Vehicle Law, Techniques of Traffic Enforcement, Patrol Techniques, Sheriff's Responsibilities, Rapid Deployment, etc. All of these classes are conducted on the MCC campus with the exception of driver training.

Those interested in applying for the BLET program at MCC must complete a packet of information and forms. Packets may be obtained in person or by mail. To obtain a packet or for more information about the BLET program at MCC...contact Wayland Mitchell at 252-789-0267 or wayland.mitchell@martincc.edu or Lena Jackson at 252-789-0322 or lena.jackson@martincc.edu

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | MARTIN CAMPUS or BERTIE CAMPUS | FEE |
|---------------------------|----------------------|---------------------|----------|--------------|--------------------------------------|---|
| *Mon, Tues, Wed, Thurs | *6::00 PM - 10:00 PM | January 11, 2019 | TBA | 640 | Martin Campus | Fee Waived w/Sponsorship(Required) Cost: Books & Uniforms |
| **Sat | **8:00 AM – 6:00 PM | | | | | |



Basic Skills Program

Martin County Class Sites

| CLASS | BEGINS – ENDS | DAYS | HOURS | LOCATION |
|----------------------------------|----------------------|-------------|-------------------------------------|----------------------------------|
| Basic Skills (ABE, GED®) | January 7 – May 8 | M-TH | 8:00AM – 12:00PM 1:00PM – 4:00PM | MCC- Bldg. 2 |
| Basic Skills (ABE, GED®, ESL) | January 7 – May 7 | M-W | 6:00PM – 9:00PM | MCC- Bldg. 2 |
| Basic Skills (ABE) | January 7 – May 8 | M-W | 8:00AM – 2:00PM | Willow Acres Community Center |
| Basic Skills (ABE, GED®) | January 7 – May 8 | M-TH | 9:00AM – 12:00PM | Robersonville Senior Center |

Bertie County Class Sites

| CLASS | BEGINS – ENDS | DAYS | HOURS | LOCATION |
|-----------------------------|----------------------|-------------|-----------------|---|
| Basic Skills (ABE, GED®) | January 7 – May 8 | M-TH | 8:00AM – 4:30PM | MCC- Bertie Campus Bertie LC |
| Basic Skills (ABE, GED®) | January 7 – May 7 | T&TH | 6:00PM – 9:00PM | MCC- Bertie Campus Bertie LC |
| Basic Skills (ABE) | January 7 – May 8 | M-TH | 8:00AM – 3:30PM | MCC- Bertie Campus Basic Life Skills |

High School Equivalency Graduation May 9, 2018

No Basic Skills Classes on the following dates:

January 21, 2019 – Martin Luther King Jr. Day
April 22, 2019 – April 26, 2019 for Spring Break



HUMAN RESOURCES DEVELOPMENT (HRD) PROGRAM

Course Title: JOB SEEKERS COMPUTER SKILLS

Course Description: This computer class provides computer skills to the unemployed or underemployed adult. The curriculum framework is designed to introduce computers and computer terms, introduce the internet and develop email capabilities, develop skills in navigating the internet and using search engines. Topics will include using the computer to register on NC Works, search for jobs and occupational information, compiling employment related documents, i.e. resumes, cover letters, master application; accessing governmental and educational resources emphasizing the role of information technology in the world of work. To register, contact Leslie Bond at 252-789-0248 or Brenda G. Moore at 252-789-0236 and/or via email at leslie.bond@martincc.edu or brenda.moore@martincc.edu

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|--------------------|------------|------------|--------------|---------------|---------------------|
| Mon & Wed | 2:30 PM – 5:30 PM | 03/12/2019 | 05/02/2019 | 48 | Martin Campus | Fee Waived or \$125 |
| Tues & Thurs | 9:00 AM – 12:00 PM | 03/06/2019 | 04/26/2019 | 48 | Bertie Campus | Fee Waived or \$125 |

Course Title: HUMAN SERVICES EXPLORATION: DSS CASEWORKER (This course is the **Pre-Requisite** to the Income Maintenance Caseworker course)

Course Description: This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Services.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|-------------------|------------|------------|--------------|---------------|---------------------|
| Tues & Thurs | 6:00 PM – 9:00 PM | 01/08/2019 | 02/26/2019 | 45 | Martin Campus | Fee Waived or \$125 |

Course Title: EMPLOYABILITY SKILLS/CAREER READY 101 LAB

Course Description: This course is an employability and Career Ready Certification (CRC) Lab that work with students based on their needs for employment and job readiness. For employability, the student will enroll in NC Works, establish an email account, create resumes, complete online job applications, conduct online job searches, improve their interviewing, problem solving and communication skills. Students will work on their soft skills, i.e. time management, teamwork, getting along with others, etc. To prepare for the National Career Readiness Certificate (CRC), students will take the KeyTrain assessments in Applied Math, Workplace Documents and Graphic Literacy. Remediation will be provided for any areas of weakness through individual and/or group assistance.

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|--------------|--------------------|------------|------------|--------------|---------------|---------------------|
| Mon & Wed | 8:00 AM - 2:00 PM | 01/07/2019 | 05/15/2019 | Varies | Martin Campus | FEE WAIVED OR \$180 |
| Tues & Thurs | 8:00 AM – 2:30PM | | | | | |
| Wed | 8:00 AM - 12:00 PM | 01/09/2019 | 05/15/2019 | Varies | Bertie Campus | FEE WAIVED OR \$180 |

Course Title: WORKSHOPS FOR SERIOUS JOBSEEKERS

Course Description: This course is a lab-setting with various topics on various days throughout the 36 or 40 hours. The Lab will assist students with registration into NC Works, career exploration/assessment, establishing an email account, creating a resume, online job search, completing on line applications, sharpening interviewing skills, improving problem solving and communication skills and exploring soft skills needed for job success. Students

will also be provided opportunities to work on Career Ready 101 as needed to prepare for the National Career Readiness Certificate (CRC).

| DAYS | TIME | START DATE | END DATE | COURSE HOURS | LOCATION | FEE |
|------------------|-------------------|-------------|------------|--------------|---|---------------------|
| Tues, Wed, Thurs | 9:00 AM - 1:00 PM | 01/08/2019 | 01/24/2019 | 36 | MC NC Works Center 407 E Blvd. Williamston | FEE WAIVED OR \$125 |
| Tues, Wed, Thurs | 9:00 AM - 1:00 PM | 01//29/2019 | 02/14/2019 | 36 | MC NC Works Center 407 E Blvd. Williamston | FEE WAIVED OR \$125 |
| Tues, Wed, Thurs | 9:00 AM - 1:00 PM | 02/19/2019 | 03/07/2019 | 36 | MC NC Works Center 407 E Blvd. Williamston | FEE WAIVED OR \$125 |
| Tues, Wed, Thurs | 9:00 AM - 2:00 PM | 03/12/2019 | 03/28/2019 | 36 | MC NC Works Center 407 E Blvd. Williamston | FEE WAIVED OR \$125 |
| Tues, Wed, Thurs | 9:00 AM - 2:00 PM | 04/02/2019 | 04/18/2019 | 36 | MC NC Works Center 407 E Blvd. Williamston | FEE WAIVED OR \$125 |
| Tues & Thurs | 9:00 AM - 2:00 PM | 01/08/2019 | 01/31/2019 | 40 | BC NC Works Center 105 E. Granville St. Windsor | FEE WAIVED OR \$125 |
| Tues & Thurs | 9:00 AM - 2:00 PM | 02/05/2019 | 02/28/2019 | 40 | BC NC Works Center 407 E Blvd. Williamston | FEE WAIVED OR \$125 |
| Tues & Thurs | 9:00 AM – 2:00 PM | 03/05/2019 | 03/28/2019 | 40 | BC NC Works 105 E. Granville St Windsor. | FEE WAIVED OR \$125 |
| Tues & Thurs | 9:00 AM – 2:00 PM | 04/02/2019 | 05/02/2019 | 40 | BC NC Works 105 E. Granville St Windsor | FEE WAIVED OR \$125 |
| | | | | | | |



During this 24 hours training, students and job seekers will master the skills that employers know to be crucial for job success. In this course you will learn more about: Communication Skills, Problem Solving Skills, Time Management, Accountability, and so much more! If you are interested in increasing your chance for employment and promotion, Working Smart Training is the session for you! **Certification** will be handed out after all classes are completed.

TOP FIVE REASONS TO ATTEND THE WORKING SMART TRAINING

1. Make yourself stand out in the competitive job market.
2. Learn strategies that can help you both at work and at home.
3. Increase your earning potential.
4. Broaden your career opportunities.
5. Impress your boss with your Working Smart attitude.

| | | | | | | |
|--------|----------|---------|------------|------------|-----------------------|---------------------|
| Friday | 08:30 AM | 3:00 PM | 02/01/2019 | 02/22/2019 | Williamston Campus | Fee Waived or \$70. |
| Friday | 08:30 AM | 3:00 PM | 03/22/2019 | 04/12/2019 | Williamston Campus | Fee Waived or \$70. |



CAREER READINESS CERTIFICATE (CRC)

Martin Community College (MCC) offers the National Career Readiness Certificate (CRC), which confirms an individual's workplace competency skills in three core areas:

- **Applied Mathematics**
- **Workplace Documents**
- **Graphic Literacy**

The CRC, through the ACT WorkKeys® system, provides a national standardized measurement to compare employees and job applicants with established profiles. Martin Community College uses the Internet-based KeyTrain/Career Ready101® software training system to prepare individuals for success when taking the WorkKeys® assessments.

Even if you have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today's workplace.

How Does the CRC Works?

Building on a Proven Program

The Certificate is based on established WorkKeys® assessment tests. (WorkKeys is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to Workplace Documents, Applied Math, and Graphic Literacy through the WorkKeys skills assessment system.

| | BRONZE | SILVER | GOLD | PLATINUM |
|---|---|---|--|--|
| Certificates are awarded by achieving a minimum | Level 3 score on all assessments. | Level 4 score on all assessments | Level 5 score on all assessments | Level 6 score on all assessments |
| Skill levels demonstrate ability for | 16% of jobs* | 67% of jobs* | 93% of jobs* | 99% of jobs* |
| Sample Occupation Correlation | <ul style="list-style-type: none"> • Auto Body Repair Technician • Veterinary Assistant • Janitorial Supervisor • Drywall Installer • Pharmacy Aid | <ul style="list-style-type: none"> • Administrative Manager • Head Cook • Medical Assistant • Engineering Technician • Machinist | <ul style="list-style-type: none"> • School Counselor • Pharmacy Technician • Semi-Conductor Processor • Business Executive • Electrician | <ul style="list-style-type: none"> • Accountant • Technical Writer • Sales Manager • Registered Nurse Manager • Elevator Installer and Repairer |

*Approximate percentage based on jobs in the WorkKeys® occupational profile database.

A Chance to Advance

Individuals can earn **four levels** of Career Readiness Certificates based on their test performance in Applied Math, Graphic Literacy, and Workplace Documents.

CRC Assessments

As mentioned above, CRC assessments test applicants in three major areas: Workplace Documents, Graphic Literacy, and Applied Math. The different levels earned – bronze, silver, gold and

platinum – signify increasing levels of difficulty in each area.

CRC PREPARATION CLASS

Martin Community College offers the CRC preparation class (Employability/Career Ready 101 Lab) at the Williamston Campus Monday – Thursday from 8:00 AM - 12:30 PM, Wednesday evenings by appointment by calling (252) 789-0236, and at the Bertie Campus, 409 West Granville Street, Windsor, NC 27983 on Wednesday mornings from 8:00 AM – 12 Noon. An individual is scheduled for CRC testing by the instructor. CRC preparation will soon be offered at the NC Works Center in Martin and Bertie County. **ALL EXAMINEES MUST BE SCHEDULED BY A LAB INSTRUCTOR TO TAKE THE CRC OR A WORKKEYS ASSESSMENT, which is normally scheduled twice a week.**

WORKKEYS ASSESSMENTS COSTS (Examinees must bring exact change).

The costs for the assessments are as follows:



PRICING

- ❖ \$45 for the full set of CRC assessments: Applied Math, Workplace Documents, and Graphic Literacy
- ❖ \$15 per assessment (single test or retest for the following tests: Applied Math, Workplace Documents, and Graphic Literacy)
- ❖ \$25 for all other WorkKeys Tests

CRC PREPARATION – OPEN LAB HOURS

WILLIAMSTON CAMPUS

BUILDING 1 - RM 33
8:00 AM – 12:30 PM
MONDAY – THURSDAY

WINDSOR CAMPUS

ROOM 17 & ROOM 18
8:00 AM – 12 NOON
WEDNESDAYS

The lab is open on Wednesday evenings by appointment from 4:00 PM – 9:00 PM;
However, you must arrive by 6:30 PM.

CRC TEST SCHEDULE

All CRC/Workkeys testing is scheduled by the lab instructor and must be scheduled by 12:00 Noon the day before testing. Cell phones and other items are not allowed in the testing room. Calculators, formula sheets and scratch paper will be provided for the math test. Examinees must bring exact change.

CRC TEST HOURS

WILLIAMSTON CAMPUS

BUILDING 1 - ROOM 22
4:00 PM - 9:00 PM
MONDAYS

WILLIAMSTON CAMPUS

BUILDING 1 -ROOM 22
9:00 AM - 1:00 PM
WEDNESDAYS

FOR MORE INFORMATION CONTACT:

Brenda G. Moore, HRD Coordinator/CRC Administrator
252-789-0236 or brenda.moore@martincc.edu