

# Martin Community College

**March 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 [lena.jackson@martincc.edu](mailto:lena.jackson@martincc.edu).

**Understanding Your Resources and Services - Tues., 3/14, 6 to 8:00 pm, Williamston Campus.** This seminar will assist small business owners and prospective entrepreneurs with resources available for small businesses, including the programs and services. Learn how to best access service as you start, grow and manage your business.

**Free On-Line Tools for Business Research - Thurs., March 16, 5 to 7 pm, Williamston Campus.** This seminar will provide prospective and existing business owners with an introduction to free on-line tools that can be used to perform industry research, market research including demographic information and information on competitors. An introduction to Simply Map a free, powerful, Web-based mapping application that lets you create professional-quality maps and reports using demographic, business and marketing data will be provided. Overviews will also be provided for industry research tools and reference USA a leading provider of business and consumer research.

**How to Form a 501 (c)3/ Non-Profit Organization - Thurs., 3/23, 1 to 3:30 pm, Williamston Campus.** This seminar will help you understand the intricacies surrounding this inspiring, rewarding and challenging endeavor. The seminar carefully details the many aspects of taking a non-profit start-up from vision to reality and also how to become a 501(c) (3) tax exempt organization.

**Grant Writing 101 - Tues., 3/28, 6 to 8 pm, Williamston Campus.** Baffled with the thought of grants and not sure where to begin? This class helps you learn how to do the research and help you find grants.

**Grant Writing 102 - Thurs., 3/30, 6 to 8 pm, Williamston Campus.** This seminar will not only teach you how to do the research but also help you build relationships, weigh the options, incorporate what is needed in the proposals and submit for funding. With step-by-step guidance, you will become an effective grant seeker and will be on your way to writing a winning proposal.

**Pricing Your Product - Tues., 4/4, 6 to 8 pm, Williamston Campus.** One of the most important yet difficult components of business operation is how to determine the optimal price point for your product or service. This workshop will explore the most effective pricing strategies and address many traditional pricing questions and concerns. Additionally, the seminar will focus on Internet pricing and shipping charges as well as, competitive pricing, demand and breakeven analysis. Don't miss this opportunity to learn pricing tactics that will assist in the formation of developing a pricing strategy for your small 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](mailto: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 [lena.jackson@martincc.edu](mailto:lena.jackson@martincc.edu).

## Personal Interest Classes

**Upholstery - T & Th, 6 to 9 pm, 3/14 thru 4/27 at the MCC Campus in Williamston.** 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.

**Computer Fundamentals for Seniors - T & Th, 9 am to noon, 3/14 thru 4/27 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.

**Concealed Carry Handgun - Sat., 4/1, from 8 am to 5 pm, Williamston campus.** 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 a N.C. 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 register for personal interest classes, contact Leslie Bond at 252-789-0248 or via email at [leslie.bond@martincc.edu](mailto:leslie.bond@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.



**Increase your earning potential!**

**FREE GED® CLASSES**

Available in Williamston, Robersonville, and Windsor!

Learn more at [www.martincc.edu](http://www.martincc.edu) or 252-789-0288

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

## Health Care Classes

**Career Pathways in Healthcare in Williamston - T & Th, 3/14 to 4/6, from 6-9 pm, on the Williamston campus.** Introduces students to health care classes in several areas of study. The curriculum allows students to explore their health career interests via the internet and personal interviews. Students research skills needed to be successful in their field of interest - including job responsibilities, job search strategies and researching available jobs in their geographical living area. Students will also identify learning styles and develop problem solving and communication skills. The fee is \$70 but this may be waived for qualifying students.

**Mandatory Healthcare Orientation - W, 3/1, at 5 pm, Williamston 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.

**Pharmacy Technician - T & Th, 3/14 thru 6/29, from 6 to 9 pm, Windsor campus.**

Provides instruction in procedures for preparing and dispensing drugs in hospital and retail settings under the supervision of a registered pharmacist. The class fee is \$180.

**Medication Aid for Long Term Care - M, T & Th, 3/20 thru 3/30, 8:30 am to 12:30 pm, Williamston Campus.**

**Medication Aid for Long Term Care - M, T & Th, 3/2 thru 3/14, 5 to 9 pm, Windsor Campus.**

Meets the NC Board of Nursing training requirements for becoming qualified as a Medication Aide. Covers the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. A student must be a high school/GED graduate and a certified Nursing Assistant I to be eligible to enroll in this course. The fee for this course is \$70.

To register for health care classes contact Sue Gurley at 252-789-0261 or by email at [sue.gurley@martincc.edu](mailto:sue.gurley@martincc.edu) to register.

## Defensive Driving Training

**Defensive Driving (8 hours - DDC-8) - Tuesday, 3/14 from 8 am to 5 pm, 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 \$100 and the textbook is \$5.

**Defensive Driving Course (DDC-4) - Sat., 4/1, from 8 am to 12 pm, Williamston campus.** This is a fast-paced driver improvement program that 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. DDC-4 shows students the consequences of the choices they make behind the wheel. The fee for this class is \$50.

To register for Defensive Driving training, contact Leslie Bond at 252-789-0248 or via email at [leslie.bond@martincc.edu](mailto:leslie.bond@martincc.edu).

## Get the Life You Love!



## Fire Training

SCBA - 6 to 10 pm on Mon., 3/13, at the Oak City Fire Department, Instructor Kevin Croom

D/O Water Supply - 6 to 10 pm on Mon., 3/13 and 6 to 10 pm on Tues., 3/14 and 8 am to 5 pm on Sat., 3/18 at the Bear Grass Fire Department, Instructor Lewis Smith

NFA - Safety Officer - 8 am to 5 pm on Sat., 3/25 and Sun., 3/26 on the MCC campus in Williamston. The Instructor is Phil Batts.

The registration fee is \$70. To register, contact Larry Johnson at 252-789-0205 or via email at [larry.johnson@martincc.edu](mailto:larry.johnson@martincc.edu).

## Job Training

**Independent Auto Dealer (License Renewal) W & Th, 3/1 & 3/2, from 6 to 9 pm, on the Williamston campus.** This 6-hour course is designed to meet the six-hour training requirement for individuals renewing their Used Motor Vehicle Dealers' license. The fee for this class is \$70.

**Effective Teacher Training - M & W, 3/13 thru 4/12, from 6 to 9 pm, Williamston 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.

**Introduction to Computers - T & Th, 3/14 thru 4/6, 6 to 9 pm.** In this 24 hour class, you will learn computer basics that include using the mouse and keyboard and shutting down the computer. You will master hardware and software vocabulary and the basics of saving and retrieving files. The fee for this class is \$70.

**Forklift Operator - Sat., 4/1 and 4/8 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.

**Income Maintenance Worker - NC FAST - T & Th, 6 to 9 pm, on the Windsor campus, starting on 3/21 and ending on 5/23.** 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 [leslie.bond@martincc.edu](mailto:leslie.bond@martincc.edu).

## Jobseeker Skills

**JOB SEARCHING & RESUME WRITING**

T, W & Th, 3/14 thru 3/30 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, 3/7 thru 3/30 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 [brenda.moore@martincc.edu](mailto:brenda.moore@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, WED. - 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 at [brenda.moore@martincc.edu](mailto:brenda.moore@martincc.edu).

**MCC is an EOE institution.**

## Job Fair & Career Expo March 9

Sponsored by MCC, NC Works Career Center of Martin County and Martin Enterprises

**10 am - 2 pm  
at the  
Bob Martin  
Ag Center**

2900 NC Hwy 125 South,  
Williamston, NC 27892

**VETERANS ARE  
ENCOURAGED TO  
ATTEND!  
(priority of service  
honored by employers)**

Vendors may register for space at <https://www.eventbrite.com/>

For more information, visit [www.martincc.edu](http://www.martincc.edu) or call Crystal Waters at 252-789-0268 or Krista Wood at 252-792-7816

More than 50 employers are expected to be on site for this event! It is designed to connect job seekers of all types - current and prospective college students, career changers, veterans, the unemployed, and the underemployed - to local and regional employers. MCC faculty and staff, as well as personnel from NC Works and Martin Enterprises will also be on hand to assist job seekers in developing the skills they need for particular careers.

Job Seekers may want to prepare in advance for this event by attending one or more of MCC's ongoing Human Resources Development (HRD) classes. These classes are free and are available in both Williamston and Windsor and provide individualized assistance in developing a resume, job application and interview skills. In Martin County, the Employability/CRC Lab, located on the MCC campus in Williamston, is open Monday through Thursday, from 8 am until 2:00 pm and on the Bertie Campus in Windsor on Wednesdays, from 8 am to 12 noon.

Training in job searching and resume writing are available at the Martin County NC Works Center in Williamston, Tuesday through Thursday, from 9 am - 1 pm or the Bertie County Works Center on Tuesdays from 9 am to 1 pm and on Thursdays from 9 am until 3:30 pm.

For more information on these preparatory classes and workshops, contact Brenda Moore at [brenda.moore@martincc.edu](mailto:brenda.moore@martincc.edu) or via phone at 252-789-0236.

Participants are encouraged to bring props, photos, handouts, employment applications, or any other type of visual aids that will provide participants with a better understanding of their career/job opportunities. Job seekers are also encouraged to dress in business-like attire and make arrangements for child care.

