



WORKFORCE CONTINUING EDUCATION COURSE SCHEDULE

SPRING
SEMESTER
2021



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Funds may be available to assist with Continuing Education classes. Apply for the SECU, Golden Leaf, and GEER scholarships. (See Page 17 for more details.)

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



Spring Forward to Your Career.



Opportunities Await You.



Enroll Now.

Interim President's Message



Welcome to Roanoke-Chowan Community College!

For 53 years, R-CCC has provided citizens of its service area with affordable, quality education. Many leaders have contributed to the success the College enjoys today. As Interim President, I am committed to providing extensive career pathways that lead to good jobs and that improve the quality life for our citizens. I have a passion to assist students in fulfilling their academic potential and in reaching their life-long goals.

Roanoke-Chowan Community College offers courses and programs in curriculum and continuing education that exemplify the high academic standards required to meet the training needs of today's workforce. You can check out our programs online by visiting us at www.roanokechowan.edu/current-students/programs-of-study/ or you can visit our campus in person and speak to someone in admissions.

Roanoke-Chowan Community College offers a positive learning environment where students are challenge to meet high expectations, while receiving the support necessary to be successful. Please call and make an appointment to see an admissions counselor who will explain the many opportunities available.

Again, welcome to Roanoke-Chowan Community College!

Sincerely,

Deborah L. Lamm, Ed.D.

Interim President of Roanoke-Chowan Community College



Occupational Training

Accounting Finance (On-Line Only)

This course, NC Local Government Finance - A Practical Approach, is a basic overview of local government finance in North Carolina. It is not a debit and credit accounting course nor does it assume you have formal accounting education or experience. You will learn the basic job functions that are typically housed in the finance department, with attention to those found in smaller governments. This course will also link those functions to the requirements for all local governments found in the NC General Statutes, primarily the Local Government and Fiscal Control Act (G. S. 159 Article 3). Hours: 44

Start Date: TBA, please call to inquire.

Fees: \$185

Activity Coordinator (Hybrid)

This course provides instruction for those already working or planning to work as an activity director in a long-term care nursing facility. Up-to-date information is taught regarding mandatory regulations and policies that govern the operation of these facilities. Hours: 80

Start Date: TBA, please call to check on date.

Fees: \$180, plus \$5 technology fee.

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 is required.

Hours: 8

Start Dates: 1/6-7/21; 2/8-9/21; 3/10-11/21

Time: 6-10 pm

Fees: \$75

Barbering

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. Classes scheduled to start in January. Cost: \$180, plus permit, book, kit, additional fees. For more information, please call.

Building Construction

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to perform basic framing skills with supervision. Hours: 336

Start Date: 2/1/21-4/23/21 (M-F)

Time: 8:00 a.m.-3:00 p.m.

Fees: \$180

Commercial Cleaning

This comprehensive "Hands-On" course covers proper procedures, chemicals and equipment needed to identify, clean, maintain and restore all types of flooring. Various types of floors include: ceramic tile, concrete, and terrazzo flooring found in commercial & residential properties along with carpet shampooing and wood floor cleaning. Hours: 248

Start Date: 2/1/21-6/9/21 (M-W)

Time: 8:00 a.m.-3:00 p.m.

Fees: \$180

Commercial Driver's License (CDL)

This four-week, 160-hour course will consist of both 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. Start Date: TBA, call to inquire.

Defensive Driving

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: Class offered Monthly (Visit website at RoanokeChowan.edu to see schedule.)

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 Date: 1/11-26/21; 3/1-16/21; 5/3-18/21

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: 2/20/21 (Sat)

Fees: \$70

Ministry Leadership Certificate (On-Line)

Part I: 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

Start Date: 2/1/21 - 2/5/21

Fees: \$70

Part II: 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

Start Date/Time: 2/8/21 – 2/26/21

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

Start Date: 3/1/21 – 3/26/21

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

Start Date: 4/1/21 – 4/30/21

Fees: \$70

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

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. 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: 6

Start Date/Time: 1/13-14/21; 2/17-18/21; 3/10-11/21;
4/14-15/21; 5/12-13/21

Time: 6-9 pm

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. Hours: 8

Start Date/Time: TBD, please call to check on date.

Fees: \$70

Welding Plate

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. Hours: 442

Start Date: TBA, please call to inquire.

Fees: \$180

Allied Healthcare



Community Health Worker

This course is designed to provide individuals with the required knowledge, tools, and resources to become recognized as a certified Community Health Worker (CHW) in North Carolina working in a variety of healthcare and community settings (health departments, hospitals, federally qualified health centers, clinics, faith-based organizations, etc. Instruction is designed to cover the nine core competencies which include communication, capacity building, service coordination, interpersonal, advocacy, outreach, personal/professional skills, health and social issues. Upon completion of this course, students will be eligible for listing as an NC Certified Community Health Worker.

Hours: 100

Start Date/Time: TBA (Pending enrollment demand.)

Fees: \$180

Dietary Management

Two semester 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: TBA (Pending enrollment demand.)

Fees: \$185

EKG Technician

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: TBA (Pending enrollment demand.)
Fees: \$185

Medication Aide

Course is designed to meet training requirement for becoming a medication Aide. The course covers the six rights of medication administration for non-licensed personnel. Topics include medication administration via oral, topical, instillation routes, medical asepsis, hand hygiene, and legal implications. Upon successful completion of the course student should be able to take the comprehensive competency test and qualify for listing on the North Carolina Medication Aide Registry.

Hours: 24

Start Date: 3/9, 10, 11/21

Time: 8:30 a.m.-5:00 p.m.

Fees: \$90

Medical Billing and Coding (On-Line Only)

This course prepares the individual for an entry level healthcare billing and coding position. Course topics include managed health care, life cycle of insurance claim, legal and regulatory considerations, reimbursement issues, claim instructions, insurance plans (Medicare, Medicaid and Worker's Compensation)

Hours: 150

Start Date: 1/19/21-4/20/21

Fees: \$185





Nurse Aide I Training (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.

Hours: 190 hours, includes CPR
 Start Date: 1/7/21-3/4/21 **(DAY)**
 Time: 9:00 a.m.-3:00 p.m. (T and W)
 Start Date: 1/7/21-4/19/21 **(NIGHT)**
 Time: 5:30-9:00 p.m. (T and W)
 Fees: \$218

Nurse Aide II Training (Hybrid)

This course prepares the graduate to perform more complex skills for patients and residents. A skills and written competency evaluation is required for documenting student's competency. Course includes class, lab and clinical. Upon successful completion, the student is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing of the Nurse Aide II Registry.

Hours: 190
 Start Date: 1/7/21-4/19/21
 On-Campus: Tuesday
 Clinical: Wednesday and Thursday
 Time: 5:30-9:00 p.m.
 Fees: \$208, plus \$120 for Drug Testing, Current Immunizations and Background Check

Pharmacy Technician (On-Line Only)

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: 1/19/21-4/1/21

Fees: \$185

Phlebotomy Training (Hybrid)

This course provides theory and clinical experiences needed for proper collection of blood and other specimens used in diagnostic testing. Topics include ethics, legalities, medical terminology, safety, infection control, patient relations, anatomy and physiology, and specimen collection. Upon completion, the student should be able to safely perform procedures necessary for specimen collection on patients in various health care settings. Upon successful completion of the theory and clinical experience, the student is eligible for the National Certification test (ASCP). Hours: 220

Start Date: 1/21/21-4/22/21

Hybrid: On Campus, Tuesdays

Time: 5:30-9:00 p.m. (Clinical time will vary)

Fees: \$208, plus \$120 for Drug Testing, Current Immunizations and Background Check

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



Emergency Medical Services (EMS) and Fire Training



Emergency Medical Responder

The course is designed to provide training and education to allow students to be eligible to sit for the state test and become certified at the level of EMR in NC. Hours: 68

Start Date: 4/5/21 – 6/4/21

Time: 9:00 a.m.-5:00 p.m.

Fees: \$180, plus textbook, insurance, Fisdap, etc.

Emergency Medical Technician

The course is designed to provide training and education to allow students to be eligible to sit for the state test and become certified at the level of EMT in NC. Hours: 260

Start Date: 2/23/21 – 8/14/21

Time: 9:00 a.m.-5:00 p.m.

Fees: \$180 PLUS textbook, insurance, Fisdap, etc.

Advanced Medical Emergency Technician

The course is designed to provide training and education to allow students to be eligible to sit for the state test and become certified at the level of AEMT in NC.

Hours: 306 (210 class/lab + 48 clinical/lab)

Start Date: 3/8/21 – 8/3/21

Time: 9:00 a.m.-6:00 pm., on-line

Fees: \$150, plus textbook, insurance, Fisdap, etc.

EMS Continuing Education

The course is designed to provide training and education to allow students to be eligible to recertify for the state certifications that they currently hold. EMS Con-Ed is

offered at least 4 times a month in various location.

Topics vary. *(Check with Coordinator for dates.)*

Hours: 3-36

Fees: \$70-\$125

EMS Refresher Courses (On-line)

The course is designed to provide training and education to allow students to be eligible to recertify for the state certifications that they currently hold or have expired within given time frame. Hours: 36-120

(Depending on the Level of Certification)

Start Date: 2/1/21 (Paramedic Refresher)

3/1/21 (EMT Refresher)

Fees: \$125-180

Chief 101

The course is designed to provide training and education that must be taken by all chiefs of a Fire Department in NC. Usually offered at least once a year in March or April. Hours: 12

Time: TBA

Fees: \$70

Fire Apparatus Driver/Operator Certification

The course is designed to provide training and education to allow students to be eligible to obtain a Various Driver/ Operator certifications. This can consist of multiple classes or blocks to include EVD, Mobile Water Supply, Pump Operations, Aerial Operations. Course offering vary based on need and demand.

Hours: 16-88

Fees: \$70-\$180



Fire Department Training

These courses are designed to provide training and education to FD members who need training in various areas but do not lead to certification. All Fire Department members are required to have 36 hours minimum of training each year. Course offering vary based on need and demand.

Hours: 3-36

Fees: \$70-\$125

Fire Fighter Certification

The course is designed to provide training and education to allow students to be eligible to obtain a Firefighter I&II certification. This can consist of multiple classes, blocks, or an Academy. Course offering vary based on need and demand. *Offered as blocks and classes. There is a published Fire Schedule each month.

Hours: 464

Fees: \$70-\$180

Fire Instructor I & II

The course is designed to provide training and education to allow students to be eligible to obtain a Fire and Rescue Instructor certification in NC. There are two different levels and one must be completed before the other or they can be taken in combination. Course offering vary based on need and demand.

Hours: 12

Fees: \$70.00

NC Technical Rescuer Certification Courses

The course is designed to provide training and education to allow students to be eligible to obtain a Various Technical Rescue certifications. This can consist of multiple classes, blocks, or an Academy to include: TR, Trench, Confined Space, Vehicle Rescue, Structural Collapse, Wilderness Rescue, Water Rescue, Machinery and Agriculture. This course is offered as different classes or blocks and vary. We publish a schedule each month.

Hours: 60-120

Fees: \$180

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

Lifelong Learning

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 have the ability to 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.

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

Start Date: 1/15-17/21 or 3/12-14
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: 20

Start Date: 1/12 - 3/18 T and TH
Hours: 6:00-7:00 p.m.
Fees: \$50



Pottery Studio

This course provides basic instruction in clay development and incorporates firing, glazing while completing various projects. Hours: 45

Start Date: 2/6/21 - 5/15/21 Saturdays
Time: 9:00 a.m.-12 noon
Fees: \$125, includes supplies

Taxidermy

Students in this course will study and gain practical experience in the fundamental techniques of taxidermy. Course topics can include but are not limited to the mounting of small and large game such as deer, raccoon and squirrel and in the identification and mounting of birds and fish. The course will focus on animal identification, rebuilding techniques, specimen posing, and natural setting for displays. Hours: 48

Start Date: TBA, please call to inquire.
Fees: \$125

Cakes and Pies

Baking can be fun while making delicious cakes and pies. In this class, the student will learn to decorate cakes that will delight their family and friends. They will master elegant borders using shells, rosettes and stars; and create lovely flowers such as roses, rosebuds, sweet peas, and pansies. A supply list is available upon registration. Hours: 24
State Date: 2/1, 8, 15, 22 (M) and 2/4,11,18, 25 (TH)
Time: 6:00-9:00 p.m.
Fees: \$70.00, plus supplies



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

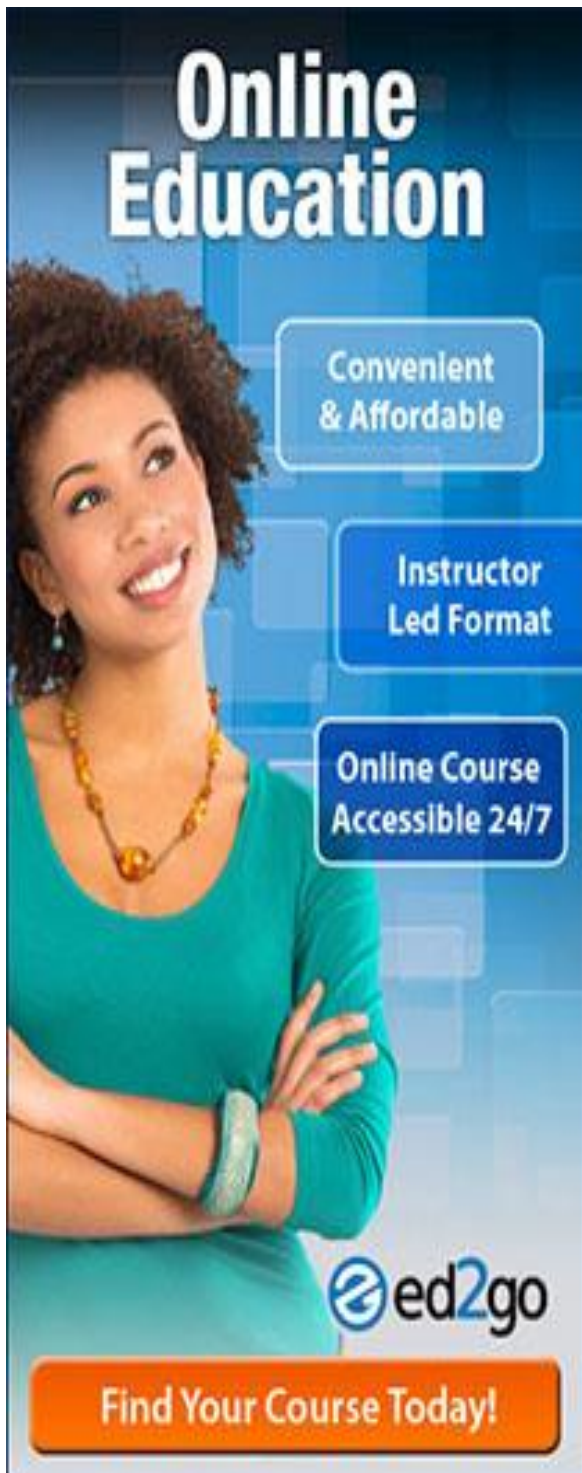
Mastery of Business Fundamentals

Small Business Owners

Employment Law Fundamentals

Creating Web Pages

Designing Effective Websites



Online Education

Convenient & Affordable

Instructor Led Format

Online Course Accessible 24/7

ed2go

Find Your Course Today!



For more information or to register, call:

252-862-1307

Visit our webpage at

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 at 252.862.1234.

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)

January 18-21 (Monday-Thursday)

6:00 pm-10:00 pm

General OSHA 10 Safety (12 hours)

January 25-27 (Monday-Wednesday)

6:00 pm-10:00 pm

Lean Six Sigma Yellow Belt (12 hours)

February 4 (Thursday) 5:00 p.m.-10:00 pm

February 6 (Saturday) 8am-4pm

Math for Manufacturing (12 hours)

February 8-10 (Monday-Wednesday)

6:00 pm-10:00 pm

Problem Solving (12 hours)

February 15-17 (Monday- Wednesday)

6:00 pm-10:00 pm

Working Smart (33 Hours)

February 22-25 (Monday-Thursday)

6:00 pm-10:00 pm

February 1-4 (Monday-Thursday)

6:00 pm-10:00 pm

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

Scholarships Available!!!

To apply for the Continuing Education SECU Scholarship, Golden Leaf Scholars Scholarship, or GEER Scholarship please contact the Financial Aid Office 252-862-1246 or contact the Continuing Education Department at 252-862-1234.

REGISTER BY: January 8, 2021

Tuition: \$180 – 96 Credit Hours

CRC Test: \$36.00

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

Contact Wendy Vann 252-862-1234

wpvann6919@roanokechowan.edu

To schedule an appointment to take the Career Readiness Certificate (CRC), please contact the NCWorks

Career Center Hertford County at

Office 117 in

the Jernigan Building or

call 252-862-1257.

Industry Supporters

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

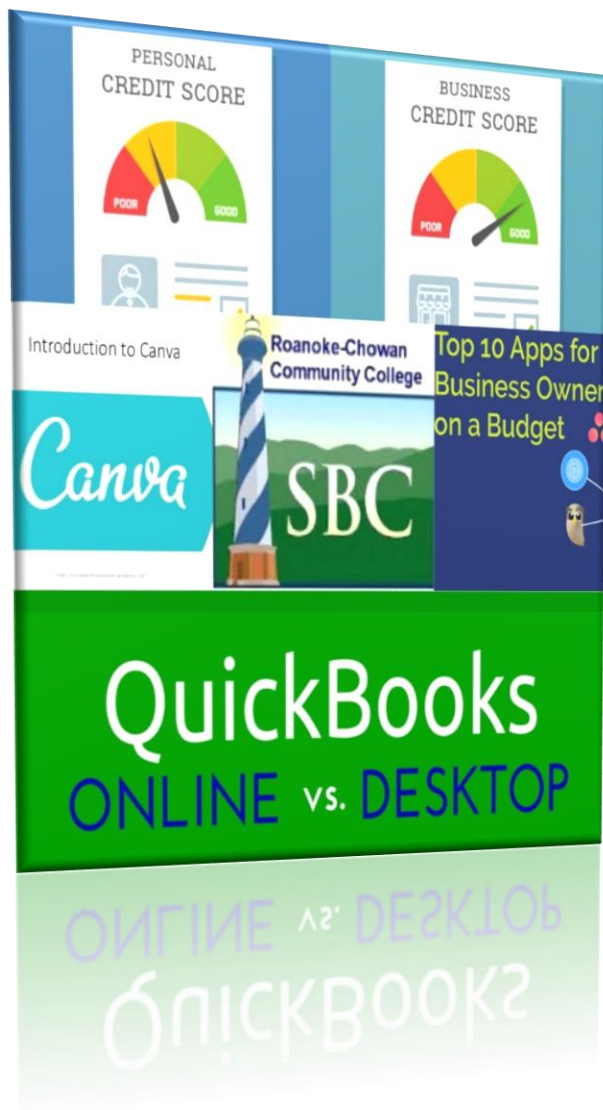


Roanoke Electric Cooperative

Your Touchstone Energy® Cooperative

For more information on RAMP East, visit

www.rampeast.com.



2021 Seminars (On-Line)

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

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

January 8

10 Mobile apps to Rock your Business in the New Year

Join us in a fun and interactive class to explore top mobile apps to help you with your small business. These apps will help you with productivity, automation, content creation, and so much more!

January 12

Getting Ready for Tax Season for Small Business

"There's lots that needs to be done at the end of the year to get your books ready for taxes. Learn how to use QB Desktop to manage and complete that checklist with ease."

January 13

Getting Ready for Tax Time with QB Desktop!

"There's lots that needs to be done at the end of the year to get your books ready for taxes. Learn how to use QB Desktop to manage and complete that checklist with ease."

January 14

Be Prepared for Tax Time using QB Online!

"You will need to complete certain tasks in QuickBooks Online to close out the old year and prepare for the new one. Learn how to manage and complete that checklist with ease."

February 4

Canva-an Introduction

Join us for a live tutorial on how to use Canva, the best free online and mobile app to create content for your small business. See content examples, learn tips and tricks, and so much more.

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!

All of our services are **FREE!**

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

February 18

Let's Talk LEADERShip!

Effective Principles for Small Businesses

Have you been thinking about ways to increase your presence and to develop your leadership voice? Has there been a demand on you to shift from manager to leader? Do you know your leadership style? You and your business are vital! The content taught in this seminar will assist you with identifying your leadership style and developing your leadership voice. We will define leadership and gain knowledge of universal traits of highly effective leaders while learning how to build credibility, trust and so much more.

February 25

Strategies to Manage "IT" All:

Business, Family, and Life Oh My!

There are 24 hours in a day, right??? Where does time go?? Time management for small business can be a task within itself; this seminar will teach you how to increase mental strength that will improve productivity. The core values of your business will be identified and utilized to assist with developing a plan of action to overcome blind spots that hinder momentum. You will be taught how to establish healthy boundaries that will be reflective in a different view of organizing, a greater sense of self-care, an increased desire to prioritize, a decreased sense of feeling overwhelmed, and empowerment to utilize the best tips for the operation and management for your business.

March 3

Newest Changes to Facebook Pages, See How They Relate to your Small Business

Facebook seems to change daily, and business pages are changing too. Join us to discover what the new changes of business pages are going to look like for your small business. Before the zoom, you will have access to view and print worksheets that will be used throughout the online presentation. These worksheets will be a great resource for you to take notes during and then use after the class.

March 4

About.me – Create a Landing Page for your Business

Want to create a website but don't have time, try a landing page instead. Build a one-page landing page to introduce your business to the world!

March 23

How to Improve Your Personal Credit Score and/or Business Credit Rating

Better credit scores help you save on interest, insurance rates and qualify for important loans. Whether you need to clean up your credit, establish personal credit or open a business account; you'll learn helpful tips so you can better manage your business. See what goes into a credit report, how the scoring system works and obtain tips and tools to help raise business credit ratings.

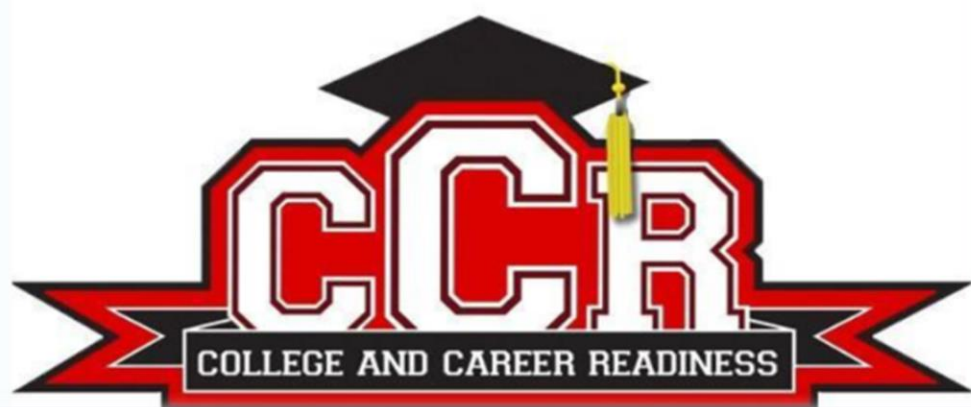
March 25

How to Find and Bring in More Customers to Your Store, Office, Web Site.

Why is it a few stores in the same area as others and with similar products and services vastly outsell the competition and stay in business for decades when others are failing every year? The answers are found in the strategies and methods the owners use to bring select and target customer groups into their stores and web sites.

**For assistance, please call:
252-862-1279 or 252-862-1304.**





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 GEDREADY 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/>

NAME	COST	INSTRUCTOR	LOCATION	DAYS	TIME	Start Date	End Date
Adult Basic Education/Basic Skills	Free	B. Woodhouse	YOUNG Rm 108	M-TH	8:30 AM-12:30 PM	1/2	4/30
Adult Basic Education/Basic Skills	Free	M. Worthington	NuVisions, LLC	M-TH	12:30 PM-2:00 PM	1/2	4/30
College and Career Readiness-Writing, SS	Free	C. Vinson	YOUNG 106	M-TH	8:30 AM-12:30 PM	1/2	4/30
College and Career Readiness-Math	Free	S. Edwards	YOUNG 107	M-TH	8:30 AM-12:30 PM	1/2	4/30
College and Career Readiness- Language Arts/Science	Free	M. Worthington	Hive House	W, TH	9:00 AM-12 Noon	1/2	4/30
English as a Second Language	Free	M. Hall	ONLINE	ON LINE	ON LINE	1/2	4/30
College and Career Readiness-Digital Literacy	Free	B. Lies	R-CCC, Freeland 105	W, TH	1:00 PM-5:00 PM	1/2	4/30
College and Career Readiness Literacy Skills	Free	C. Vinson	R-CCC, YOU 106	T	1:00 PM- 5:00 PM	1/2	4/30
College and Career Readiness Math Camp	Free	S. Edwards	R-CCC, YOU 107	M	1:00 PM- 5:00 PM	1/2	4/30

Human Resources Development

Human Resources 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.



Career Readiness Certificate (CRC)

The Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. The CRC 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.



WorkKeys®

WorkKeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. WorkKeys assessments measure abilities in communication, problem-solving, and interpersonal skills. These skills are valuable for any occupation-skilled or professional-and at any level of education.

CareerReady 101

CareerReady 101 also assists students in exploring different career paths based on their interests and current skill level. CareerReady 101 has been shown to be beneficial for students preparing to take a high school equivalency exam and other college placement tests. CareerReady 101 helps prepare students to take the WorkKeys Assessments to earn their Career Readiness Certificate.

For more information, call Lewis Hoggard.

lhoggard@roanokechowan.edu

252-862-1277



Apply for a Scholarship!!!



For more information and to apply, contact:

Office of Financial Aid

rricks@roanokechowan.edu

OR

Workforce Continuing Education Department

Wpvann6919@roanokechowan.edu

at 252-862-1234



Continuing Education Course Registration Form

109 Community College Road * Ahoskie, NC 27910 * www.roanokechowan.edu
252.862.1200 * 252.332.2390 (fax)

Course Title: _____ Term: _____

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

Name: _____ (please print & no nicknames) Maiden Name: _____

Mailing Address: _____ (check here if new address) ☐

City: _____ State: _____ Zip: _____

County (residence): _____ E-mail Address: _____

Home Phone () _____ Cell Phone () _____ Business Phone () _____

Ethnicity: ☐ Hispanic/Latino ☐ Non Hispanic/Latino

Gender: ☐ Male ☐ Female

Race: ☐ White
☐ Asian

☐ Black /African American
☐ Hawaiian/Pacific Islander

☐ American Indian/Alaska Native
☐ 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:

My signature attests that I am actively affiliated with the public safety agency listed and that I hold the job classification indicated. Student Signature: _____

If fee waived list agency affiliation: _____ Job Title: _____

☐ Paid Fireman

☐ Volunteer Fireman

☐ Volunteer EMT

☐ Paid EMT

☐ Law

Student Signature: _____ Date: _____

RCCC 402 Aug. '18 Previous editions obsolete

Contact us 252-862-1307

Contact Us



(252) 862-1200



109 Community College Rd.
Ahoskie, NC 27910



info@roanokechowan.edu



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.

109 Community College Road | Ahoskie, NC 27910 | 252-862-1200



Dean

Dr. Crystal Ange, Interim Dean
Instructional Programs
252-862-1287 Jernigan Building 105
cpange@roanokechowan.edu

Allied Health

Jamie Burns, Coordinator
252-862-1219 Freeland Building, Office 119B
jnburns6896@roanokechowan.edu

Business and Industry

Wendy Vann, Associate Dean
252-862-1234 Freeland Building, Office 125
wpvann6919@roanokechowan.edu

Career and College Readiness

Tishadda Walton, Director
252-862-1309 Freeland Building, Office 126A
tgwalton6396@roanokechowan.edu

Tenia Stevenson, Instructional Specialist
tnstevenson7121@roanokechowan.edu
252-862-1258 Freeland Building, Office 126B

Human Resources Development

Lewis Hoggard, III, Coordinator
252-862-1277 Jernigan Building, LRC 100-04
lhoggard7059@roanokechowan.edu

Public Safety

William Blanchard, EMS Coordinator
252-862-1201 Jernigan Building, Office 111
web Blanchard7038@roanokechowan.edu

Michael Barnes, Fire Coordinator
252-862-1389 Jernigan Building, Office 122
mtbarnes9127@roanokechowan.edu

Megan Hunnicutt, Administrative Assistant
252- 862-1266 Jernigan Building, Office 113
mahunicutt2556@roanokechowan.edu

Registration and Records

Shirley Gay, Registrar
252-862-1304 Freeland Building, Office 147
swgay6885@roanokechowan.edu

Small Business Center

Director (vacant)
252-862-1279 Freeland Building, Office 120

Andrea Fennell, Administrative Assistant
252-862-1304 Freeland Building, Office 120
adfennell@roanokechowan.edu



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**Spring Forward To Your Career. Opportunities Await You.
Enroll Now.**