

Martin Community College

February Continuing Education classes in Martin and Bertie Counties

Small Business Ctr.

MCC's Small Business Center (SBC) also serves Bertie County. Requests for assistance are welcome. To schedule an appointment, call 252-789-0201 or via email at ljackson@martincc.edu.

Basics of Bookkeeping For Small Business - Thurs., 2/2, 6-8 pm, Williamston Campus. Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

Marketing Your Business - Tues., 2/7, 6-8 pm, Williamston Campus - Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

Your Small Business Taxes-Business Essentials - Thurs. 2/9, 6-8 pm, Williamston Campus - Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

How To Write a Business Plan - Thurs., 2/16, 6-8 pm, Williamston Campus - A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

Improving Your Credit Score for a Business Loan - Tues., 2/21, 6-8 pm, Williamston Campus - Good credit is important in being able to obtain a loan for your business. In this seminar, students will discuss the history of credit scoring, how to read a credit report and what factors are used in calculating your FICO or Beacon score. You will learn the legal tricks credit bureaus do not reveal on how to raise your score. This seminar will also include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days.

QuickBooks for Small Businesses - Thurs., 2/23, 6-8 pm, Williamston Campus - This hands-on workshop uses the newest version of QuickBooks Pro accounting software to demonstrate what QuickBooks can do for your company as well as how to set it up for invoicing customers, tracking payments, paying bills and creating reports.

Understanding Financial Statements - Tues., 2/28, 6-8 pm, Williamston Campus - This seminar covers the preparation of the three basic financial statements including the income statement, balance sheet and cash flow statements for a business. Participants will also gain understanding of how to analyze each statement to determine profitability, cost control, liquidity, efficiency and other measures of their business.

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. Contact Lena Jackson at 252-789-0201 or via email at ljackson@martincc.edu to get signed up!

There is no charge for any of these workshops. To register, please contact Lena Jackson at 252-789-0201 or via email at ljackson@martincc.edu.

Personal Interest Classes

Cake Decorating Mon., 2/6 thru 3/13 from 6 to 9 pm, on the MCC campus in Williamston. In this 18-hour 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.

Computer Fundamentals for Seniors - T & Th, 9 am to noon, 2/7 thru 3/2 at the Williamston Senior Center. This hands-on, user friendly class will help seniors to use computers to access health care information, and stay in touch with family members.

Introduction to the Internet - T, 2/7 thru 3/21, from 8:30 am to noon, Windsor campus. Learn how to use a computer to find and share information via the Internet.

Intro to Excel - T & Th, 2/7 thru 3/2, from 6 to 9 PM, on the MCC Campus in Williamston. Become proficient in using MS Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

To register for personal interest classes, contact Leslie Bond at 252-789-0248 or via email at lbond@martincc.edu. Unless otherwise noted, the fee for each of these classes is \$35 to \$70, depending on enrollment.

Basic Skills

All Basic Skills classes are free!

High School Equivalency classes are available both day and night, in multiple locations - including Williamston, Robersonville, and Windsor. Funds are available to assist qualified students with the \$80 fee for taking the High School Equivalency Tests (formerly GED®).

For more information about basic skills classes contact Jeri Griffin at 789-0288.

Health Care Classes

Nurse Aide II Refresher Course - M & W, 2/1 thru 2/20, from 8:30 am to 12:30 pm, Windsor campus. Assesses and validates NAII Skills competencies for candidates whose NAII certification lapsed in the previous 24 months. Successful graduates will submit applications for listing on the NAII Registry. Eligible individuals must provide: a government issued ID and a Social Security card (name on Social Security card & government issued ID must match). The class fee is \$70.

Activity Director (in a health care setting) - M & W, 2/1 thru 3/6, from 6 to 9 pm, Williamston campus. Provides basic training to individuals desiring to become an Activity Director in a healthcare related setting. Activity Directors for Adult Care Homes are required by the NC Division of Facility Services to complete a minimum of 50 hours in an approved Activity Director's Course. Activity Directors for nursing facilities are required to complete the 50 hour basic course with an additional minimum of 10 hours in documentation including the assessment and care planning process. The fee for this class is \$180.

Mandatory Healthcare Orientation - W, 2/8, at 5 pm, Windsor Campus. Provides the requirements for Continuing Education Healthcare classes. All students are required to attend an orientation session before enrolling in any MCC Healthcare class. There is no fee for this class.

Nurse Aide I (NAI) Fast Track - M, W & Th, from 8 am to 3 pm, 2/7 thru 4/10, Williamston campus.

T, W & Th, from 8 am to 3 pm, 2/21 thru 4/20, Windsor campus.

Prepares students to provide personal care and perform basic nursing skills. Emphasis is placed on the aging process and providing care to the elderly. Upon satisfactory completion of the course and skill/competency evaluation, students are eligible to apply for listing as a Nurse Aide I by the N.C. Division of Facility Services. The fee for this class is \$180.

NURSE AIDE 2 (NAII) - Daytime - T & Th, from 8 am to 3 pm, 2/9 thru 5/4, Williamston campus.

Evening - T & Th, from 5 to 9 pm, 2/23 thru 6/15, Williamston campus.

Prepares students to perform more complex skills for patients or residents regardless of the setting. Upon satisfactory completion of the course and skill/competency evaluation, the student is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing Nurse Aide Registry. Prerequisites are: High School Diploma or GED and listing on the NC Nurse Aide I Registry. The fee for this class is \$180.

Phlebotomy - M & W, 2/20 thru 5/15, from 8 am to 2:30 pm, on the Williamston Campus. This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians. The fee is \$180.

Medication Aid for Adult Care Homes - M, T & Th, 2/28 thru 3/13, 8 am to 5 pm, Williamston Campus. Meets the NC DHR training requirements for administering medications in rest homes and group homes. Students completing this program will be eligible to take the DHR exam for medication administration in Adult Care Homes. A student must be a high school/GED graduate and a certified Nursing Assistant I or currently employed by an Adult Care Home to be eligible to enroll in this course. The fee for this course is \$70.

To register for health care classes contact Sue Gurly at 252-789-0261 or via email at sgurly@martincc.edu to register.

Defensive Driving Training

Defensive Driving (4 hours - DDC-4) - Sat., 2/11 from 8 am to 12 noon, Williamston campus. Addresses the attitudes and behaviors of negligent drivers. Interactive exercises, lectures, visuals, and thought-provoking discussions are used to teach responsibility on the road. The fee for this class is \$50 and the textbook is \$5.

To register for Defensive Driving training, contact Leslie Bond at 252-789-0248 or via email at lbond@martincc.edu.

BLET

Basic Law Enforcement Training

Classes start Feb. 7, 2017

Contact Wayland Mitchell

252-789-0267 or

Wayland.mitchell@martincc.edu



Fire Training

Ropes * - 6 to 10 pm on Tues., 2/2 and 8 am to 5 pm on Sat., 2/4 at the Bear Grass Fire Department, Instructor Kevin Croom

TIMS (Traffic Incident Management Safety) * - Mon., 2/13, 6 to 10 pm, at the Oak City Fire Department or Tues., 2/28 in Griffins Township, Instructor Kevin Croom

Driver/Operator (D/O) Pumps Introduction * - Fri., 2/17 from 6 to 10 pm, Sat., 2/18 from 8 am to 5 pm and Sun., 2/19, from 1 to 5 pm, at the Oak City Fire Department, Instructor Lewis Smith

Thermal Imaging Camera Workshop * - 8 am to 5 pm, Sat., 2/18 and Sun., 2/19, MCC campus in Williamston, Instructor Kevin Croom

Emergency Medical * - Mon., 2/27, Tues., 2/28 and Wed., 3/1, from 6 - 10 pm, MCC campus in Williamston, Instructor Kevin Croom

*This training is a NC Technical Rescue Certification class. The registration fee is \$70. To register, contact Larry Johnson at 252-789-0205 or via email at ljohnson@martincc.edu.

EMS Training

EMT-Basic Refresher Course (online) - 2/4 thru 4/8

EMT - Intermediate Refresher Course (online) - 2/4 thru 4/8

EMT- Paramedic Refresher Course (online) - 2/4 thru 4/8

EMT - Basic Initial Course - T & Th, 9 am to 4 pm, 2/7 thru 5/2, on the Williamston Campus. Prerequisites for this course are: High school diploma or general education development (GED); or successful completion of an entrance exam assessing basic reading comprehension skills at a minimum tenth grade level.

Hybrid (classroom and online instruction) EMT Basic Course - T & Th, 9 am to 3:30 pm, (classroom days and times), 2/7 thru 5/2, on the Williamston Campus. Prerequisites for this course are: High school diploma or general education development (GED); or successful completion of an entrance exam assessing basic reading comprehension skills at a minimum tenth grade level; proof of immunizations; and a criminal background check. Students must be registered by 1/31/17 to take this class.

The registration fee for EMS classes is \$180. To register for or request EMS training, contact Steve Anderson at 252-789-0266 or via email at sander-son@martincc.edu.

Job Training

Commercial Driver License (CDL-Class B) - M & W, 2/6 thru 3/1, 5:30 to 8:30 pm, on the MCC Campus in Williamston. This 24-hour course prepares individuals to take North Carolina Division of Motor Vehicles Commercial Drivers License exam. It includes regulations and road safety procedures and is taught to ensure students understand the rules and regulations needed to successfully pass qualification exams for Commercial Driver License (CDL). The fee for this class is \$70.

Electrical Contractor License - Sat., 2/11, from 8 am to 5 pm, Williamston campus. Provides electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. The fee for this class is \$70.

Forklift Operator - Sat., 2/18 and 2/25 from 8 am to 2 pm, MCC campus in Williamston. This 12-hour 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. The fee for this class is \$70.

Notary Public - 2/15 & 2/16, (W & Th) from 5:30 to 9 pm, on the MCC campus in Windsor.

2/20 & 2/22, (M & W) from 5:30 to 9 pm, on the MCC campus in Williamston.

This course is required for anyone interested in becoming a Notary Public for the first time, and is recommended as a refresher course for current notaries. The fee is \$70.

Effective Teacher Training - M & W, 2/13 thru 3/15, from 6 to 9 pm, Windsor campus. Provides 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 for this class is \$125.

Intro to Human Services: DSS Caseworker - T & Th, 6 to 9 pm, on the Windsor campus, starting on 2/7 and ending on 3/24. This course is an exploration of the skills and strategies needed to be an Income Maintenance Worker within Division of Social Services agencies. The fee is \$125 but may be waived for eligible students.

To register for job training classes, contact Leslie Bond at 252-789-0248 or via email at lbond@martincc.edu.

NEW Continuing Education Class in Bertie County!



nc department of health and human services

Intro to Human Services: DSS Caseworker

This course is an exploration of the skills and strategies needed to be an Income Maintenance Worker within Division of Social Services agencies. This class will be conducted on MCC's Windsor campus, on Tuesday and Thursday nights from 6 to 9 pm, beginning on 2/7 and ending on 3/24. starting The fee is \$125 but it may be waived for eligible students.

To register, contact Deborah Thompson at 252-789-0256 or via email at deborah.thompson@martincc.edu.



Entrepreneur Expo Saturday, February 4 10:00 AM to 4:00 PM Free Admission!

Want to start a business but not sure where the profits are or even how to get started? Come learn for free about local opportunities and the types of support that is available at the first annual Martin County Entrepreneurs Expo at Senator Bob Martin Eastern Agriculture Center Conference Building, Williamston, NC. Attendees will hear expert speakers from the private and government sectors expound on everything from taxes to business licensing to corporate structure to creating business plans. Exhibitors will include professionals that are geared to support startups, and growing small businesses.

This seminar will be held at Senator Bob Martin Eastern Agriculture Center Conference Building.

Jobseeker Skills

JOB SEARCHING & RESUME WRITING
T, W & Th, 2/21 thru 3/9 from 9 am to 1 pm, NC Works Center in Williamston

T from 9 am to 1 pm & Th from 9 am to 3:30 pm, 2/7 thru 3/2 at the NC Works Center in Windsor

Contact Brenda Moore for more information or to register for any of the sessions noted above. She can be reached at 252-789-0236 or via email at bmoore@martincc.edu

CRC Prep & Testing

WorkKeys is a comprehensive skills assessment tool recognized by thousands of employers. MCC offers the WorkKeys test preparation and tests.

CRC Open Lab in Williamston

MONDAYS - 8 am to 12:30 pm

TUESDAYS: 8 am to 12:30 pm

THURSDAYS: 8 am to 12:30 pm

ALSO, WEDNESDAYS - 4 to 9 pm

(BY APPOINTMENT ONLY)

CRC Testing in Williamston

MONDAYS - 4 to 9 pm

WEDNESDAYS - 9 AM to 1 PM

CRC Open Lab in Windsor

WEDNESDAYS - 8 am to 12:00 pm

To schedule appointments, contact Brenda G. Moore at 252-789-0236 or via email at bmoore@martincc.edu.

MCC is an EOE institution.