



Continuing Education



Purpose Statement

The Continuing Education Department's purpose is to provide adults with quality and convenient learning opportunities consistent with identified student needs. These opportunities are accessible to all adults regardless of age, sex, socioeconomic status, ethnicity, race, religion, or disability. Educational and training programs are designed to enhance the personal, social, and economic potential of the individual and to produce measurable benefits to the community and the state. The Continuing Education Department fulfills this purpose statement by providing the following:

Occupational programs and courses for students desiring to prepare for skilled professions or to upgrade their job skills;

Programs and courses to meet certification, recertification, or continuing education requirements of the individual or the employer;

Occupational training and programs for businesses, industries, and agencies to support economic development;

Programs and courses in Adult Basic Education (ABE), English as a Second Language (ESL), Adult High School Diploma (AHSD), and High School Equivalency (HSE) to enhance personal and professional goals;

Counseling and career guidance, job search services and other programs essential to developing the potential of individual students;

Programs, services, and lifelong learning opportunities to improve the quality of life for an ever-changing diverse community;

Effective and cooperative relationships, which foster partnerships with schools, government agencies, businesses, industries, and other employers, and;

Sound management practices and systematic planning to allocate the resources required to achieve the stated objectives of the Continuing Education Department.

Admission

Individuals 16 years of age or older may register for a Continuing Education class subject to course requirements.

Fees

A registration fee is charged for each Continuing Education course and is posted on the College website and in the published class schedule. All fees, when charged, are due and

payable at registration. Books and supplies are available through the Campus Store. Students who are fire department personnel, law enforcement officers, telecommunicators, and rescue squad personnel may be exempt from the registration fee based on their organization's training needs and affiliation. Students enrolled in College and Career Readiness Adult Education, Compensatory Education, and Human Resources Development classes may be exempt from the registration fee. Elementary and secondary school employees are exempt from the registration fee in CPR or first aid courses. All students will be required to pay a fee for self-supporting classes. No refunds are given for self-supporting classes.

Attendance

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 80% student attendance in each course, including excused absences for religious observances, is required in order for a student to receive a satisfactory completion certificate. Some classes have additional attendance requirements to receive a satisfactory completion certificate and will be outlined in the course syllabus.

Permanent Records

Permanent records are kept on all students who participate in a Continuing Education course. The College also awards the Continuing Education Unit (CEU) as a measure of non-credit for those courses that are approved for CEUs.

Transcripts

Please refer to the "transcripts" section of this catalog, for details on requesting Continuing Education transcripts.

Weapons on Campus

As provided by North Carolina General Statute §14-269.2, all weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on Nash Community College's campus.

Exceptions allow for Nash Community College's Police Department, sworn North Carolina and federal law enforcement personnel, law enforcement training courses or clinics, Nash Community College faculty supervised course sessions as part of the regular, approved curriculum, College sanctioned ceremonial events and those exceptions allowed under

N.C.G.S §14-269(a.2). This statute provides that a handgun may be brought on campus by an individual who has a valid "concealed handgun permit" and such handgun remains either (1) in a closed compartment or container within such permit holder's locked vehicle, or (2) within a locked container securely affixed to such permit holder's vehicle.

Classes requiring the use of firearms are held in the Continuing Education Building located on the South Campus Connector. All students enrolled in classes requiring the use of firearms must park in the reserved Firing Range Parking Lot designated as P12. Sworn law enforcement personnel are asked to use the South lot, but may also use other parking as necessary.

Occupational Extension Program Areas

Nash Community College, through the Continuing Education Department, offers specifically directed short courses to assist individuals entering certain jobs as well as upgrading skills in existing jobs. Examples are as follows:

Notary Public	Carpentry - Basic
ServSafe (food handling course)	QuickBooks
National Electric Code License	Teacher Certification Renewal classes
Electrical License Renewal	Heating, Venting & Air Conditioning (HVAC)
Prep. A+ Certification Prep.	Internet Basics
Networking Certification Prep. Alive at 25	Social Media Management
Truck Driver (CDL) Training	Tire Manufacturing
Computer for Beginners	Web Fundamentals/Web Marketing
Microsoft Office Overview	Vehicle Escort Certification
Computer Repair	Basic Plumbing
MIG, ARC & TIG Welding	
Real Estate CE classes	
Basic Electrical Wiring	

Professional In-Service and Certificate Programs

Nash Community College sponsors and promotes a number of educational services which contribute to the needs of business, industry, and the people of Nash County. These programs are intended to improve and update the skills of workers on both a professional and sub-professional level for better job placement and to encourage labor mobility. Examples are as follows:

Vehicle Safety Inspection Certification	Pharmacy Technician
OBD II Emissions Certification	Veterinary Assistant
Firefighter Level I & II Certification	ServSafe (food handling course)
Nurse Aide Level I & II	Basic Law Enforcement Training (BLET)
Nurse Aide Level I	Manicurist/Nail Technician
Refresher Medication Aide	Emergency Medical Dispatch (EMD)
CPR & First Aid	Nurse Aide I Fast Track
Teacher Certification Renewal	
EMT - Basic, Intermediate & Paramedic	
Notary Public	

Fire and Health Services

Fire and Rescue Training

Nash Community College's Fire Service Training program is designed to provide individuals and firefighters with the information and skills needed for modern firefighting through a variety of learning experiences and training scenarios. The classes are taken directly to firefighters through training sessions held in local departments and at training sites throughout the community. Nash Community College offers NC State certifications in the following categories:

Firefighter I & II	National Fire Academy Courses
Fire Instructor I & II	Fire Officer I, II, & III
Hazardous Materials	Wild Land & Urban Interface Training
Driver Operator	Industrial Fire Brigade and Safety Training
Emergency Response Scuba Diver	Arson Detection
Medical First Responder Training	Entry Level-Professional Firefighter Training
Incident Command System (ICS) Training	Fire & Life Safety Educator Level I, II, & III
Education Methodology	Technical Rescuer (TR)
National Incident Management System (NIMS) Training	

For more information about the Fire & Rescue Programs, please visit Nash Community College's Fire & Health Services website at www.nashcc.edu/fire.

Emergency Medical Services

Nash Community College's Emergency Medical Services program is a comprehensive approach to the delivery of emergency medical care to the critically ill and injured. There are many key components that make up this system including transportation, communication, manpower and training, organization, evaluation, standard record keeping, and public education.

The focus of Nash Community College is to meet the training needs of each component for the overall growth and development of a successful EMS system. Nash Community College offers American Heart Association (AHA) and EMS training in the following categories:

AHA First Aid	AHA Instructor Certification
AHA Cardiopulmonary Resuscitation (CPR)	Emergency Medical Dispatcher
(EMD) First Responder	Medical Responder
Emergency Medical Tech. - Basic (EMT-B)	Advanced Cardiac Life Support (ACLS)
Pediatric Advanced Life Support (PALS)	Brain Trauma Foundation – Provider
Emergency Medical Tech.-Intermediate (EMT-I)	Emergency Medical Tech.-Paramedic (EMT-P)
International Trauma Life Support (ITLS)	Electrocardiography Technician

For more information about the EMS and AHA Programs, please visit Nash Community College's Fire and Health Services website at www.nashcc.edu/ems.

Nurse Aide I

(Hybrid and Traditional): Prerequisites: Reading and math placement tests with a minimum score of 8.0 on both portions or Silver CRC. Nash Community College's Nurse Aide I course offers basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP). This examination is necessary for listing on the North Carolina Nurse Aide I Registry.

Nurse Aide I Refresher

Prerequisite: Listing on Nurse Aide I Registry within the past four years. The Nurse Aide I Refresher course prepares students who have been on the NAI registry within the past four years, but have allowed their certification to expire, to take the state mandated National Nurse Aide Assessment Program (NNAAP). This examination is necessary for re-listing on the North Carolina Nurse Aide I Registry.

Nurse Aide I Hybrid Fast Track

Prerequisite: Enrollment in a two or four year college/university within the last two years with a minimum GPA of 2.5 or above or reading and math placement tests with a minimum score of 12.0 on both portions. Nurse Aide I Hybrid Fast Track is an accelerated course that allows students to complete the Nurse Aide I course in an accelerated time of online instruction, offered concurrently with class and clinical time. Hybrid indicates the lecture (theory) portion of the class is online. This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP). This examination is necessary for listing on the North Carolina Nurse Aide I Registry.

Nurse Aide II

(Hybrid and Traditional) Prerequisite: High School Diploma or HSE, certification from a state-approved Nurse Aide I course and current listing on the NC Nurse Aide I Registry with no substantiated charges of resident abuse, neglect, or misappropriation of resident's property. The Nurse Aide II course prepares students to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the student is eligible to apply for listing as a Nurse Aide II by the North Carolina Board

of Nursing Nurse Aide II Registry. In all employment settings, the listed Nurse Aide II will work under the direction and supervision of licensed personnel.

Medication Aide

Prerequisite: High School Diploma or High School Equivalency, certification from a state-approved Nurse Aide I course and current listing on the NC Nurse Aide I Registry. Nash Community College's Medication Aide course prepares students to pass medication in skilled nursing facilities. 100% attendance is required for successful completion of the course. Upon successful completion of the course, the student is eligible to make application for the state mandated Medication Aide Exam. This examination is necessary for listing on the North Carolina Medication Aide Registry.

EMT Basic to Nurse Aide Level I Bridge

Prerequisite: Current certification as an EMT Basic. This course offers a bridge from EMT Basic to Nurse Aide I. Graduates are qualified to take the State Mandated NACES (Nurse Aide Competency Evaluation Service) test for listing on the Nurse Aide I Registry.

Law Enforcement Training

Criminal Justice In-Service Training

Continuous and comprehensive training is essential for those individuals employed in a Criminal Justice occupation. Nash Community College provides an assortment of programs designed to meet the needs of this demanding profession. Examples are as follows:

Arrest, Search & Seizure

HazMat for Law Enforcement

K-9 Handler Training

Officer Survival

ASP Training

Radar Certification/Recertification

Civil Liabilities

Crime Prevention

Defensive Driving

Firearms In-Service Training

Firearms – Tactical & Combat Courses

For an up-to-date training calendar and contact information, please refer to the Nash Community College website at www.nashcc.edu. Place the cursor on Continuing Education and click on Law Enforcement Training.

Detention Officer Certification Course

The Detention Officer Certification Course is designed to train qualified participants to function as detention officers. The course is governed by the North Carolina Sheriffs' Education and Training Standards Commission and the North Carolina Criminal Justice Education and Training Standards Commission.

Customized Industry Training

The Customized Training Program provides customized training assistance in support of full-time production and direct customer service positions for new and existing businesses and industries to remain productive, profitable, and within the State. Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Classes are taught at Nash Community College or the employer work site.

Small Business Center

The Nash Community College Small Business Center is part of the North Carolina Community College System's Small Business Center Network. The Small Business Center provides assistance to business owners or would-be owners, through training and educational programs. Nash Community College is committed to the concept that education and business can become partners to help continue the success of the Nash County business community.

The Small Business Center will deliver technical and managerial assistance to small business owners and prospective owners by providing: (1) information, (2) education and training, (3) counseling and referral, and (4) other technical/managerial assistance as appropriate. The range of service includes:

Professional Development Seminars
Customer Service Training
One-to-One Counseling

Resources and Information Center
Upgrading and Retraining for Employees
Management/Leadership Training

Teacher Renewal Program

Teachers are constantly seeking opportunities for professional growth through in-service education. Nash Community College cooperates with local school agencies, senior colleges, and universities in providing short courses, workshops, and non-credit courses for certificate renewal and professional growth. Examples are as follows:

Introduction to Active Board
Reading in the Content Area

Effective Teacher Training
Classroom Management

Personal Enrichment Program

Community Service Program is provided to help adults develop basic skills, discover and develop new talents, or refine active talents. Courses are designed to encourage wise use of leisure time and to provide skills for supplementary income.

Art	Cake Decorating	Yarnstash
Cooking	Coupons	Cooking
Dance	Floral Design	Gardening
Basic Pistol Shooting	Jewelry Making	Summer Camps
Concealed Weapons	Stained Glass	Learning Voice-Over
Photography	Unarmed Self-Defense	
Green At Golf	Motorcycle Safety	

Human Resources Development (HRD)

Nash Community College's Human Resources Development Program (HRD) began operation in 1994. The purpose of the HRD program is to educate and train unemployed or underemployed adults for success in the workplace. The major goals of the HRD program are to enhance, develop, and improve job and academic skills, to reduce dependency in welfare and unemployment insurance payments, to increase self-sufficiency and to assist in obtaining meaningful employment and training opportunities. These training opportunities are provided at no cost to students who meet the eligibility criteria. Some of the courses offered include, but are not limited to:

Career Readiness Certification (CRC) Prep.	Keyboarding & Computer Basics
Career Readiness in Clerical Office Administration	Microsoft IT Academy Certification
Career Readiness in Medical Office Administration	Pathway to Cosmetology
Career Bootcamp	Pathway to Public Services
Direct Care Work	Pathway to Hospitality & Foodservice
Document Prep for the Job Search	Personal Money Management

College and Career Readiness

The mission of the College and Career Readiness Program is to prepare adults to earn a high school diploma or equivalency and to prepare or transition to post-secondary education through career pathways. NCC's College and Career Readiness staff members take a student-focused approach advising participants one-on-one before they enroll in college or seek employment. Program areas include preparation for the High School Equivalency (HSE), the Adult High School Diploma (AHSD), career pathways and enhancement of English, math, writing, and reading skills. All classes are designed to improve basic skills that would enable students to be more successful in today's workplace or college. Special requirements for students under 18 years of age include a minor release packet signed by the student's parent or legal guardian. Test of Adult

Basic Education (TABE) assessments are administered during a two-day orientation to determine proper course placement. Following orientation, students meet with their advisor to develop an individual educational plan.

College and Career Readiness offers individualized flexible schedules for students to achieve their credential in a timely manner. College and Career Readiness operating hours are Monday through Thursday from 8 a.m. – 9 p.m.; and Friday from 8 a.m. – 4 p.m. Courses are offered without cost to participants.

High School Equivalency (HSE)

Students in the HSE program score at or above a 9th grade level in reading and math. After orientation, students are placed in graduated courses in math and writing. Additionally, “Fast Track” courses are offered that covers science and social studies concepts. Once students are prepared, they choose to take one of the three exams offered through NCC Testing Center, GED, HiSET, or TASC.

Basic Skills Plus

Students in the HSE program are eligible to take coursework at no cost toward a curriculum or continuing education diplomas or certificate in the following areas: Machine Operator Certificate, Automotive Systems Technology, Certified Nursing Assistant, HVAC and Refrigeration and Tire Manufacturing Certificate.

Basic Skills Plus requires at least a 9.0 Reading and Math TABE Test score. Students may begin college classes prior to earning a High School Equivalency Diploma.

Adult Basic Skills Education (ABE)

The ABE program at Nash Community College serves students who score between a 4th and 8th grade reading and math level. After completing, a two-day orientation, students are placed in graduated reading and math courses. Students work on basic skills until they progress to the HSE level at which point they transition into higher level classes. Additionally students in the ABE program are eligible for expanded pathway courses which prepare them to enter either curriculum or continuing education when they complete their High School Equivalency. Pathway courses include but are not limited to Introduction to Direct Care/PHCAST, Cosmetology, Hospitality and Food Service and Public Safety. Students in the ABE program are also eligible to take a Microsoft IT course for certification at no cost.

Adult High School Diploma

The Adult High School Diploma Program (AHSD) provides an opportunity for students to earn an adult high school diploma through individualized study. The program is conducted in cooperation with the local board of education. A diploma is awarded by

Nash-Rocky Mount Public School and Nash Community College at the completion of the required courses of study.

Adults 16 years of age and over may enroll in the Adult High School Diploma Program. Special requirements for students under 18 years of age include a minor release packet signed by the student's parent or legal guardian. Previous high school transcripts are also required for the AHSD program.

Students complete studies in the areas of English, science, mathematics, social studies, health and elective studies. Programmed study materials are provided for students without cost.

Registration and orientation are held monthly. Prospective students are required to attend an orientation session before beginning the program. Preregistration is required for enrollment in the AHSD program.

English as a Second Language

Adult English as a Second Language prepares adults whose native language is not English to obtain language proficiency that allows them to meet personal and professional goals. Instruction includes the development of basic skills in listening, speaking, writing, reading, and comprehending the English language, as well as cultural acclimation skills to the American society. Advanced classes prepare students to transition to high school equivalency and post-secondary education in the United States. Classes are also offered in citizenship, career awareness and workplace credentials. Students receive academic placement according to their literacy skills with regard to the English language. Preregistration is required for enrollment in the English as a Second Language program.

Career Readiness Certificate (CRC)

North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of employers and job seekers in a transitioning economy.

- The CRC offers employers a reliable means of determining employee potential in terms of necessary literacy, numeracy and problem solving skills to be "job ready."
- The CRC provides job candidates with a portable credential in addition to documentation of education and experience when presenting to potential employers.
- The CRC assists educators by providing a tool for preparing students to enter the workplace.
- The CRC provides workforce development agencies with documentation of actual workforce skills to help attract businesses.

The CRC is based upon WorkKeys, a nationally recognized job skills assessment tool developed by ACT Inc. WorkKeys is a comprehensive evaluation instrument recognized by thousands of companies in the U.S. including state and federal agencies. In order to earn a Career Readiness Certificate, individuals undergo testing related to reading, applied math, and locating information through the WorkKeys skills assessment system. Individual results can lead to three levels of Career Readiness Certificates: bronze, silver, and gold.

Testing Center

Nash Community College Testing Center administers GED, HiSET and TASC. Assistance with registration and test preparation is available through the College and Career Readiness Learning Lab. The testing center is located in the Continuing Education and Public Safety Building.

Continuing Education Instructional Calendar

Summer Semester 2016

May 16 – August 12, 2016

Fall Semester 2016

August 15 - December 13, 2016

Spring Semester 2017

January 9 - May 15, 2017

Summer Semester 2017

May 16 - August 14, 2017