



SUMMER  
2022

WORKFORCE CONTINUING  
EDUCATION COURSE SCHEDULE



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Funds may be available to assist with Continuing Education classes. Apply for the SECU and Golden Leaf scholarships.  
(See Page 8 for more details.)

**Note:** Course dates and times are subject to change based on enrollment demand.



**Fast Forward to Your Career.**



**Opportunities Await You.**



**Enroll Now.**



At Roanoke-Chowan Community College we are committed to delivering responsive and comprehensive training opportunities that prepare participants for in-demand occupations and/or advancement opportunities.

We are proud to play a key role in the growth and development of Hertford, Bertie and Northampton Counties. We invite you to explore our schedule and visit our website to learn more about new classes and programs that are offered at various locations in our service area.

We are thankful for the opportunity to service your training needs.

*Dr. Monay J. Williams*

President

**[www.roanokechowan.edu](http://www.roanokechowan.edu)**

**[mjwilliams@roanokechowan.edu](mailto:mjwilliams@roanokechowan.edu)**

Post Office Box 1248 ~ Ahoskie, NC 27910  
252-862-1308

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*Affirmative Action/Equal Opportunity Institution*



## Advanced Manufacturing Institute



Jobs are available in Advanced Manufacturing in northeastern North Carolina. The Advanced Manufacturing Institute will prepare students for a career in the manufacturing sector. Participants will be exposed to typical problems and challenges encountered in a modern manufacturing environment and gain first-hand experience in addressing them. The following courses are offered:

### **Schedule:**

**Introduction to Manufacturing** (15 Hours)  
May 16-19 (Monday-Thursday) 6-10PM

**General OSHA 10 Safety** (12 hours)  
May 23- 25 (Monday-Wednesday) 6-10PM

**Lean Six Sigma Yellow Belt** (12 hours)  
May 31-June 2 (Tuesday -Thursday) 6-10PM

**Math for Manufacturing** (12 hours)  
June 6-8 (Monday-Wednesday) 6-10PM

**Problem Solving** (12 hours)  
June 13-15 (Monday- Wednesday) 6-10PM

**CPR** (4 Hours)  
June 16 (Thursday) 6-10PM

**Forklift** (8 Hours)  
June 18 (Saturday) 8AM-5PM

**Working Smart** (33 Hours)  
June 20-22 (Monday-Thursday) 6-10PM  
June 27-30 (Monday-Thursday) 6-10PM

*(Dates are subject to change slightly as deemed needed).*

**ENROLL Now! REGISTER BY: May 1, 2022**

Tuition: \$180 – 108 Credit Hours

CRC Test: \$36.00

To register for the AMI, please contact the Continuing Education Department, Office 147, Freeland Building.

Contact 252-862-1307

### **Scholarships Available!!!**

To apply for the Continuing Education SECU Scholarship, Golden Leaf Scholars Scholarship, please contact the Financial Aid Office 252-862-1246

Human Resources Development (HRD) classes are available.

To schedule an appointment to take the Career Readiness Certificate (CRC), please contact the HRD Coordinator at 252-862-1235.

### **Industry Supporters**

Students will have an opportunity to participate in a job fair with local manufacturing employers who may be hiring.



**Roanoke Electric Cooperative**

Your Touchstone Energy® Cooperative 

Successful graduates will be offered an interview. For more information on RAMP East, visit [www.rampeast.com](http://www.rampeast.com).

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# Occupational Training

## Advanced Manufacturing Institute

The College is approved by the NC Division of Motor Vehicles to offer the Vehicle Safety Inspection course.

This eight-hour course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Pre-registration and pre-payment are required. Hours: 108

Start Dates: 5/16/22- 6/30/22 (M-TH)

Time: 6PM-10PM

Tuition/Fees: \$180

## Auto Safety Inspection

The College is approved by the NC Division of Motor Vehicles to offer the Vehicle Safety Inspection course.

This eight-hour course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Pre-registration and pre-payment are required. Hours: 8

Start Dates: 6/8/22 - 6/9/22 (W and TH)

8/10/22 - 8/11/22 (W and TH)

Time: 6-10 pm

Tuition/Fees: \$75

## Barbering - HYBRID

This course provides instruction in classroom and clinical education necessary to sit for the NC Barber Licensing examination. Per the NC Board of Barbers curriculum, this training requires 1528 hours of training, plus successful completion of practical skills. After successful completion of the program, students are eligible to apply to the NC Board of Barbers and schedule a licensing exam.

Hours: 250

Start Dates: 5/16/22-8/11/22 (M-TH)

Location: M – ONLINE

T-TH, Freeland Building Barber Shop

Tuition/Fees: \$182.00

## Commercial Driver's License (CDL) - HYBRID

This six-week, 172-hour course will consist of online, classroom, and driving instruction. All students must be 18 & older, have a NC driver's license and be able to obtain a Class A CDL permit. A DOT Physical and DOT Drug Screen required.

Hours: 172

Start Dates: 4/24/22 - 5/26/22 (M-TH)

5/29/22 - 6/30/22 (M-TH)

5/29/22 – 7/17/22 (Weekend)

7/3/22 – 8/04/22 (M-TH)

Location: Week 1 – ONLINE

Weeks 2-5 – Greenville Training Yard

Tuition/Fees: \$3,182

## Defensive Driving - ONLINE

This course is made available through Roanoke-Chowan Community College and the Safety and Health Council of North Carolina to train motorists in the principles of defensive driving. This course is also designed to help participants identify and implement successful techniques they can use to become better drivers. Teen drivers ages 16–19 are four times more likely to crash a car than older drivers. These proven strategies can improve the safety of young drivers.

Hours: 4

Start Date: Start on Demand

Fees: \$65

## Effective Teacher Training

This course provides sessions on learning expectations, time management, instructional methods, preparation, monitoring student interaction, social interaction, non-instructional duties and evaluation. This class is recommended for substitute teachers, teacher assistants, and prospective new teachers.

Hours: 30

Start Dates: 5/23/22 – 6/8/22 (M-TH)

7/25/22 – 8/9/22 (M-TH)

Time: 5-8 pm

Fees: \$125, plus fees

## Electrical Contractor License Renewal Preparation

The course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. The course reviews new materials and procedures and related code requirements. Topics examined are Articles 100, 110, 200, 210, 215, and 220.

Hours: 8

Start Date/Time: 6/18/22 (Sat)

Time: 8AM-5PM

Fees: \$70



partner to offer a superior commercial driver's license program on an automatic transmission vehicle. Taking advice from the nation's TOP trucking companies, we guarantee this course is up-to-date with information you'll need to get a driving job.

This program also offers:

- Small Class Sizes
- \*Orientation
- Job Placement Assistance Upon Successful completion
- Tuition Assistance (WIOA, Golden LEAF, College Tuition Assistance) **\*Pending availability and first come; first serve**
- 5-Week Training (Day Program)
- 8-Week Training (Weekend Program)

\*Mandatory Orientation Session – All students must attend an orientation session prior to the start of class. Orientation date provided upon completion of registration. Limited funding may be available.

## CDL Class A Truck Driver Training

### 2022 Classes:

**HYBRID - Lecture Online**

**Yard/Road Training M-TH 7AM-6PM**

April 24-May 26

May 29-June 30

July 03-August 04

August 07-September 08

September 11-October 13

October 16-November 17

November 17-December 22

### Weekend Sessions:

**HYBRID – Lecture Online**

**Yard/Road Training**

**Saturday and Sunday 7AM-6PM**

May 29-July 17

August 7-September 25

October 16-December 11

**172 Hours Total Training  
Course Fees: \$3,182.00**

**ENROLL NOW**

**Call (252) 862-1307**

**Slbritt0117@roanokechowan.edu**

EOE/AA

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### Forklift

This one-day course will combine classroom instruction and hands-on driving practice to provide you with the knowledge and skills to operate a forklift safely and professionally. Course topics Include: Basic forklift operating instructions, controls and instrumentation, and vehicle stability and capacity. Earn your certification in one-day!

Hours: 8  
 Start Date/Time: 6/18/22 (Sat)  
 Time: 8AM-5PM  
 Fees: \$70

### Notary Public

This course provides instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical, and procedural requirements of the Notary Act. NC requires a minimum of: successful completion of final exam at 80% or higher, submission of application and fee to NCSOS, and taking the "oath at the Register of Deeds office. Successful candidates must purchase their seal and stamp. Upon completion of all, the individuals are then commissioned to perform notarial acts. Must have high school diploma or GED.

Hours: 7  
 Start Date: 5/25/22 and 5/26/22 (W and TH)  
 Time: 6-9:30PM  
 Fees: \$70

### Vehicle Escort Driver

The Initial Certification Course or Recertification Course satisfies the requirements set by the North Carolina Department of Transportation to certify Oversize-Overweight load escort requirements. Escort Driver Certification is valid for 4 years. You must be 21 or at least 18 with a Class A CDL. A person 21 can take the class with any valid NC driver's license. If the person is 18-21, he/she must have a Class A CDL license.

Hours: 8  
 Start Date: 5/26/22 (TH)  
 Time: 8:00 a.m.-5:00 p.m.  
 Fees: \$70

### Welding to Work

This course is specifically designed to give beginning welders essential skills needed to efficiently operate welding equipment. Students will be eligible to earn AWS SENSE Level 1 Certification.

Start Date: TBD, please call to inquire  
 Fees: \$180

A colorful advertisement for job training programs. At the top, it says "EMERGENCY MEDICAL TECHNICIAN NURSE AIDE | CERTIFIED TRUCK DRIVER" in blue and green text. Below this, it says "Now is the time to pursue one of these 'fast growing jobs' today!". In the center, it says "SHORT TERM JOB TRAINING IS NOW AVAILABLE at three locations in the Roanoke-Chowan area." To the right of this text is a photo of a smiling woman in blue scrubs. Below the central text, there is a curved banner that says "IMMEDIATE JOBS AVAILABLE IN THE AREA with competitive salaries and benefits!". At the bottom, it says "Classes Beginning Soon At The" followed by three bullet points: "Educational Vitality Center in Lewiston Woodville", "Northampton Career and Technical Academy of Innovation (Former Northampton County High School East building)", and "Main Campus of R-CCC". To the right of these bullet points are two more photos: one of a smiling man in a green plaid shirt, and another of three people (two men and one woman) in blue shirts standing together.

## Allied Healthcare



### Dietary Management

Two semesters course, both semesters must be successfully completed to be eligible for the National Certified Dietary Management test. The two semesters include Food Safety Management and Nutrition and Medical Therapy. A variety of topics are covered in each semester including, food safety, meal preparation, supplemental feedings nourishment, management techniques, implementing dietary orders, and reviewing the medical records.

Hours: 150  
Start Date: 5/19/22 – 7/28/22 Tuesdays  
Location: Freeland Building 149A  
Fees: \$185

### EKG Technician – Online

This course is designed to assist the student with basic knowledge of cardiac terminology, understand the structure and function of the heart, understand the anatomy and physiology of the heart, basic understanding of the conduction system. The student will be able to demonstrate basic prep for EKG and lead placement and operation of equipment.

Hours: 112  
Start Date/Time: 5/23/22 – 6/27/22 ONLINE  
Fees: \$185

### Nurse Aide I (Day and Evening) Hybrid

This course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Topics include communication, safety,

patient's rights, personal care, vital signs, elimination, nutrition, restorative care and rehabilitation in the long-term care setting. Upon successful completion of the course, the student is eligible to take the National Nurse Aide Assessment Test.

#### DAY

Hours: 190 hours, includes CPR  
Start Date: 5/17/22 – 6/29/22 **(DAY)**  
Time: 8:30 a.m.-3:00 p.m. (T, W, TH)  
Location: Freeland Building 106/112  
Fees: \$218

#### NIGHT

Hours: 190 hours, includes CPR  
Start Date: 4/25/22 – 7/27/22 **(NIGHT)**  
Time: 5:30-9:00 p.m. (M and T)  
Location: Freeland Building 106/112  
Fees: \$218

### Pharmacy Technician (On-Line)

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Hours: 100  
Start Date: 5/16/22 – 6/20/22 **(Online)**  
Fees: \$185

**Looking for a great profession.  
Train to be a health professional.**







# TRAIN TO BECOME A **NURSE AIDE**

**Classes Starting Soon!!!**

**Bertie Educational Vitality Center**

(Lewiston-Woodville)

**Northampton Career and Technical Academy of Innovation**

(Former Northampton County High School East)



**ENROLL Now. Contact Us At:**

**Workforce Continuing Education**

109 Community College Road | P.O. Box 1248 | Ahoskie NC 27910

**Phone:** (252) 862-1307 | **Email:** [sdbritt0117@roanokechowan.edu](mailto:sdbritt0117@roanokechowan.edu)

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# Emergency Medical Services (EMS) and Fire Training



## Emergency Dispatch Academy

This course is designed to prepare individuals for employment within an Emergency 911 Telecommunications Center. The course provides the foundational functional skills of operating within an Emergency 911 Center. Course work will include instructor led lecture, hands on experience with console and card sets, and opportunities to participate in real time scenarios while learning essential multi-tasking techniques. Upon completion of this course, students will be prepared to effectively operate the functional aspects within an Emergency 911 Center.

Hours: 120  
Date: TBD  
Time: TBD  
Location: TBD  
Fees: \$180, plus fees

## Emergency Medical Technician (Initial)

This course will provide education enabling students to obtain their NC-EMT Certification.

Hours: 240  
Date: 5/23/22 – 7/28/22 (M, T, W, TH)  
Time: 8AM – 5PM  
Location: Jernigan, Classroom 113  
Fees: \$180, plus fees

## Environmental Emergencies

This course will provide education dealing with EMT Basic requirements.

Hours: 4  
Start: 5/3/22 – 5/3/22 TH  
5/5/22 – 5/5/22 T  
Time: 9AM – 1PM  
Location: Nucor Steel  
Fees: \$70, unless fee exempt

## Medical Emergencies

This course will provide education dealing with EMT requirements.

Hours: 4  
Start: 6/2/22 – 6/2/22 TH  
6/7/22 – 6/7/22 TH  
Time: 9AM – 1PM  
Location: Nucor Steel  
Fees: \$70 unless exempt

## Airway

This course will cover continuing education training topics at the EMT level.

Hours: 4  
Start: 7/12/22 – 7/12/22 T  
7/25/22 – 7/25/22 T  
Time: 9AM – 1PM  
Location: Nucor Steel  
Fees: \$70, unless fee exempt

## OB

This course will cover continuing education training topics at the EMT level.

Hours: 4  
Date: 8/18/22 – 8/18/22 W  
8/23/22 – 8/23/22 M  
Time: 9AM – 1PM  
Location: Nucor Steel  
Fees: \$70 unless fee exempt

## Trauma Emergencies

This course will cover continuing education training topics at the Paramedic level.

Hours: 3  
Date: 5/25/22 – 5/25/22 W  
Time: 7PM – 10PM  
Location: Northampton County EMS  
Fees: \$70, unless fee exempt

### **Pediatric Emergencies**

This course will provide education dealing with Paramedic requirements.

Hours: 3  
Date: 6/22/22 – 6/22/22 W  
Time: 7PM – 10PM  
Location: Northampton County EMS  
Fees: \$70, unless fee exempt

### **QA Elective**

This course will cover continuing education training topics at the Paramedic level.

Hours: 3  
Date: 5/10/22 – 5/10/22 T  
Time: 7PM – 10PM  
Location: White Oak Medical  
Fees: \$70, unless fee exempt

### **QA Elective**

This course will provide education dealing with EMT Paramedic requirements.

Hours: 3  
Date: 7/27/22 – 7/27/22 W  
Time: 7PM – 10PM  
Location: Northampton County EMS  
Fees: \$70, unless fee exempt

### **CPR Refresher for EMS**

This course will provide education dealing with EMT Paramedic requirements.

Hours: 3  
Date: 8/24/22 – 8/24/22 W  
Time: 7PM – 10PM  
Location: Northampton County EMS  
Fees: \$70, unless fee exempt

### **EMS Methodology**

This course will provide students with required education to become an EMS Instructor.

Hours:  
Date: 5/17/22 – 6/30/22 W, TH  
Time: 7PM –  
Location: Jernigan Building, Classroom 113  
Fees: \$70, unless fee exempt

### **Medical Review**

This course will cover continuing education training topics at the Paramedic level.

Hours: 4  
Date: 4/12/22 – 4/12/22 T  
Time: 6PM – 10PM  
Location: White Oak Medical  
Fees: \$70, unless fee exempt



### **NC TR Raises and Lowers**

NC Technical Rescuer certification course provides education with belay as well as other skills.

Hours: 12  
Date: 5/16/22 – 5/18/22 M, T, W  
Time: 6PM – 10PM  
Location: Rich Square Vol Fire Department  
Fees: \$70, unless fee exempt

### **NC TR Victim Management**

NC Technical Rescuer certification course provides education on care for victims in emergency situations.

Hours: 16  
Date: 6/20/22 – 6/23/22 M-TH  
Time: 6PM – 10PM  
Location: Rich Square Vol. Fire Department  
Fees: \$70, unless fee exempt

**Please NOTE: Unless fee exempt, stated fees apply for all EMS and fire courses.**





**BAR-3100 Barbering (230 Hours) |**

**May 23-August 11, 2022**

**Monday-Thursday 8AM-1PM**

**Mondays (On-line)**

**Tuesdays, Wednesdays and Thursdays (On-Campus, Freeman Building)**

This course provides instruction in classroom and clinical education necessary to sit for the NC Barber Licensing examination. Per the NC Board of Barbers curriculum, this training requires 1528 hours of training, plus successful completion of practical skills. After successful completion of the program, students are eligible to apply to the NC Board of Barbers and schedule a licensing exam.

**Tuition: \$180, plus fees**

**(Additional Fees include: student permit, textbook, kit, uniform)**

**For more information, please contact the Department of  
Continuing Education.**

**252-862-1307 or [sdbritt0117@roanokechowan.edu](mailto:sdbritt0117@roanokechowan.edu)**

# BASIC RIDER COURSE

May 6-8, 2022

6:00 PM - 10:00 PM (Friday)

8:00 AM - 5:00 PM (Saturday & Sunday)

**Tuition**  
**\$152.00**

Our motorcycle safety class is designed to coach you on the basics of riding and how to operate your motorcycle in traffic.

Our Rider Coaches are trained by the North Carolina Motorcycle Safety Education Program and are certified through the Motorcycle Safety Foundation (MSF).

For more information about course registration, contact Sharda' Britt, Program Coordinator at (252) 862-1307 or [sdbritt0117@roanokechowan.edu](mailto:sdbritt0117@roanokechowan.edu) or visit our office Freeland 147.





### Basic Rider Course

This course is designed for new riders who have never ridden a motorcycle, and for re-entry riders who have not ridden in a long time. Even experienced riders who have taken this course have told us afterwards that they learned a lot. Persons interested in attending a BRC must be 16 years of age or older. Students under the age of 18 must have the written consent of a parent or guardian. You do not need to possess a driver's license or learners permit to take the course. However, you must be able to ride a bicycle, and you must possess some degree of strength. **THE COURSE IS PHYSICALLY DEMANDING!!** You should be able to support a 300-pound motorcycle while straddling it and can push the motorcycle for distances up to 120 feet. Heat and cold weather conditions can add to the strenuous conditions you'll encounter while taking the course. The Basic Rider Course is conducted at a pace that results in successful completion for most novice riders. However, if you experience significant difficulty or become a safety risk to yourself or others, you will not be permitted to continue to ride.

We provide the motorcycles. We recommend you bring your own DOT approved helmet, but our sites do have a limited supply of loaner helmets in the event you don't have your own. In addition, you will be required to wear eye protection, a long-sleeved shirt or jacket, long pants (preferably denim), over the ankle footwear and full fingered gloves (preferably leather). "Acceptable Footwear for Riding Activities includes any over-the-ankle "leather" footwear. Hiking boots and tennis type shoes that cover the ankle and are reinforced with padding and thick canvas or leather are also

acceptable." To view a video about the BRC, visit the MSF website at [www.msf-usa.org](http://www.msf-usa.org).

Upon successful completion of the BRC, you will be issued a skills waiver card for the NCDMV. This means the DMV will not require you to take their motorcycle riding test. You will still be required to visit your local DMV office and take their written exam before being issued a motorcycle endorsement.

Hours: 20-22  
 Dates: 6/24-26, 2022 (F, SA, SU)  
 8/12-14, 2022 (F, SA, SU)  
 Time: Fri: 6-10 pm; Sat 8 am-5 pm  
 Fees: \$152

**Please note:** This course is offered as a self-supported class. The tuition fee will not be refunded for failure to show up for class or failure to complete the course.



### Cardio Line Dancing

A cardio line dancing class is an exhilarating and effective way to get fit, shape up and slim down. Dancing is perfect for kick-starting weight loss and improving cardiovascular health. Dancing can burn 300-800 calories per hour. Take part in a variety of dance activities that are designed to raise your heart rate and help you tone up.

Hours: 24  
 Start Date: 5/16/22 – August 3 (M and W)  
 Hours: 6PM – 7PM  
 Fees: \$70

### Zumba

Zumba is a dance-fitness class that combines fast and slow rhythms from Latin and international music. The class adheres to a specific interval pacing formula, maximizing caloric output and body toning using easy steps and high energy music. No dance experience necessary. Classes lead by a certified fitness instructor.

Hours: 24  
 Start Date: 5/17/22 – August 4 (M and W)  
 Hours: 6PM – 7PM  
 Fees: \$70



## Ministry Leadership Certificate:

### Introduction to Ministry Leadership

In this course, students will receive an introduction to the basic leadership principles and an examination of trait, behavioral and contingency theories of leadership. Leadership theories are evaluated theologically. Biblical leadership aspects related to the church and denomination will be explored.

Hours: 10  
Dates: May 30, June 1, 2 (T, W, TH)  
Time: 1:00-4:20 PM  
Fees: \$70

### Ministry Leadership

This course will establish biblical principles and requirements for leadership while depicting biblical examples of how to develop leaders in ministry. Emphasis is placed on skill development, organizing, implementing ministerial programs and projects, and other related leadership skills.

Hours: 24  
Dates: June 6, 8, 13, 15, 20, 22 (M, W)  
Time: 1:00-5:00PM  
Fees: \$70

### Part III: Strategic Communication

This course enables students to develop communication strategies that help to achieve goals, including problem solving, team building, and developing and launching new programs or service. This course will provide methodologies on how to communicate across diverse sects of spiritual denominations.

Hours: 24  
Dates: June 27, 29, July 11, 13, 18, 20 (M, W)  
Time: 1:00-5:00PM  
Fees: \$70

### Part IV: Organizational Change/Conflict Management.

This course provides an introduction of the principles and challenges of leading organizational change and managing conflict in churches and other spiritual institutions. Students will explore the role of leaders as change agents and in conflict resolution.

Hours: 24  
Dates: July 25, 27, August 1, 3, 8, 10 (M, W)  
Fees: \$70

**NOTE:** Successful completion of all four (4) courses leads to a Ministry Leadership Certificate.

## Restaurant Readiness Course – Coming Soon!



### ServSafe

Learn the principles of safety and sanitation in the food service industry. In North Carolina, a restaurant or food service establishment can receive a two-point deduction on its health inspection grade unless they meet the NC regulations that now require all establishments to have a manager on duty who is ServSafe® certified. Employees must score 75% or higher on the ServSafe® Manager exam and fulfill the NC Food Code requirements for certification.

Hours: 18  
Dates: TBD  
Time: TBD  
Fees: \$70

Industry-recognized credential: ServSafe Certification  
(National Restaurant Association)



**NOTE:** For more information about the Restaurant Readiness and ServSafe courses, please call the Continuing Education Registrar at 252-862-1307.



## Continuing Education Course Registration Form

PO Box 1248 \* Ahoskie, NC 27910 \* [www.roanokechowan.edu](http://www.roanokechowan.edu)

Course Title: \_\_\_\_\_ Section Number/Term: \_\_\_\_\_

Social Security # or Colleague ID#: \_\_\_\_\_ \*Date of Birth (M/D/Y): \_\_\_\_\_

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(please print & no nicknames)

Mailing Address: \_\_\_\_\_ (check here if new address) ☐

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State (residence): \_\_\_\_\_ County (residence): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Latino Gender: ☐ Male ☐ Female

Race: ☐ White ☐ Black/African American ☐ American Indian/Alaska native  
☐ Asian ☐ Hawaiian/Pacific Islander ☐ Other(specify) \_\_\_\_\_

Please circle highest level of education completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED

One-Year Vocational Diploma 14 Associate Degree 15 Bachelor's Degree 16 Master's Degree or Higher 17

Employment Status: ☐ Retired ☐ Full-Time ☐ Part-Time ☐ Unemployed - Not Seeking ☐ Unemployed-Seeking

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Fee Waiver, if appropriate/Check all or any that apply:

☐ Paid Fireman ☐ Volunteer EMT ☐ Law ☐ Human Resources Dev.  
☐ Volunteer Fireman ☐ Paid EMT ☐ Inmate

If fee waived list agency affiliation: \_\_\_\_\_ Job Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact us**



**252-862-1307**





**Fast Forward to Your Career.**



**Opportunities Await You.**

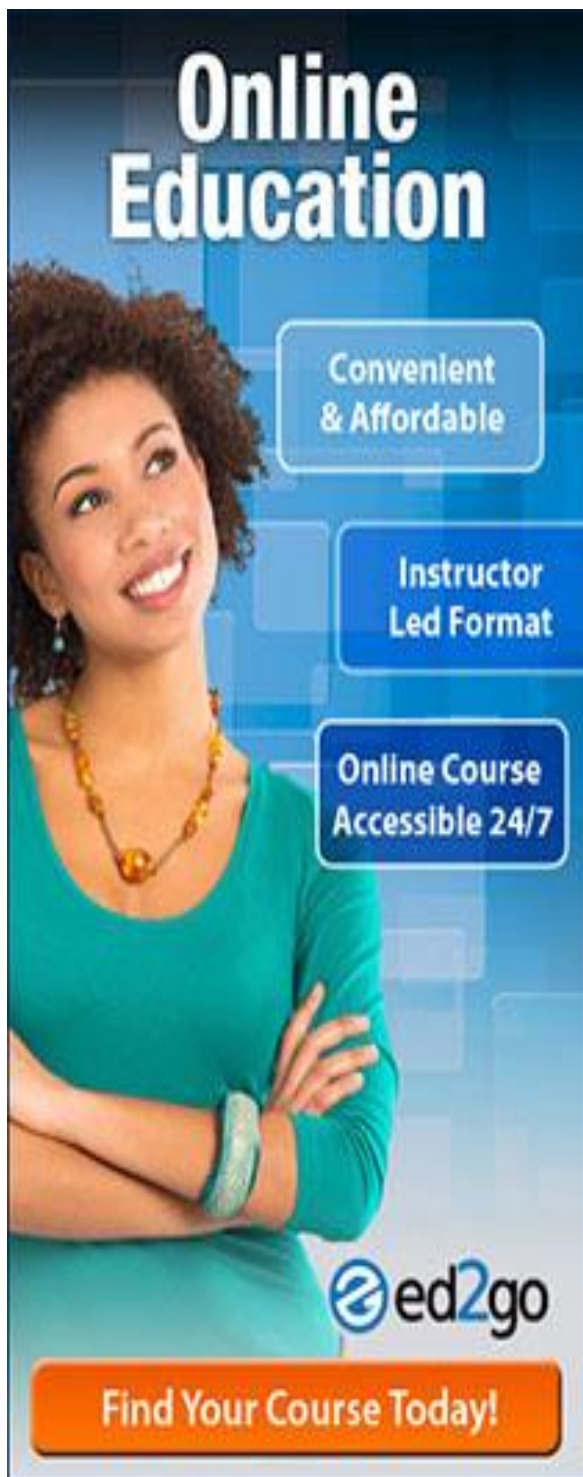
**Apply for a Scholarship!!!**

For more information and to apply, contact:  
 Office of Financial Aid  
[pschamblee6903@roanokechowan.edu](mailto:pschamblee6903@roanokechowan.edu) 252-862-1221  
 OR  
 Workforce Continuing Education Department  
[Sdbritt0117@roanokechowan.edu](mailto:Sdbritt0117@roanokechowan.edu) 252-862-1307



**Enroll Now.**





**Classes start at \$75**

**Instructor-Led**

**Self-Paced**

## **Popular Ed2Go Online Courses**

**Medical Terminology**

**Human Anatomy and Physiology**

**Become a Veterinary Assistant**

**Introduction to Natural Health and Healing**

**Handling Medical Emergencies**

**Assisting Aging Parents**

**Management and Leadership Courses—**

**Building Teams that Work**

**Fundamentals of Supervision and  
Management**

**Individual Excellence**

**Interpersonal Communication**

**Introduction to Business Analysis**

**Keys to Effective Communication**

**Leadership**

**Mastery of Business Fundamentals**

**Small Business Owners**

**Employment Law Fundamentals**

**Creating Web Pages**

**Designing Effective Websites**



**For more information or to register, call:**

**252-862-1307**

**Visit our webpage at**

**[www.ed2go.com/roanokeced](http://www.ed2go.com/roanokeced)**

# Business and Industry



The Mission of the Customized Training Program (CTP) is to help businesses maintain their competitive edge through awareness, education, and training. Specialized training offered to fit the needs of your industry with flexible scheduling. We provide training for qualifying industries in Hertford, Bertie and Northampton Counties.

## **Reliability/Productivity classes include:**

- Introduction to Lean Manufacturing
- Yellow and Green Belt Certification
- Poka Yoke-Mistake Proofing
- 5-S

- Lean Six Sigma

- Value Stream Mapping

- Quality classes include:

  - TS16949

  - NAQ-1

  - Commercial Grade Dedication

  - ISO 14001 Environmental Management

  - Measurement System Analysis

  - Kepner Tregoe PSDM: Analytical Problem Solving

    - Blueprint Reading

    - Internal Auditor Training

    - Lead Auditor Training

    - Process Mapping

    - OJT Train-the-Trainer

    - FMEA (Failure Mode & Effects Analysis)

    - GD&T (Geometric Dimensioning & Tolerancing)

    - Math for Measurement

    - IPC 610

## **Leadership/Management classes include:**

- Essentials of Leadership

- Managing Complaints

- Resolving Conflicts

- Effective Discipline

- Time Management

- Achieve Global Supervisory/Manager Training

- Essentials of Communication

- Providing Performance Feedback

- Delegating

- Change Management

- Providing Constructive Feedback

- DDI Supervisory/Manager Training

- Business Management

- Leading Across Generations

- DISC Training

## **Operator/Mechanic Skills Training**

- Solidworks and AutoCad

- PLC

- GibbsCAM

- CNC Level I and II

- Welding

- Machining

- Fabrication

- Robotic Welding

- Injection Molding

- Inventor

- Basic Electrical

- Commercial Grade Dedication

- Mechatronics

## **Safety classes include:**

- Site Workplace Assessment

- OSHA 10 & 30 (General Industry & Construction)

- Overhead Crane Training

- HAZWOPER Training

- Bloodborne Pathogens

- CSIP (Continuous Safety Improvement)

- Ergonomics

- Confined Space Entry

- Hazardous Materials Training

- Fire Extinguisher Training

- Fall Protection

- Lockout/Tagout

- Supervisor's Role in Safety Compliance

- OSHA Records & Accident Investigation

- Duties & Responsibilities of Safety Committees

- Inspection Checklist

If your company is interested in learning more about these training opportunities, or to schedule a class,

please contact Wendy Vann

[wpvann6919@roanokechowan.edu](mailto:wpvann6919@roanokechowan.edu) .

# 2022 Seminars

Register at: <https://www.ncsbc.et>

(Start Time - 6:30-8:30 p.m.)

**May 12 – On-Line**

**Achieving Small Business Goals**

Is your business stagnating? Do you or your employees need motivation? A new level of success can be achieved by adjusting your mindset! L. Diane Wolfe delivers focused training on the five keys to success - a positive attitude, people skills, self-esteem, overcoming fears, and setting smart business goals. Small business owners looking to energize their productivity are encouraged to attend this spirited seminar!

**June 16 – RCCC Campus**

**Passion + Organizational Structure = Business Solutions and Success**

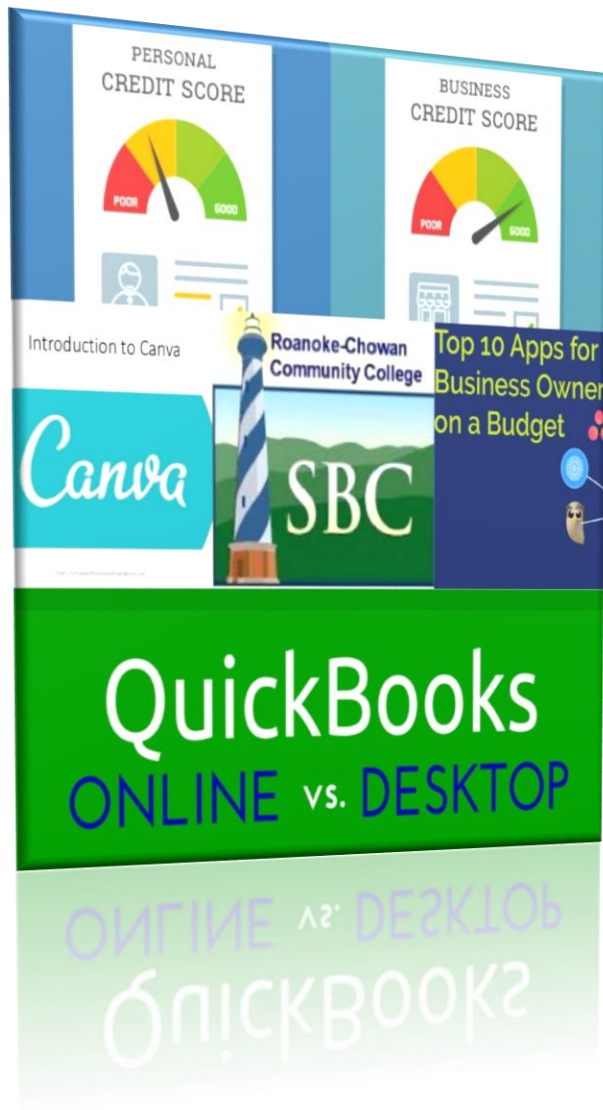
Do you have a burning idea or passion? Should your passion become a hobby or a business? Throughout this seminar, participants will learn strategies to build a solid business structure of value and substance that will be an answer to problems. Participants will learn how to complete needs assessments, create vision and mission statements, and identify and build relationships with community stakeholders. Core business competencies will also be developed that will create an alignment between your passion and profitability as a small business.

**Customized support provided to small businesses for FREE! For assistance, please call:**

**Derrick Armstead, SBC Director**

**252-862-1279**

[darmstead@roanokechowan.edu](mailto:darmstead@roanokechowan.edu)



Roanoke-Chowan Community College's

## **Small Business Center (SBC)** provides

small business owners with information they need for success, including advice on marketing, sales, bookkeeping, and management.

We are a community-based provider of education and training, counseling, networking and referrals. Let our Small Business Center help you develop a plan of action to turn your dreams into a reality!

- **Confidential counseling**
- **Training and technical assistance support**
  - **Business seminars and workshops**
  - **Resource and referral services**
  - **A library of resources**







## WHAT DO WE OFFER?

HIGH SCHOOL EQUIVALENCY DIPLOMA  
MULTIPLE PATHWAYS TO HIGH SCHOOL EQUIVALENCY  
EMPLOYABILITY SKILLS ALIGNMENT PROJECT (ESAP)

**FREE  
CLASSES**



## TAKE THE ONLINE GED TEST

TAKE YOUR GED TEST FROM THE COMFORT OF YOUR HOME, WHILE  
SECURELY MONITORED BY AN ONLINE PROCTOR. ONLINE TESTING IS  
CURRENTLY ONLY AVAILABLE IN ENGLISH,  
BUT WILL BE AVAILABLE IN SPANISH SOON.

\*MUST BE 18+

\*MUST HAVE PASSED 3 OUT OF 4 TESTS

\*MUST SCORE "GREEN" ON THE GEDREAD4 TESTS WITHIN THE LAST 60 DAYS.

Contact Tenia Stevenson @ 252-862-1258

Tishadda Walton @ 252-862-1309

<https://www.roanokechowan.edu/college-and-career-readiness/>

### College and Career Readiness (GED)

College and Career Readiness-Math/Science	5/2/22	7/29/22	16 hrs./week	Young 107	M-TH	8:30 AM-12:30 PM	Free
College and Career Readiness-Reading/Writing/SS	5/2/22	7/29/22	16 hrs./week	Young 106	M-TH	8:30 AM-12:30 PM	Free
College and Career Readiness-Reading/Writing/SS/Math/Science	5/2/22	7/29/22	20 hrs./week	Young 108	M-F	8:30 AM-12:30 PM	Free
College and Career Readiness-Literacy Skills	5/3/22	7/26/22	4 hrs./week	R-CCC, Literacy 4 Life	T	1 PM - 5 M	Free
College and Career Readiness-English as a Second Language	5/3/22	7/28/22	6 hrs./week	Young 107	T,TH	5:30 PM-8:30 PM	Free
College and Career Readiness	5/3/22	7/29/22	7.5 hrs./week	NuVizions, LLC	M-F	12:30 PM - 2 PM	Free
College and Career Readiness-Digital Literacy	5/2/22	7/29/22	8 hrs./week	Young 105	W,TH	1 PM - 5 PM	Free
College and Career Readiness-Math Lab	5/2/22	7/25/22	4 hrs./week	Young 107	M	1 PM - 5 PM	Free
College and Career Readiness-Reading/Writing/SS/Math/Science	5/5/22	7/29/22	6 hrs./week	Hive House Lewiston, NC	W,TH	9 AM - 12 NOON	Free

# Human Resource Development



Human Resource Development (HRD) is a state-funded program administered by the North Carolina Community College System. HRD focuses on the development of basic workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. Human Resources Development (HRD) is the framework for helping employees develop their personal and organizational skills, knowledge, and abilities in the effort to place, retain, or motivate them.

## Computer Technology Awareness

This course helps you to increase your technology skills, become more familiar with computers. Learn the basics of how to operate a PC and how to use Microsoft Word to enhance your professional skill set

## HRD/NCRC/WorkKeys Preparation

This course helps you to increase your technology skills, become more familiar with computers. Learn the basics of how to operate a PC and how to use Microsoft Word to enhance your professional skill set.

## Create a Dynamic Resume

Are you struggling with building an effective resume? Look no further. This course focuses on understanding the purpose of the resume, its parts, and its format. It includes research into various positions in order to identify the skills required - plus hands-on instruction in developing a resume in Microsoft Word. Students complete the class with a resume they can use - one that showcases their skills and experience.

## Job Interview Skills

This course provides employability skills training to increase your chances of becoming employed by adapting effective interview techniques.

## Team Building Strategies

This course provides you effective methods and strategies to work as an effective team member.

## Human Services Exploration: DSS Caseworkers

This course allows the utilization of the NCFast application. It provides focus on communication, interviewing, time management, data gathering/compiling, and data analysis

## LinkedIn for Job Seekers

This course teaches you how to develop an impressive LinkedIn profile, how to enhance your job search, and how to build connections that really matter. Learn to use LinkedIn as a social media tool to expand your reach and connect with decision makers in the workplace.

## Customer Service Skills

This course provides extensive training in skills to adapt a positive attitude and implement effective customer service techniques.

## Employer Expectations

This course provides employability skills training to increase your chances of becoming employed. Learn to work as a team member through vocational and academic assessments.

## Zoom for Career Services

This course provides you with strategies to navigate Zoom for meetings and events.

## Working Smart

This course focuses on self-awareness, self-management, work ethics, communication skills and problem-solving. Learn to be an effective worker and a strong team player. Learn the importance of personal branding, dealing with stress, how to actively listen, effectively communicate, adjust to change, and problem solve.

## Employer Expectations

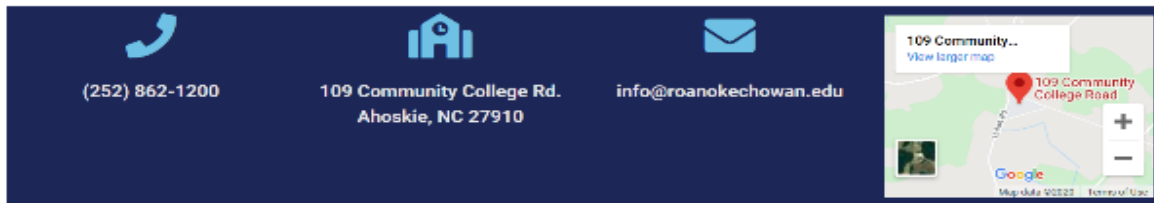
This course provides knowledge and training to assist with learning essential skills of what an employer expects from a model employee.

## National Career Readiness Certificate (NCRC)

The Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. The NCRC is a portable credential that promotes career development and skill attainment for the individual and confirms to employers that an individual possesses basic workplace skills in reading for information, applied math, and locating information – skills that most jobs require.

For more information, call Ja'Queta Stevenson.  
[jstevenson@roanokechowan.edu](mailto:jstevenson@roanokechowan.edu) 252-862-1235

## Contact Us



Roanoke-Chowan Community College is an Affirmative Action/Equal Opportunity employer. The College does not discriminate against students, faculty, or staff on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or employment in its programs and activities.

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**Fast Forward to Your Career. Opportunities Await You. Enroll Now.**