

# Martin Community College

## MCC's July 2017 Continuing Education Classes

### Small Business Ctr.

MCC's Small Business Center (SBC) serves both Martin & Bertie Counties. SBC provides one-on-one counseling to existing & prospective business owners. To schedule an appointment, call 252-789-0201 or via email at lena.jackson@martincc.edu. MCC's Small Business Center seminars will resume in August!

### Job Training

**American Sign Language - M & T, 6 to 8 pm, 7/3 thru 8/24 on the Windsor campus.** Learn to communicate in the language of the deaf community using alphabet and up-to-date signs. In this course, students will acquire body language, facial expression, and movements for conceptual signs. The fee for this class is \$35 to \$70, depending on enrollment.

**Commercial Driver License (CDL-Class B) - M & W, 7/10 thru 8/2, 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.

**Vehicle Safety Inspection - T & Th, 6 to 10 pm, 7/18 & 7/20, Williamston campus.** 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. The fee for this class is \$70.

**Notary Public - M & W, 7/19 and 7/20, from 5:30 to 9 pm, on the MCC campus in Windsor.** 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.

**Forklift Operator - Sat., 7/22 and 7/29 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)

**Effective Teacher Training - M, T, W & Th, 7/31 thru 8/3, from 8 am to 5 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.

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



## BLET

### Basic Law Enforcement Training

Classes start at MCC July 18, 2017

Contact Wayland Mitchell 252-789-0267

wmitchell@martincc.edu

SECU Scholarships may be available for students who qualify.

### 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 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, 7/10 thru 7/31, MCC campus in Williamston

M, T & W, from 6 to 9 pm, 7/10 thru 7/31, MCC campus in Williamston

M, T & W, from 7:30 am to 2 pm, 7/17 thru 7/31, Willow Acres Community Center in Williamston

M, T, W & Th, from 8:30 am to 12:30 pm, 7/10 thru 7/31, Robersonville Senior Center

M, T, W & Th, from 8 am to 4:30 pm, 7/10 thru 7/31, Bertie Campus in Windsor

T & Th, from 6 to 9 pm, 7/10 thru 7/31, Bertie Campus in Windsor

ABE only - M, T, W & Th, from 8 am to 3:30 pm, 7/10 thru 7/31, 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](mailto:brenda.moore@martincc.edu).

### Fire Training

Fire Behavior - Mon., 7/10, Tues., 7/11, and Wed., 7/12, from 6 to 10 pm, Merry Hill Mid Way. This certification related course will enable the firefighter candidate to demonstrate their knowledge of terminology used in the area of fire behavior, the hazards of different fuels and the types of heat sources.

Alarms and Communications - T, 7/18, & Th, 7/20, from 6 to 10 pm and Sat, 7/22, from 8 am to 5 pm, at the Jamesville Fire Department. This certification related course is designed to teach candidates the policies and procedures concerning the ordering and transmitting of emergency alarms and the actions to be taken upon receipt of the alarms.

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

### EMS Training

CPR for Health Care Providers -

Tuesday, 7/19, from 8 am to 5 pm, on the Williamston Campus.

Tuesday, 7/26, from 8 am to 5 pm, on the Windsor Campus.

Initial EMT Hybrid Class -

Tuesday, 8/14, from 6 to 10 pm, on the Williamston Campus.

Tuesday, 8/15, from 6 to 10 pm, on the Windsor Campus.

Initial AEMT Hybrid Class -

Tues. 8/22 from 6 to 10 pm on the Williamston Campus.

The fee for these classes vary and may be waived for eligible students. To register for or request EMS training, contact Steve Anderson at 252-789-0266 or via email at [sander-son@martincc.edu](mailto:sander-son@martincc.edu).

### Personal Interest Classes

Concealed Carry Handgun classes -

Sat., 7/8, from 8 am to 5 pm, on the MCC campus in Williamston.

Sat., 7/15, from 9 am to 1 pm, on the 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 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). The fee for each of these classes is \$35 to \$70, depending on enrollment.

### Health Care Classes

Medication Aid for Long Term Care -

T & Th, 7/11 thru 7/27, 5 to 9 pm, Williamston Campus.

M, W & Th, 7/17 thru 7/27, 8:30 am to 12:30 pm, Windsor Campus.

This class 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 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 NC 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. The textbook is \$18.46.

Career Pathways in Healthcare -

7/11 to 8/3, T & Th, from 6 to 9 pm, on the Windsor campus.

8/1 to 8/10, T & Th, from 8:30 am to 3 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.

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

Defensive Driving Course (DDC-4) - Tues., 7/18, 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 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](mailto:leslie.bond@martincc.edu).

MCC is an EOE Institution.

MCC

Connect to a career at MCC!



Medical Assisting

Get started on a degree from MCC!  
**Registration for MCC's Fall Semester is now underway!**

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

**Fall Semester begins August 18**

Financial Aid may be available to qualified students!

Learn more at 252-792-1521 or [www.martincc.edu](http://www.martincc.edu)



Computer Information Technology



Refrigeration and Electronic Technology