

Martin Community College

September 2020 Continuing Education & Curriculum Information

Small Business Center (SBC)



Need help with COVID 19 related business issues?
Contact MCC's Small Business Center at 252-789-0201 or 252-789-0202 or visit the SBC web page at <https://www.martincc.edu/business>

Business Tax 101
6-8 p.m., Thursday, 9/03
Webex (online)

Basics of Social Media Marketing
6 - 8 p.m., Tuesday, 9/08
Zoom (online)

Sales & Use Taxes
6 - 8 p.m., Thursday, 9/10
Webex (online)

QuickBooks Part 1
6-8 p.m., Tuesday, 9/15
MCC (on campus)

QuickBooks Part 2
6-8 p.m., Thursday, 9/17
MCC (on campus)

How to Do the 501(c)(3) Thing
6 - 8 p.m., Monday, 9/21
Zoom (online)

Preparing You for a Smart Restart
6 - 8 p.m., Wednesday, 9/23
Zoom (online)

How to Turn Your Hobby into a Business
6 - 8 p.m., Monday, 9/28
Zoom (online)

Grant Writing/Grant Seeking
6 - 8 p.m., Wednesday, 9/30
Zoom (online)

For additional information or to schedule a consultation please contact Lena Jackson at lena.jackson@martincc.edu or via phone at 252-789-0201. All SBC seminars and services are free.

Human Resource Development (HRD)

Employability Skills/Career Ready Lab/ CRC (open enrollment) - 9 a.m. - 12 p.m., on Wednesdays, available through December 15, Bertie Campus, \$180 class fee (fee is waived for eligible students)

Employability Skills/Career Ready Lab/ CRC (open enrollment) - 9 a.m. - 12 p.m., Mondays, Tuesdays, & Wednesdays, available through December 15, Williamston Campus, \$180 class fee (fee is waived for eligible students)

NCFAST Income Maintenance Caseworker (must have taken Intro to Human Services Exploration prior to enrolling) - 6 - 9 p.m., on Mondays and Wednesdays, starting October 19, Bertie Campus, \$125 class fee (fee is waived for eligible students)

For more information, contact Candance Bryant-Whitehurst at 252-789-0229 or via email at Candance.Bryant-Whitehurst@martincc.edu

Martin Community College's 8-week "minimester" starts October 21!

Financial Aid is available for Mini-mester classes.

Earn affordable, transferrable college credits in just eight weeks!

Call 252-789-0293 to learn more and get registered.

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.

College and Career Readiness

GED®, Adult Basic Education (ABE), and English as a Second Language (ESL)
All College and Career Readiness classes are free!

High School Equivalency classes are now available online and will be available to new students at multiple locations - including Williamston, Robersonville, and Windsor starting in July. Funds are available to assist qualified students with the \$80 fee for taking the High School Equivalency Tests (formerly GED®).

For more information about College and Career Readiness classes contact Catina Blake at 252-789-0288 or via email at catina.blake@martincc.edu.

Increase your earning potential!



FREE GED® CLASSES

Available in Williamston, Robersonville, and Windsor!

Learn more at www.martincc.edu or 252-789-0288

GED® completers are eligible for a MCC Foundation scholarship for up to 6 credit hours of curriculum courses!

GED® Testing for all 4 competency modules (Mathematical Reasoning, Reasoning through Language Arts, Science and Social Studies) is available at MCC. Students must preregister for these tests online at <https://ged.com>. They are administered weekly by MCC's GED Examiner, Stevie Lawrence, as follows: 8 a.m. - 4 p.m. on Tuesdays and Wednesdays 4 - 8 p.m. on the second Monday of the month Test fees may be available for those who qualify. For more information, call 252-789-0236 or email stevie.lawrence@martincc.edu

College and Career Readiness Sites

GED®, Adult Basic Education (ABE) & English as a Second Language (ESL)

M - Th, from 8 a.m. - 4 p.m., 9/1 - 12/10, MCC campus in Williamston

M, T, W & Th, from 9 a.m. - 12 p.m., 9/1 - 12/10, Robersonville Sr. Center

M, T & W, from 8 a.m. - 12 p.m., and 12:30 - 3:30 p.m., 9/1 - 12/10, Bertie Campus in Windsor

Th, from 8a.m. - 12 p.m., 9/1 - 12/10, Bertie Campus in Windsor

Online Math and English transition classes as well as GED classes are also available through MCC. However, you must enroll (see below) for these classes.

There are no fees for any of these classes.

Contact Catina Blake for more information about any of the sessions noted above. She can be reached at 252-789-0288 or via email at catina.blake@martincc.edu



Interested in a Fire Fighting career? MCC's next Fire Training Academy starts in 2021. Contact Larry Johnson at 252-789-0205 or by email at larry.johnson@martincc.edu or visit the Martin Community College Fire & Rescue Program Facebook page.

Need a new do! Check out MCC's Cosmetology Salon



The Cosmetology Department at Martin Community College in Williamston has resumed its services. Services include washes, cuts, styles, perms, manicures, facials, pedicures, color, highlights, relaxers and more. Fall semester hours are 9:15 a.m. - 1 p.m., Monday through Thursday and 9:15a.m. - 11 a.m. on Fridays. A price list is available at www.martincc.edu/salon. Due to the pandemic, you must make an appointment. Call 789-0250 to make an appointment and be sure to wear a mask!

Register

★ ★ to ★ ★
VOTE

In recognition of National Voter Registration Day, the Martin Community College Library will hold a voter registration drive on September 22, 2020, from 9:00 am to 6:00 pm. Members of the Martin County Board of Elections, the Bertie County Board of Elections and the League of Women Voters will be on hand to assist voters with new registrations and updating addresses and other information for those already registered. Teens who will be 18 by Election Day may also register to vote. Voter registration forms will remain available in the library through October 8, for those unable to attend the drive. The event is open to MCC students, faculty and staff, and the general public.

The library is located in Building 2 on the Martin Community College campus in Williamston. Face masks are required inside on the MCC campus.

BLET

(Basic Law Enforcement Training)



Next class starts Monday, November 30, on MCC's Williamston campus

BLET is a 27 weeks course mandated by the state for all certified law enforcement officers. It covers 645 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. This training is offered through MCC's Division of Continuing Education.

Cadet sponsorship from local law enforcement agencies make this program affordable! SECU scholarships are also available for successful completers of the program. For more information, contact MCC's BLET Coordinator, Cliff Hales, at 252-789-0267 or via email at clifton.hales@martincc.edu. Application forms are available on MCC's web page at <https://www.martincc.edu/blet>

Continuing Education Classes

Microsoft Word - 6 - 9 p.m., on Tuesdays, September 1 - October 20, on the Williamston campus, \$70 class fee

Welding
6 - 9 p.m., T & W, 9/1 - 12/15, Williamston campus

6 - 9 p.m., M & Th, 9/3 - 12/15, Bertie Complex

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). The fee is \$180.

Effective Teacher Training

Tuesdays & Thursdays, 6 - 9 p.m., 9/8 - 10/8, MCC campus in Williamston.

Mondays & Wednesdays, 9/9 - 10/12, 6 - 9 p.m., MCC campus in Windsor

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. The fee is \$125.

Computer Basics for Seniors - 9 a.m. - 12 p.m., on Tuesdays, September 15 - October 8, on the Williamston campus, \$50 - \$70 class fee (depending on number of participants)

Notary Public

Williamston Campus - Tuesday, 9/14 & Thursday, 9/16, 5:30 - 9 p.m.

Windsor Campus - Saturday, 9/19, 8:30 a.m. - 5:00 p.m.

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. The fee is \$70 and the book is \$27.16.

Cake Decorating - 6 - 9 p.m., on Tuesdays, September 14 - October 19, on the Williamston campus, \$50 - \$70 class fee (depending on number of participants)

Veterinary Assistant - 6 - 9 p.m., M & W, 9/14 - 12/16, Williamston Campus, 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 for surgical and treatment procedures, recognize signs and symptoms of illness and disease, and perform administrative duties in the Veterinarian office. The class fee is \$180.

Defensive Driving (4-hr. course) - 8 a.m. - 12 p.m., Monday, September 14, Williamston campus, \$55 class fee

Defensive Driving (8-hr. course) - 8 a.m. - 5 p.m., Tuesday, September 15, Williamston campus, \$105 class fee

Furniture Upholstery and Repair - 6 - 9 p.m., T & Th, 9/15 - 10/29, Williamston Campus, 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. The fee is \$50 to \$70 depending on enrollment.

Digital Photography

Thursdays, 6 - 9 p.m., 9/17 - 11/5, Williamston campus

Mondays, 6 - 9 p.m., 10/5 - 11/23, Bertie campus

During this course, 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. The class fee is \$70.

Forklift Operator - 8 a.m. - 2 p.m., Saturday, 9/16, Williamston Campus, \$70 class fee

Medication Aide* (Must be NAI Certified and have HS Diploma or GED) - T, W, & Th, 9 a.m. - 1 p.m., 9/22 - 10/1, Williamston Campus, \$70 class fee

Concealed Carry Handgun

Saturday, 10/3, from 8 a.m. - 5 p.m., at the MCC campus in Williamston.

Saturday, 10/17, 8 a.m. - 5 p.m., MCC campus in Windsor

This class explains the aspects of NC's Concealed Carry Handgun law as it applies to the rights of a citizen to carry a handgun. The course will cover the use of deadly force, how concealed weapons may be carried, and gun safety. Successful completion of this course provides the required training certificate needed to apply for an NC concealed carry permit from the local sheriff's office in your county of residence. Students are required to bring a handgun, 50 rounds of ammunition, as well as eye and ear protection. The fee for this class is \$70.

To sign up for any of these Continuing Education classes please contact Leslie Bond at 252-789-0248 or via email at leslie.bond@martincc.edu