

Martin Community College

MCC's May 2017 Continuing Education Classes

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.

Microsoft Excel for Small Businesses - Thurs., 5/25, 6 to 8 PM, Williamston Campus. This seminar allows participants to learn how Microsoft Excel can help them in their small business. Microsoft Excel allows users to manage and organize information using spreadsheets. Users can systematize text and numerical data with customized columns, rows, colors, pictures and charts. This seminar includes hands-on activities using Microsoft Excel operations. With these activities, participants will learn to create and edit spreadsheets, format the information attractively, use formulas and functions as well as create charts to display spreadsheet data.

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 lena.jackson@martincc.edu.

Health Care Classes

Nurse Aide II Refresher Course - M & W, 5/15 thru 6/21, from 6 to 9 pm, Williamston 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 \$125.

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

Job Training

Forklift Operator - Sat., 5/13 and 5/20 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.

Welding - T & W, 5 to 9 pm, 5/16 thru 8/8, Williamston campus. 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. The fee is \$180.

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

Personal Interest Classes

Concealed Carry Handgun - Sat., 5/20, from 9 am to 5 pm, Bertie Co. 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. Unless otherwise noted, the fee for each of these classes is \$35 to \$70, depending on enrollment.

MCC Employment Opportunities at BCI in Windsor

MCC offers a wide variety of Continuing Education classes at the Bertie Correctional Institution in Windsor and is seeking part-time instructors (20 hour per week) for the following positions - HVAC, Industrial Safety, Small Engine Repair, Commercial Cleaning and Basic Skills. This facility opened in 2006 and offers an impressive array of classroom spaces and state-of-the-art training equipment in a secure environment. For more information, visit the employment opportunities page on the MCC website at www.martincc.edu.

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 or 252-789-0288

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

Basic Skills

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

M, T, W & Th, from 7:30 am to 5 pm, 5/16 thru 6/29, MCC campus in Williamston

M & W, from 6 to 9 pm, 5/16 thru 6/28, MCC campus in Williamston

M, T, W & Th, from 7:30 am to 2 pm, 5/16 thru 6/28, Willow Acres Community Center in Williamston

M, T, W & Th, from 8:30 am to 12:30 pm, 5/16 thru 6/29, Robersonville Senior Center

M, T, W & Th, from 8 am to 4 pm, 5/16 thru 6/29, Bertie Campus in Windsor

T & Th, from 6 to 9 pm, 5/16 thru 6/29, Bertie Campus in Windsor

ABE only - M, T, W & Th, from 8 am to 3:30 pm, 5/16 thru 6/29, Bertie Campus in Windsor

There are no fees for any of these classes.

Contact Jeri Griffin for more information about any of the sessions noted above. She can be reached at 252-789-0288 or via email at jeri.griffin@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

Fire Training

Firefighter Rehab, "A plan we can all live with" - Mon., 5/15 and Wed. 5/17, from 6 to 10 PM, Williamston Fire Department. Stress-related problems account for the leading cause of injuries and deaths to firefighters. After completing this course, the firefighter should have a greater awareness of how these risks can be reduced through the implementation of proper firefighter rehabilitation procedures. These should be used both at actual incidents and during prolonged practical training exercises. The firefighter will also understand basic strategies for implementing and improving emergency incident rehabilitation operations.

TIMS (Traffic Incident Management Safety) Sat., May 27, Robersonville Rescue Station. TIMS is a planned and coordinated multidisciplinary process to detect, respond to, and clear traffic incidents so that traffic flow may be restored as safely and quickly as possible. Effective TIM reduces the duration and impacts of traffic incidents and improves the safety of motorists, crash victims and emergency responders.

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

EMS Training

Pediatric Advanced Life Support Recertification - Wed., 5/24, 9 am thru 4 pm, Williamston Campus. The registration fee is \$180.

CPR for Health Care Providers - T, 6/6, from 8 am to 5 pm, on the Windsor Campus. American Heart Association (AHA) Healthcare Provider courses teach students to recognize the signs and symptoms of heart attacks, strokes, and how to perform CPR for adults, infants, and children. Classes are designed specifically for health care workers and students who are preparing for entry to medical careers and programs. Classes require both a written and practical exam. American Heart Association (AHA) course completion cards are issued upon successful completion of the course. The AHA certification is valid for two years. The registration fee is \$70.

To register for or request EMS training, contact Steve Anderson at 252-789-0266 or via email at sander-son@martincc.edu.

Defensive Driving

Defensive Driving (4 hours - DDC-4) - Sat., 5/15 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.

Defensive Driving Course (DDC-8) - Wed., 5/17, 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.

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

Jobseeker Skills

Workshops for Serious Job Seekers

T, W & Th, 5/16 thru 6/1, from 9 am to 1 pm, NC Works Center in Williamston

Tues., from 9 am to 1 pm and Th from 9 am to 3:30 pm, 5/16 thru 6/6 at the NC Works Center in Windsor

The fee for each of these classes is \$125, but it may be waived for eligible students.

Employability Skills/
Career Ready101

T & Th, 5/16 thru 8/15, 8 am to 2:30 pm, MCC Campus

M & W, 5/17 thru 8/14, 8 am to 2 pm, MCC Campus

Wed., 5/17 thru 8/9, from 8 am to 12 pm, Windsor Campus

The fee for each of these classes is \$180, but it may be waived for eligible students.

Computer Basics
for the World of Work

M & Th, 5/18 thru 6/29, 1 to 5 pm, MCC Campus

M & Th, 5/18 thru 6/29, 8:30 am to 12:30 pm, Windsor Campus

The fee for each of these classes is \$125, but it may be waived for eligible students.

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

MCC Foundation Golf Tournament Thursday, May 18

Roanoke Golf and Country Club in Williamston, NC
\$50 per player
(includes lunch, cart and social)
1st and 2nd prizes in 3 flights
Contact Robert Bonner
252-789-0295



Connect to a career at MCC!



Air conditioning, heating and refrigeration technology

Get started on a degree from MCC!

Registration for MCC's Summer & Fall Semesters is now underway!

"Registration Mondays" allow face to face enrollment with MCC Counselors from 8 am to 4:30 pm

Summer Semester begins May 16

Fall Semester begins August 18

Financial Aid may be available to qualified students!

Learn more at 252-792-1521 or www.martincc.edu



Medical Assisting

MCC is an EOE institution.