Spring 2020 Class Schedule
(252) 451-8216 • www.nashcc.edu/conedreg

Advanced Manufacturing Institute
www.nashcc.edu/AMI

For more information email macahoon302@nashcc.edu

Page 14 & 15
Home Brewing 360
Certified Beer Server Prep Course
Arts & Craft Beer

Page 16
Cooking with Wine
Beginner Sushi
Let's Taco 'Bout It

Page 18
Cosmetology Instructor
Manicurist

Page 19
Ice House: Entrepreneurial Mindset

Page 20
Launch Rocky Mount Biz
Nash Community College | Continuing Education - Non-Credit Courses
Spring Schedule 2020 | January 13, 2020 - May 15, 2020
Preregistration Required for All Classes

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive/Transportation</td>
<td>3</td>
</tr>
<tr>
<td>Career Readiness Certification (CRC)</td>
<td>3-4</td>
</tr>
<tr>
<td>College and Career Readiness</td>
<td>4-5</td>
</tr>
<tr>
<td>ESL-English as a Second Language</td>
<td>5-6</td>
</tr>
<tr>
<td>Computer Training</td>
<td>6-7</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>7-8</td>
</tr>
<tr>
<td>Fire Services</td>
<td>8</td>
</tr>
<tr>
<td>Health Services (CPR, EMT, Nurse Aide)</td>
<td>8-11</td>
</tr>
<tr>
<td>Human Resources Development (HRD)</td>
<td>11-14</td>
</tr>
<tr>
<td>Law Enforcement Training</td>
<td>14</td>
</tr>
<tr>
<td>Personal Enrichment</td>
<td>14-17</td>
</tr>
<tr>
<td>Professional Training</td>
<td>17-19</td>
</tr>
<tr>
<td>Small Business Center</td>
<td>19-21</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>21-22</td>
</tr>
<tr>
<td>Trades/Construction</td>
<td>22-23</td>
</tr>
<tr>
<td>Continuing Education Information</td>
<td>23</td>
</tr>
</tbody>
</table>

**REGISTER NOW:**

**Mail:** Mail registration form and fee to NCC Continuing Education, PO Box 7488, Rocky Mount, NC 27804.

**Fax:** Fax the registration form, available at www.nashcc.edu, with credit card information to 252-451-8451.

**Online via WebAdvisor:** Students may register for select Continuing Education classes through WebAdvisor. Credit card payment is required.

**In-Person:** Visit the Continuing Education Department located on the 2nd Floor of the Continuing Education and Public Services Building: Monday: 8 AM - 6 PM, Tues. - Thurs. 8 AM - 5 PM; Friday: 8 AM - 4 PM

**CALL US! 252-451-8216**

- Automotive/Transportation: 252-451-8216
- Career Readiness Certification (CRC): 252-451-8316
- College and Career Readiness: 252-451-8305
- Computer Training: 252-451-8216
- Customized Industry Training: 252-451-8379
- Ed2Go Online Courses: 252-451-8216
- Emergency Medical Services: 252-451-8355
- ESL-English as a Second Language: 252-451-8229
- Fire Services: 252-451-8312
- Foreign Language: 252-451-8229
- Health Services: 252-451-8355
- Human Resources Development/HRD: 252-451-8349
- Law Enforcement Training: 252-451-8450
- Nurse Aide/Nursing Assistant (CNA): 252-451-8352
- Personal Enrichment: 252-451-8216
- Professional Training: 252-451-8216
- Small Business Center: 252-451-8233
- Teacher Education: 252-451-8316
- Trades/Construction: 252-451-8216

**EMPLOYMENT OPPORTUNITIES**

If you have suggestions for a new class, have a special skill and/or are interested in teaching, please complete the Class Proposal Form available at www.nashcc.edu. Choose one of these options to submit the form: Mail to NCC Continuing Education, P O Box 7488, Rocky Mount, NC 27804 or fax to 252-451-8451.

**CONTINUING EDUCATION IS SEEKING INSTRUCTORS FOR:**

- Beginner Plumbing
- Dance
- Personal Enrichment Craft/Hobby Classes
- Recreational Drones
- Residential Maintenance & Repair
- Summer Youth Camps

**FINANCIAL ASSISTANCE OPPORTUNITIES**

Continuing Education Scholarships are available for select classes. For more information, visit www.nashcc.edu/scholarships or call 252-451-8216.

28,957 copies of this public document were printed at a cost of $0.11 per copy.
ALIVE AT 25

FEE: $75.00  Self-Supporting - No Refund
53239  1/11  SA   8:30 AM - 12:30 PM  CE 8153
53240  1/16  TH   4:30 PM - 8:30 PM  CE 8153
53241  1/25  SA   8:30 AM - 12:30 PM  CE 8153
53242  2/8   SA   8:30 AM - 12:30 PM  CE 8153
53243  2/13  TH   4:30 PM - 8:30 PM  CE 8153
53244  2/22  SA   8:30 AM - 12:30 PM  CE 8153
53245  3/7   SA   8:30 AM - 12:30 PM  CE 8153
53246  3/12  TH   4:30 PM - 8:30 PM  CE 8153
53247  3/28  SA   8:30 AM - 12:30 PM  CE 8153
53248  4/16  TH   4:30 PM - 8:30 PM  CE 8153
53249  4/25  SA   8:30 AM - 12:30 PM  CE 8153
53250  5/14  TH   4:30 PM - 8:30 PM  CE 8153
53252  5/23  SA   8:30 AM - 12:30 PM  CE 8153

Alive at 25 is a defensive driving course for students ages 16-24. This course provides unique classroom training on the dangers young adults face while driving. Preregistration, driver’s license and how you were referred are required. For more information call 252-451-8379.

DDC-4 - DEFENSIVE DRIVING

FEE: $60.00  Self-Supporting - No Refund
53253  2/1   SA   8:30 AM - 12:30 PM  CE 8153
53254  3/21  SA   8:30 AM - 12:30 PM  CE 8153
53255  4/18  SA   8:30 AM - 12:30 PM  CE 8153
53256  5/9   SA   8:30 AM - 12:30 PM  CE 8153

DDC-4 is a Defensive Driving Course for individuals who are above the age of 24. This course will go over the risks and hazards of the road along with teaching you how to be a more defensive driver. Preregistration, driver’s license and how you were referred are required. For more information call 252-451-8379.

CDL TRUCK DRIVER TRAINING

53303/53305  1/13 - 1/31  M-F  7 AM - 3:30 PM  CE 8168
53306/53307  2/10 - 2/28  M-F  7 AM - 3:30 PM  CE 8168
53308/53309  3/9 - 3/27  M-F  7 AM - 3:30 PM  CE 8168
53310/53311  4/6 - 4/24  M-F  7 AM - 3:30 PM  CE 8168
53312/53313  5/4 - 5/22  M-F  7 AM - 3:30 PM  CE 8168

The Sage CDL training program at Nash Community College (NCC) provides 158 hours of training to include classroom, lab, and one-on-one behind the wheel (BTW) driving instruction. Weekday and weekend classes are available. For more information call 252-451-8357, 252-451-8363 or email akcressionnie858@nashcc.edu.

ESCORT VEHICLE OPERATOR - CERTIFICATION

FEE: $75.00  Student must be 21 years old
53296  2/7   F (Recert)  8 AM - 12 PM  CE 8265
53297  3/20  F (Recert)  8 AM - 12 PM  CE 8253
53295  ($90)  4/23  TH (Initial)  1 PM - 5 PM  CE 8253
53296  & 4/24  F (Initial)  8 AM - 5 PM  CE 8253

Satisfy the requirements set by the North Carolina Dept. of Transportation (NCDOT) to certify and recertify oversize-overweight load vehicle escort drivers. Required: Students must be at least 21 years old to become certified in NC. Initial certification requires four hours of defensive driving training.

MOTORCYCLE SAFETY TRAINING

- Basic Rider Course I

FEE: $175.00
53200  3/13 - 3/15  F  6 PM - 10 PM  CE 8244
53201  3/20 - 3/22  F  6 PM - 10 PM  CE 8244
53203  3/27 - 3/29  F  6 PM - 10 PM  CE 8244
53205  4/3 - 4/5   F  6 PM - 10 PM  CE 8244
53206  4/17 - 4/19  F  6 PM - 10 PM  CE 8244
53208  4/24 - 4/26  F  6 PM - 10 PM  CE 8244
53209  5/1 - 5/3   F  6 PM - 10 PM  CE 8244

The motorcycle safety training course covers how to balance and coordinate, shift and stop, emergency braking and more. Classes meet for a full weekend on Friday night and all day on Saturday and Sunday. Motorcycles and helmets are provided. Motorcycle safety classes are offered as self-supporting. A refund is given only if class is canceled.

OBD II EMISSIONS CERTIFICATION

FEE $76.25
53278  1/27 - 1/28  M-T  6 PM - 10 PM  CE 8160
53279  2/17 - 2/18  M-T  6 PM - 10 PM  CE 8160
53280  3/16 - 3/17  M-T  6 PM - 10 PM  CE 8160
53281  4/13 - 4/14  M-T  6 PM - 10 PM  CE 8160
53282  5/11 - 5/12  M-T  6 PM - 10 PM  CE 8160

Learn the laws that govern OBD I/M Inspection. This course will prepare auto technicians and service personnel as OBD (On-Board Diagnostic) I/M Inspectors for motor vehicles. Textbook available in the Campus Store.

VEHICLE SAFETY INSPECTION

FEE: $76.25
53273  1/13 - 1/14  M-T  6 PM - 10 PM  CE 8160
53274  2/10 - 2/11  M-T  6 PM - 10 PM  CE 8160
53275  3/9 - 3/10  M-T  6 PM - 10 PM  CE 8160
53276  4/6 - 4/7   M-T  6 PM - 10 PM  CE 8160
53277  5/4 - 5/5   M-T  6 PM - 10 PM  CE 8160

Gain knowledge of safety inspection rules, regulations, and methods. The North Carolina Division of Motor Vehicles (DMV) requires this class for all persons involved in vehicle safety inspection. Textbook available in the Campus Store.

CAREER READINESS CERTIFICATION (CRC)

FEE: $42.00  (or $14.00 per assessment) Preregistration and prepayment are required. Do you have the skills employers need? The CRC is composed of three assessments. Register at: www.nashcc.edu/ccr, click CRC Assessment Form under Links. For more information email: crc testing@nashcc.edu
### Testing Dates - Space is limited

#### JANUARY
- **1/14 T** 12:30 PM - 4:30 PM  CE 8242
- **1/15 W** 12:30 PM - 4:30 PM  CE 8242
- **1/21 T** 12:30 PM - 4:30 PM  CE 8242
- **1/21 T** 5:00 PM - 9:00 PM  CE 8242
- **1/22 W** 12:30 PM - 4:30 PM  CE 8242
- **1/28 T** 12:30 PM - 4:30 PM  CE 8242
- **1/29 W** 12:30 PM - 4:30 PM  CE 8242

#### FEBRUARY
- **2/4 T** 12:30 PM - 4:30 PM  CE 8242
- **2/5 W** 12:30 PM - 4:30 PM  CE 8242
- **2/11 T** 12:30 PM - 4:30 PM  CE 8242
- **2/12 W** 12:30 PM - 4:30 PM  CE 8242
- **2/18 T** 12:30 PM - 4:30 PM  CE 8242
- **2/18 T** 5:00 PM - 9:00 PM  CE 8242
- **2/19 W** 12:30 PM - 4:30 PM  CE 8242
- **2/25 T** 12:30 PM - 4:30 PM  CE 8242
- **2/26 W** 12:30 PM - 4:30 PM  CE 8242

#### MARCH
- **3/3 T** 12:30 PM - 4:30 PM  CE 8242
- **3/4 W** 12:30 PM - 4:30 PM  CE 8242
- **3/10 T** 12:30 PM - 4:30 PM  CE 8242
- **3/11 W** 12:30 PM - 4:30 PM  CE 8242
- **3/17 T** 12:30 PM - 4:30 PM  CE 8242
- **3/17 T** 5:00 PM - 9:00 PM  CE 8242
- **3/18 W** 12:30 PM - 4:30 PM  CE 8242
- **3/24 T** 12:30 PM - 4:30 PM  CE 8242
- **3/25 W** 12:30 PM - 4:30 PM  CE 8242
- **3/31 T** 12:30 PM - 4:30 PM  CE 8242

#### APRIL
- **4/1 W** 12:30 PM - 4:30 PM  CE 8242
- **4/7 T** 12:30 PM - 4:30 PM  CE 8242
- **4/8 W** 12:30 PM - 4:30 PM  CE 8242
- **4/21 T** 12:30 PM - 4:30 PM  CE 8242
- **4/21 T** 5:00 PM - 9:00 PM  CE 8242
- **4/22 W** 12:30 PM - 4:30 PM  CE 8242
- **4/28 T** 12:30 PM - 4:30 PM  CE 8242
- **4/29 W** 12:30 PM - 4:30 PM  CE 8242

#### MAY
- **5/5 T** 12:30 PM - 4:30 PM  CE 8242
- **5/6 W** 12:30 PM - 4:30 PM  CE 8242
- **5/12 T** 12:30 PM - 4:30 PM  CE 8242
- **5/12 T** 5:00 PM - 9:00 PM  CE 8242
- **5/13 W** 12:30 PM - 4:30 PM  CE 8242
- **5/19 T** 12:30 PM - 4:30 PM  CE 8242
- **5/20 W** 12:30 PM - 4:30 PM  CE 8242

### ORIENTATION & REGISTRATION REQUIREMENTS
1. Space availability is limited, and is first come/first served.
2. Complete placement testing before enrolling in College and Career Readiness AHSD/HSE classes.

### Advisement and Placement Procedure
The registration process consists of placement testing, then attendance in a Ready, Set, Go class.

### Placement Testing
Placement Testing is administered in room CE 8120.
Please bring a photo ID:
- Monday, 8:00 AM; Tuesday, 5:00 PM; Thursday, 5:00 PM

Testing is offered on a first come/first served basis and takes approximately 3-4 hours.

### READY, SET, GO
Ready, Set, Go is a required course that prepares incoming CCR students to be successful in the program. Students will be given useful strategies to help them become successful. They will also be presented with career planning strategies to help them work toward their career goals while/after earning their diploma. After completing Ready, Set, Go, students will be better prepared to achieve success in their CCR courses and beyond.

### COLLEGE AND CAREER READINESS HONORS BOOT CAMP
Boot Camp is a five-week multi-subject course that integrates the Social Studies, Reading, Writing, Science, and Math skills necessary to pass the HSE examinations. Students will attend classes daily, take practice tests in the Learning Lab as the week progresses, and then take the official HSE examinations each Thursday night or Friday morning. Because of the fast paced nature of this course, perfect attendance, and adequate placement test scores are required.

### FOUNDATIONAL READING/Writing
This course is focused on building a strong foundation in reading, composition, and grammar. Emphasis is placed on the foundations of reading comprehension, vocabulary development, critical analysis, reading rate, and the composition of clear, organized, grammatically correct assignments.

### FOUNDATIONAL MATH
This course will develop skills in whole numbers. Upon completion, students will have gained a deeper understanding of basic math fundamentals.

### ABE I & II READING/Writing
This course is a fully integrated approach to teaching reading, composition, and grammar. Emphasis is placed on reading comprehension, vocabulary development, critical analysis, reading rate, and the composition of clear, organized, grammatically correct assignments.

### HSE Writing
This course will develop and refine grammar skills and, in the process, prepare students for the essay portion of the online assessment for the High School Equivalency Exam.

### COLLEGE & CAREER READINESS
For more information, visit www.nashcc.edu/ccr or call 252-451-8488 or 252-451-8246.

### ADULT EDUCATION
Obtain your Adult High School Diploma (AHSD) or High School Equivalency (HSE). College and Career Readiness classes are offered on-Campus and off-Campus at NO FEE to individuals age 16 and older. Minors (ages 16-17) must complete a minor packet and interview prior to registering for orientation.
ABE MATH I & II
These courses will develop skills in whole numbers, order of operations, decimals, proportions, percentages and integers. Upon completion, students will have gained a deeper understanding of the intermediate math fundamentals.

HSE MATH I & II
This course will develop skills in algebraic problem solving including expressions, polynomials, quadratic equations, linear equalities, and functions using workbooks and Khanacademy.org. Upon completion, students will have gained a deeper understanding of working with signed numbers, performing operations with rational and irrational numbers, combining like terms in algebraic expressions, writing and solving algebraic expressions and equations, solving word problems through the use of algebraic reasoning, and solving geometric problems. Students who complete this course should be prepared to take the Math HSE examination.

HSE FAST TRACK
Fast Track classes are designed to reinforce skills at a fast pace in preparation for the High School Equivalency exams, including GED®, HiSET®, and TASC®. The integrated content includes targeted instruction in all HSE subject areas.

Nash Community College offers the following High School Equivalency Tests

GED®
The GED® test is computer based. The test consists of Reasoning through Language Arts, Science, Social Studies, and Mathematics. Cost: $20.00 per test.

HiSET®
The HiSET® is computer or paper-based. This test consists of Reading, Writing, Science, Social Studies and Mathematics. $15.00 per test for paper based testing. Total Cost $75.00. $10.75 per test for computer based testing. Total Cost $53.75

TASC®
The TASC® is computer or paper-based. This test consists of Reading, Writing, Science, Social Studies and Mathematics. Cost $11.20 per test. Total Cost $56.00.

ENGLISH AS A SECOND LANGUAGE
For more information, call 252-451-8229 or email www.nashcc.edu/CCR.

ENGLISH AS A SECOND LANGUAGE (ESL)
For new students, orientations will be offered on the following dates: Please bring identification if you have it.

January 14, 15: 5:00 PM - 9:00 PM
March 17, 18: 5:00 PM - 9:00 PM
January 28, 29: 5:00 PM - 9:00 PM
March 31, April 1: 5:00 PM - 9:00 PM
February 11, 12: 5:00 PM - 9:00 PM
April 21, 22: 5:00 PM - 9:00 PM
February 25, 26: 5:00 PM - 9:00 PM
May 5, 6: 5:00 PM - 9:00 PM
March 9, 10: 5:00 PM - 9:00 PM
Orientation will start at 5:00 PM in the Continuing Education and Public Services Building, Room 8120, located on the first floor. Students will be served on a first come, first serve basis. These classes are offered to individuals who want to improve their verbal and written English skills. Classes are offered on: Beginner, Intermediate and Advanced levels. ESL classes are offered at no cost to students.

INGLÉS COMO SEGUNDO IDIOMA.
El registro para nuevos estudiantes se llevará a cabo durante los siguientes días: por favor traiga identificación si tiene.

Martes o Miercoles, January 14-15: 5:00 PM - 9:00 PM
Martes o Miercoles, January 28-29: 5:00 PM - 9:00 PM
Martes o Miercoles, February 11-12: 5:00 PM - 9:00 PM
Martes o Miercoles, February 25-26: 5:00 PM - 9:00 PM
Martes o Miercoles, March 9-10: 5:00 PM - 9:00 PM
Martes o Miercoles, March 17-18: 5:00 PM - 9:00 PM
Martes o Miercoles, March 31-April 1: 5:00 PM - 9:00 PM
Martes o Miercoles, April 21-22: 5:00 PM - 9:00 PM
Martes o Miercoles, May 5-6: 5:00 PM - 9:00 PM

La orientación se ofrecerá a las 5:00 p.m. de la tarde en el primer piso del nuevo edificio de Educación Continua, en Nash Community College en el salón 8120. En la sección de Orientación se atenderán a las primeras personas que lleguen. Estas clases de Segundo idioma son ideales para todas aquellas personas que desean aprender o mejorar sus habilidades de comunicación tanto verbal, como escrita en inglés. Estas clases se ofrecen de forma gratuita en diferentes niveles: Básico, Intermedio Multinivel, Avanzado y de Transición

For more information on ESL classes, please call 252-451-8229. Llame para más información de las clases de ESL.

ESL BEGINNER / CLASES DE INGLÉS BÁSICO
Tuesday & Thursday 7 PM - 9 PM Nash Community College

ESL INTERMEDIATE / CLASES DE INGLÉS INTERMEDIO
Tuesday & Thursday 7 PM - 9 PM Nash Community College

ESL CONVERSATION / CLASES DE CONVERSACION
Monday-Thursday 8:30 AM - 9:30 AM Nash Community College

ESL BEGINNER MORNING / CLASES DE INGLÉS BÁSICO
Monday-Thursday 11 AM - 1 PM Nash Community College

ESL INTERMEDIATE MORNING / CLASES DE INGLÉS INTERMEDIO
Monday-Thursday 11 AM - 1 PM Nash Community College

EL TRANSITIONAL / CLASE DE TRANSICION
Wednesday 6:30 PM - 9 PM Nash Community College

ESL OFF-SITE / COMMUNITY CENTER CLASSES
ESL BEGINNER / CLASES DE INGLÉS BÁSICO
T/W/T 9-12 Spaulding Family Resource Center, Spring Hope
BLOGGING AND PODCASTING FOR BEGINNERS  
FEE: $75.00  
1/15 - 3/16  WF ONLINE  
2/12 - 4/13  WF ONLINE  
3/18 - 5/18  WF ONLINE  
4/15 - 6/15  WF ONLINE  
5/13 - 7/13  WF ONLINE  
Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. Learn how to develop a plan for the content, setup, maintenance, record a professional-sounding audio podcast with a very simple recording tool, edit the file with another free software program, add music to it, and then post it online for others to enjoy. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

CREATING MOBILE APPS WITH HTML5  
FEE: $ 75.00  
1/15 - 3/16  WF ONLINE  
2/12 - 4/13  WF ONLINE  
3/18 - 5/18  WF ONLINE  
4/15 - 6/15  WF ONLINE  
5/13 - 7/13  WF ONLINE  
You will discover how to imagine, design, build, and optimize a cross-platform mobile app using HTML5 standards. Learn how to optimize your app for iPhone and Android, use APIs to retrieve data and combine data sources to create mash-ups, use JavaScript to add interactivity to your apps. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

GAME DEVELOPMENT  
FEE: $75.00  
1/15 - 3/16  WF ONLINE  
2/12 - 4/13  WF ONLINE  
3/18 - 5/18  WF ONLINE  
4/15 - 6/15  WF ONLINE  
5/13 - 7/13  WF ONLINE  
Learn the fundamentals of game development, get an overview of game genres, platforms, and audiences. Learn tools and techniques to help you make better design decisions needed to achieve greater efficiencies as you develop your own games. Learn why many games fail and how to ensure your games are positioned for success. Gain hands-on experience in many of the game development processes. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

NEW - INTRODUCTION TO ADOBE ACROBAT X  
Fee: $75.00  
1/15 - 3/16  WF ONLINE  
2/12 - 4/13  WF ONLINE  
3/18 - 5/18  WF ONLINE  
4/15 - 6/15  WF ONLINE  
5/13 - 7/13  WF ONLINE  
You will work with many features, such as backgrounds, bookmarks, and modified page sizes to help unify your documents. You’ll discover how to add more to your documents as you learn about bookmarks and links for navigation. You’ll even master some JavaScript! You’ll also see how Acrobat X can help streamline the entire collaboration process and...
simplify how you conduct, control, and manage a document review cycle. In each lesson, you’ll work with an important Acrobat X Pro feature or process using source files provided with the course. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

COMPUTER CERTIFICATION PREP COURSES
NEW! AutoCAD 2018 with AutoCAD 3D 2018
(Voucher Included)
FEE: $3,295.00
This 9-month course provides access to both a 2D and 3D training. You will learn the AutoCAD functionality that’s required for the Autodesk AutoCAD 2018 Certified User exam. Starting with the AutoCAD 2018 training course. Once you master the basic 2D skills, you will start using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. More information about the course content and Financial Assistance can be found at https://careertraining.ed2go.com/nashcc.

CERTIFIED ANDROID APP DEVELOPER
FEE: $495.00
Self- Paced online
This 6-month Google-Authorized Training course on Certified Android App Developer takes you through the basics of Android app development and moves on to advanced concepts. You will gain an understanding of Android architecture, build and publish your own Android apps in the Google Play store. This course will prepare you to sit for the Associate Android Developer (AAD) Exam conducted by Google. More information about the course content and Financial Assistance can be found at https://careertraining.ed2go.com/nashcc.

MICROSOFT OFFICE SPECIALIST 2016 (MOS) CERTIFICATION TRAINING
FEE: $1995.00
Self- Paced online
The Microsoft Office 2016 Specialist training program prepares you to sit for the Microsoft Office Specialist Certification Exams, which cover Word, Excel, PowerPoint, Outlook, and Access.

You will acquire advanced skills working within Microsoft Word, Excel, PowerPoint, Outlook, and Access 2016. This online course can only be taken on a PC. You will also need Microsoft Office 2016 Suite. All manuals are included as downloadable PDFs throughout the program. More information about the course content and Financial Assistance can be found at https://careertraining.ed2go.com/nashcc.

FOREIGN LANGUAGE
For registration information, call 252-451-8229 or email coned@nashcc.edu.

SPANISH FOR FIRST RESPONDERS
FEE: $75.00
52393 2/5 - 3/25 W 6 PM - 9 PM CE 8105
This will be a hands-on, in person, participatory course. The instructor will present basic questions most often used when dealing with sick or injured or interacting with Spanish-speaking persons. Students will participate in verbal and written exercises to develop their ability to use the basic expressions. Online practice will be required.

SPEED SPANISH
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

SPEED SPANISH II
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE
Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

SPEED SPANISH III
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

SPANISH IN THE CLASSROOM
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

SPANISH FOR MEDICAL PROFESSIONALS
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13  WF  ONLINE
Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

INSTANT ITALIAN
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll read, hear, and practice dialogues of everyday words which will teach you to communicate in a wide variety of settings. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

BEGINNING CONVERSATIONAL FRENCH
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE
Discover how easy it can be to learn common words and phrases for leisure and business. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

DISCOVER SIGN LANGUAGE
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE
Learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. Throughout the course, you will be immersed in silence, so you will gain an understanding of the perspective of Deaf people and sign language. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

FIRE SERVICES
For more information, visit our Website at www.nashcc.edu or call 252-451-8355.

FIRE AND RESCUE TRAINING (on-going)
Please visit www.nashcc.edu/fire to view the monthly calendar of fire and rescue training. You may also visit our Facebook page at www.facebook.com/nccfireandems

FIREFIGHTER TRAINING ACADEMY
The NCC Firefighter Training Academy’s mission is to instill discipline, character, professionalism, teamwork, integrity, credibility, knowledge, skills and the physical/mental ability to perform the job of professional firefighter in a safe and effective manner. This 18 week academy is well known throughout the state for producing well trained and employable graduates. A new academy is scheduled to begin January 2020.

Prerequisites: High School Diploma or HSE, Medical Screening, and Career Readiness Certificate

Total Cost: If you are a member of a volunteer fire or rescue department, the cost is approx. $600. If un-affiliated with one of these organizations, the cost is approx. $1200. Scholarship opportunities may be available for qualified applicants in need. For more information, email John Winstead jcwinstead895@nashcc.edu / 252-451-8312 or Joey Parks japarks297@nashcc.edu / 252-451-8480. We will stop taking application packages 45 days prior to the start of each academy. DO NOT DELAY. If the academy fills up, registration could end early.

HEALTH SERVICES
For more information, visit our Website at www.nashcc.edu or call 252-451-8355.

BASIC LIFE SUPPORT (BLS) HEALTHCARE PROVIDER CPR
FEE: $40.00  Self-Supporting - No Refund
53068  1/18  SA  8 AM - 1 PM  CE 8246
53069  2/8   SA  8 AM - 1 PM  CE 8246
53070  3/14  SA  8 AM - 1 PM  CE 8246
53071  4/18  SA  8 AM - 1 PM  CE 8246
53072  5/16  SA  8 AM - 1 PM  CE 8246
This one-day course teaches American Heart Association Basic Life Support (BLS) for healthcare provider standards. Adult, child, and infant CPR/AED will be taught. Textbook is required and may be purchased M-F in the Campus Store. CPR course completion cards will be issued to participants within two weeks of class ending via email. Cards are not issued same day and a valid email address will be required.

EKG TECHNICIAN
FEE: $202.25
53061  2/4 - 4/21 TTH 6 PM - 10 PM CE 8246
This course is designed and approved to prepare the student to become a certified EKG (ECG) and Technician/Monitor. The electrocardiogram is a noninvasive test that is used to reflect underlying heart conditions by measuring the electrical activity of the heart. This comprehensive 75 hour EKG Technician Certification Course prepares students to function as EKG Technicians and to take the National Health Careers Association Electrocardiograph (EKG) Technician exam. Reading placement testing scores of 10th grade or higher are required. National Health Careers Association Exam does carry an additional fee. For more information, call 252-451-8412 or email Incarpenter329@nashcc.edu.

EMERGENCY DISPATCH ACADEMY
FEE: $185.00
53062  2/4 - 4/30 TTH 6 PM - 10 PM
      SAT  8 AM - 5 PM
Nash Community College in conjunction with Nash County Emergency Services will offer the Emergency Dispatch Academy. This academy is designed to train entry level dispatchers interested in a career in a 911 center or for those who have been recently hired. Course does require students to successfully complete a reading comprehension placement test demonstrating a level of 11th grade or higher. Students will participate in 24 hours of clinical time with a Telecommunications agency. Successful completion of this clinical time is required. To be eligible for clinical time, students must present a valid driver’s license, complete a background check and submit to fingerprinting. Cost incurred for these requirements will be the responsibility of the student. All items are required to be submitted to the 911 agency the student will be assigned to by week three of class for their review and approval. Class will meet on Tuesday and Thursday evenings and three Saturdays. For more information, call 252-451-8412 or email Incarpenter329@nashcc.edu.

EMT ACADEMY
FEE: $202.25
53924 1/21 - 3/06 MTWTHF 8:00 AM - 5:00 PM
The EMT Academy is an 8 week program meeting Monday through Friday. The course includes a physical training portion. Additional requirements for enrollment. For more information, call 252-451-8412 or email Incarpenter329@nashcc.edu.

EMT INITIAL
FEE: $202.25
53056 1/22 - 6/10 MW 7 PM -10 PM CE 8246/8209
& one SA a month 9 AM - 6 PM
Reading placement test (minimum 11th grade level) is required. A copy of high school diploma/HSE are requested. For more information, call 252-451-8412 or email Incarpenter329@nashcc.edu.

EMT REFRESHER
FEE: $185.00
53059 1/13 - 3/12 Online
This 80 hour class meets the hours needed to recredential current EMT or NREMT Certifications. Internet access and pre-registration are required. This course does not include a Technical Scope of Practice session. For more information, contact Larry Carpenter 252-451-8412.

PARAMEDIC INITIAL
FEE: $202.25
53057 1/22 - 12/6 W 9 AM - 6 PM CE 8209
& one SA & SU a month 9 AM - 6 PM
53058 1/23 - 12/6 TH 9 AM - 6 PM CE 8209
& one SA & SU a month 9 AM - 6 PM
This course is offered on a flip-flop schedule where students can attend Monday or Tuesday. One weekend required each month by all participants. BLS, ACLS, PALS and ITLS are required to complete Clinical and Field Internship for successful completion of the Paramedic program. This is an additional tuition fee of $202.25. Registration requirements: provide copy of high school diploma/GED® or transcript, copy of EMT Certification and placement tests scores. Corequisite: Anatomy & Physiology. Additional fees required when student begins ride time/clinicals. For more information, call 252-451-8412 or email Incarpenter329@nashcc.edu.

EMT CONED
FEE: $75.00
53065 2/1 - 4/20 Online
53067 5/1 - 5/31 Online

PARAMEDIC CONED
FEE: $75.00
53021 1/2 - 1/21 Online
53023 2/1 - 2/22 Online
53024 3/1 - 3/20 Online
53025 4/1 - 4/20 Online
53026 5/1 - 5/20 Online

MEDICAL TERMINOLOGY II:
A WORD ASSOCIATION APPROACH
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE
This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage are provided for each root term. Word Associations are provided as a learning tool. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

MEDICAL TRANSCRIPTION
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE
Take your first step toward a lucrative career as a medical transcriptionist! In this course, you'll learn how to transcribe the most common medical reports used in both inpatient
and outpatient settings. We’ll review grammar you may have forgotten since high school and apply it to the reports. This knowledge will prepare you to work in the medical field, doctors’ offices, clinics, public health facilities, and hospitals. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE

Learn all about the in-demand career of medical information management as you explore the job of an Administrative Medical Assistant (AMA) in a doctor’s office from appointment scheduling and chart creation to medical billing and coding. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

EXPLORE A CAREER IN MEDICAL CODING
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE

Learn how to use the Current Procedural Terminology (CPT) manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE

Learn how to transcribe the medical reports most often used in healthcare today, discover how to get started, and advance as a medical transcriptionist. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

EXPLORE A CAREER IN MEDICAL WRITING
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE

Take your first step toward a lucrative and rewarding career as a medical writer. In this course, you’ll learn about the different types of medical writing, how to break into and succeed in this industry, and how to write effectively on medical topics. For software requirements and course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

ACTIVITY DIRECTOR
FEE: $695.00
Self-Paced, Online
This 70-hour, open enrollment, self-paced course will provide you with opportunities to work in Long Term Care facilities, assisting residents with activities and social needs. Topics will include industry regulations, communications, advocacy, ethics, service delivery, and volunteer management. For more course information visit https://careertraining.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

CCA MEDICAL BILLING AND CODING
(Voucher Included)
FEE: $2695.00
Self-Paced, Online
This 340-hour, open enrollment, self-paced course including 60 hours of medical terminology training, will prepare you for an entry-level career within the healthcare industry. You will learn current medical coding standards to help you accurately track patient accounts and find gainful employment within this growing workforce sector. These courses are designed to help you successfully prepare for the Certified Coding Associate (CCA) exam, offered by the American Health Information Management Association (AHIMA). The registration fee for this exam is included with this program. For more information visit https://careertraining.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

NURSE AIDE/NURSING ASSISTANT (CNA)
REGISTRATION INFORMATION:
1. PLACEMENT TESTS REQUIRED: TABE Reading & Math placement tests are required. Placement tests are waived for students who have any of the following:
   (1) completed English 111 and Math 070 (grade transcript required),
   (2) have a Silver or Gold CRC Career Readiness Certification (copy of certificate required), OR have a 2-year or 4-year degree (transcript required).
2. “CHECKLIST OF REQUIREMENTS” will be completed by Con. Ed. staff. Students may view the checklist at www.nashcc.edu/nurseaide or email rbjoyner286@nashcc.edu.
3. REGISTRATION IS OPEN UNTIL CLASS FILLS UP: To register please come to the Continuing Education and Public Services Building, 2nd Floor Room 8232.

Upon successful completion of the course, students are eligible to make application for the National Nurse Aide Assessment Program (NNAAP or NACES) examination. NACES test fee is $120.00. For more information, visit www.nashcc.edu/nurseaide or call 252-451-8216, 252-451-8352, or 252-451-8378.

NURSE AIDE LEVEL I - BLENDED
FEE: $186.25 Registration is open until class fills up.
Continuing Education and Public Services Building, Office 8232 52964 1/13 - 4/27 Lecture: Online
Labs: MW 8 AM - 12 PM Building D 4129
Clinicals MW 8 AM - 12 PM TBA

52966 1/14 - 4/23 Lecture: Online
Labs: TTH 8 AM - 12 PM Building D 4129
Clinicals: TTH 8 AM - 12 PM TBA

52965 1/13 - 4/27 Lecture: Online
Labs: MW 6 PM - 10 PM Building D 4129
Clinicals MW 6 PM - 10 PM TBA

52967 1/14 - 4/23 Lecture: Online
Labs: TTH 6 PM - 10 PM Building D 4129
Clinicals: TTH 6 PM - 10 PM TBA

52968 1/25 - 4/5 Lecture: Online
Labs: SASU 8 AM - 1 PM Building D 4129
Clinicals: SASU 7 AM - 12 PM TBA

Upon successful completion of the course, students are eligible to make application for the National Nurse Aide Assessment Program (NNAAP or NACES) examination. NACES test fee is $120.00.

NURSE AIDE LEVEL II - NIGHT CLASS
FEE: $186.25 Registration is open until class fills up.
Continuing Education and Public Services Building, Office 8232
52969 1/13 - 4/21 M-W 6 PM -10 PM D 4121
The course prepares graduates to perform more complex nursing skills for patients or residents regardless of the setting. Skills competency evaluation is ongoing throughout the course. Required: Copy of high school diploma or HSE, verification of successful completion of an approved Nurse Aide Level 1 program and current listing on the NC Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect or misappropriation of resident property. Upon successful completion of the course, students are eligible to make application for the National Nurse Aide Assessment Program (NNAAP or PearsonVUE) examination. NACES test fee is $120.00.

NURSE AIDE LEVEL II - BLENDED CLASS
FEE: $186.25 Registration is open until class fills up.
Continuing Education and Public Services Building, Office 8232
52970 1/25 - 3/22 Lecture:Online
Labs: SASU 8 AM-1 PM D 4121
Clinicals: SASU 8 AM-4:30 PM TBA

Nurse Aide II Hybrid is an accelerated course that allows students to complete the Nurse Aide II course with fewer hours on Campus than the traditional course. HYBRID indicates the lecture (theory) portion of the class is ONLINE. Skills practice (lab) and clinical training will be on Campus or at a designated health care facility. The course prepares graduates to perform more complex skills for patients or residents regardless of the setting. Skills competency evaluation is ongoing throughout the course. Required: Copy of high school diploma or HSE, verification of successful completion of an approved Nurse Aide Level 1 program and current listing on the NC Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect or misappropriation of resident property. Upon successful completion of the course, the graduate is eligible to apply for listing as a Nurse Aide II with the NC Board of Nursing. NC Board of Nursing listing fee is $24.00 and is due upon completion of the course.

HUMAN RESOURCES DEVELOPMENT (HRD)
The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration for ON Campus HRD classes is required at least two business days prior to the start date of class. Preregistration for OFF Campus HRD classes is required by calling the class location at least two business days prior to the start date of class.
Nash Community College (NCC) 252-451-8216
Nash County Senior Center (NSCT) 252-459-7681
NCWorks (INCU) 252-977-3306
Nu Creations Beauty Mall (NKBL) 252-977-6618
Peacemakers (PM) 252-212-5044
Rocky Mt. Senior Center (RMSC) 252-972-1152
Spaulding Resource Ctr. (SRC) 252-303-1046
Williford Family Resource Ctr. (WFRC) 252-462-2851

BASIC COMPUTER SKILLS & KEYBOARDING
FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.
53491 1/7 - 2/27 TTH 4:30 PM - 8 PM SRC
52858 2/4 - 2/27 TWTH 3 PM - 6 PM NSCT
53681 1/17 - 3/12 MTWTH 1 PM - 4 PM WFRC
53784 3/2 - 3/26 MTWTH 9 AM - 12 PM PM
52860 3/3 - 3/26 TWTH 9 AM - 12 PM NSCT
52490 11/12 - 12/12 MTWTH 1 PM - 4 PM TBA
52407 11/19 - 12/19 TWTH 9 AM - 12 PM NSCT

Students will gain basic computer skills, learn computer terminology and develop keyboarding skills.

CAREER SUCCESS LAB
FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.
53679 1/13 - 2/27 M-T 9 AM - 12 PM WFRC
This is an open lab that allows students to work at their own pace to improve their basic computer skills, keyboarding skills, prepare for the CRC, create a career portfolio, perform job searches, and learn how to navigate the NC Works website.

CAREER BOOT CAMP
FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.
53778 1/13 - 1/17 M-F 9 AM - 3:30 PM
53779 2/3 - 2/7 M-F 9 AM - 3:30 PM
53780 3/2 - 3/6 M-F 9 AM - 3:30 PM
53781 4/20 - 4/24 M-F 9 AM - 3:30 PM
53782 5/5 - 5/8 M-F 9 AM - 3:30 PM

Prepares you to get, keep and excel at a new job. The first step towards career success is to identify your work interests and job skills. Learn basic employability skills including stress management and self-motivation skills; effective goal setting and time management skills; communication; problem solv-
ing; resume building and interviewing skills. Develop good work habits that enable ongoing career success.

**CAREER SEARCH WORKSHOP**

FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class. Below is a list of scheduled topics with dates and times.

53776 1/27 - 4/6 M 9 AM - 12 PM

**PREPARING FOR THE INTERVIEW**

1/27 M 9 AM - 12 PM

A great interviewee demonstrates confidence, competence and commitment. They also create chemistry during the interview so that the hiring committee says, “That’s our candidate”. This workshop offers you the opportunity to prepare for interviews. You’ll refine your opening statement, analyze interview questions and practice responses.

**SELLING YOURSELF**

2/10 M 9 AM - 12 PM

Many hiring managers form their first impression based on nonverbal cues. In this workshop, you will practice nonverbal techniques. Topics will include, how to dressing for success and make eye contact, watch for hand motions, posture, and tone of voice.

**DEVELOPING YOUR SKILLS**

2/17 M 9 AM - 12 PM

The digital age has made developing your skills easy and affordable. In this workshop you will learn how you can gain the skills you need to pursue your dream job.

**WORK-BASED LEARNING, WHAT IS IT ALL ABOUT?**

2/24 M 9 AM - 12 PM

During this 3-hour workshop, you will learn how and why internship and apprenticeship are beneficial to you as you start your new career journey. Topic will include the four common forms of work-based learning, characteristics of work-based learning and the benefits.

**FILLING OUT A JOB APPLICATION CORRECT**

3/9 M 9 AM - 12 PM

The correct response on a job application can mean the difference. In this workshop you will learn tips to effectively fill out job applications.

**LOCAL AGENCIES OVERVIEW**

3/16 M 9 AM - 12 PM

In this workshop, you will learn what services local agencies offer and how to prepare to meet with the agencies.

**BARRIERS TO EMPLOYMENT**

3/23 M 9 AM - 12 PM

In this workshop we will discuss the type of barriers that are keeping you from gaining employment and how you can overcome barriers.

**WHERE ARE THE JOBS?**

3/30 M 9 AM - 12 PM

Learn where the jobs are, who is hiring and what skills you need to get the job.

**KEEPING THE JOB**

4/6 M 9 AM - 12 PM

Once you get the job, how do you keep it? In this workshop you will learn why many highly skilled workers lose their jobs and what you can do to avoid losing yours.

**DOCUMENT PREP FOR THE JOB SEARCH**

FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.

**INTERNET AND EMAIL FOR THE WORLD OF WORK**

FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.

**LIFE SKILLS**

FEE: $185.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.

**LIFE SKILLS WORKSHOPS: EFFECTIVE COMMUNICATION SKILLS**

FEE: $130.00 The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class. Below is a list of scheduled topics with dates and times.

53771 1/27 - 3/30 M 6 PM - 8 PM

**Presentation Skills I**

1/27 M 6 PM - 8 PM

Preparing to give successful presentations in the workplace, court appearance, and other public speaking opportunities.
Presentation Skills II  
2/3  M  6 PM - 8 PM  
Participants demonstrate their presentation skills to class.

Negotiation skills  
2/10  M  6 PM - 8 PM  
Using negotiation skills to avoid conflict, negotiating work schedules and pay, asking for time off, etc.

Cultural Awareness  
2/17  M  6 PM - 8 PM  
Navigating racial, ethnic and cultural differences successfully.

Communication  
3/24  M  6 PM - 8 PM  
Improving communication skills by learning about body language, listening, and communicating with empathy.

Building Effective Relationships  
3/2  M  6 PM - 8 PM  
Gain insight into myths and traps of establishing meaningful relationships; strategies for building relationships.

Perspective  (Things are not always what they seem)  
3/9  M  6 PM - 8 PM  
Understanding the importance of considering others' perspectives to achieve true success.

Personality Types I  
3/16  M  6 PM - 8 PM  
Participants complete personality inventories and learn about the strengths and weaknesses of their personality type. How can participants enhance their strengths and diminish their weaknesses.

Personality Types II  
3/23  M  6 PM - 8 PM  
Participants learn the best ways to interact with different personality types in business and personal settings.

Social Media Etiquette/Assessments  
3/30  M  6 PM - 8 PM  
Best practices for using social media and identifying activities on social media that can damage a public image.

LIFE SKILLS WORKSHOPS: FINANCIAL LITERACY  
FEE: $130.00  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.

Below is a list of scheduled topics with dates and times:  
53773  4/20 - 6/29  M  6 PM - 8 PM  
Introduction to Financial Literacy

Overview of Session II; shared experiences with attempting to set financial goals/budgeting; distribution of daily financial log forms and 4-week summary forms with instructions.

Fixed and Flexible Spending  
4/27  M  6 PM - 8 PM  
Participants use logs to distinguish between fixed and flexible expenses, needs and wants, making intelligent choices in order to reduce debt, balance the budget, and save for future purchases.

Expense Reduction  
5/4  M  6 PM - 8 PM  
Participants will create a personal plan to reduce spending and helpful tips and tools to reduce spending.

Credit I  
5/11  M  6 PM - 8 PM  
Learn the way credit impacts lives; learn how financial decisions impact credit; steps to deal with credit problems.

Credit II  
5/18  M  6 PM - 8 PM  
Access and understand how to read a credit report; taking basic steps to repair credit; establishing a bill payment calendar; settling an old debt.

Rent-to-Own  
6/1  M  6 PM - 8 PM  
Understand how rent-to-own programs really work; understand interest rates; planning for major purchases and when borrowing is appropriate.

Home Ownership I  
6/8  M  6 PM - 8 PM  
Advantages and disadvantages of home ownership compared to renting; considerations for potential first-time home buyers.

MICROSOFT IT ACADEMY CERTIFICATION  
FEE: $130.00  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.

52853  1/7 - 1/30  TWTH  3 PM - 6 PM  NSCT  
52857  2/4 - 2/27  TWTH  9 AM - 12 PM  NSCT  
52866  5/5 - 5/28  TWTH  3 PM - 6 PM  NSCT  
Develop a fundamental understanding of computers. From using the Internet to sending emails or creating resumes, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence. Topics include computer basics, word processing, spreadsheets, presentation programs and databases, Internet use, computer security and privacy, and digital audio, video and photography.

TECHNOLOGY LAB  
FEE: $185.00  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.

53592  1/7 - 5/7  MWTH  9 AM - 1PM  RMSC  
53678  1/6 - 5/7  MWTH  9 AM - 12PM  WFRRC  
53593  5/12 - 8/13  TWTH  9 AM - 1PM  RMSC  
Learn how technology is used to develop and implement job searching, create work related documents using word processing, and understand how social networking impacts the workplace.
INTRODUCTION TO PERSONAL AND HOME CARE AIDE
FEE: $76.25  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.
53775  1/13 - 1/21   MTWTH  1 PM - 4 PM
Learn general job responsibilities and expectations including pre-employment requirements, personal care settings, effective communications, and stress management skills.

PERSONAL HOME CARE AIDE (PHCA)
FEE: $186.25  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. All students are required to pay $1.25 class insurance fee. Preregistration is required at least two business days prior to the start date of class.
53774  1/22 - 2/25   MTWTH  1 PM - 4 PM
This course includes skill development in home management and personal care tasks for clients requiring limited assistance. Topics include infection control, personal care, safety, professionalism, home management, effective communication, and job keeping skills.

PERSONAL FINANCE
FEE: $80.00
53785  4/6 - 4/16   MTWTH  9 AM - 12 PM
Develop a fundamental understanding of budgeting concepts and the overall economic system in the United States to include banking, retirement funding, money markets, stock and investments, credit scores, home loans, and insurance. Jonée D. Callahan, MAFM, NCDA  
Director, Human Resources Development  
522 N. Old Carriage Road, Post Office Box 7488  
Rocky Mount, NC 27804, Phone: (252) 451-8349; Fax: (252) 451-8451; Email: jdcallahan652@nashcc.edu

HUMAN SERVICES EXPLORATION: DSS CASEWORKER
FEE: $130.00  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.
53487  1/13 - 3/9   MW  6 PM - 9 PM  CE 8244
53489  1/21 - 3/12  TTH  6 PM - 9 PM  CE 8244
53488  3/23 - 5/13  MW  6 PM - 9 PM  CE 8244
This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Service (DSS) agencies. Topics will include basic computer skills & keyboarding, workplace success skills, customer service skills, DSS and NC FAST terminology, and navigation skills in the NCFAST software system. This course is a prerequisite for Income Maintenance Caseworker - NC FAST and must utilize the state approved curriculum.

PATHWAY TO COSMETOLOGY
FEE: $185.00  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. Preregistration is required at least two business days prior to the start date of class.
53684  2/3 - 3/5   MTWTH  1 PM - 4 PM
(NKBL)101  Students will explore a career in the personal care services industry and learn the education requirements needed to pursue their career choice. Topics will include safety, first aid, sanitation, customer service, and ethics for success.

PATHWAY TO MAINTENANCE
FEE: $131.25  The registration fee is waived for adults who are unemployed or underemployed and seeking employment. All students are required to pay $1.25 class insurance fee. Preregistration is required at least two business days prior to the start date of class.
53687  1/14 - 2/27  TTH  6 PM - 10 PM  CE 8162
53690  3/10 - 5/14  TTH  6 PM - 10 PM
Designed as a hands-on course, students will be introduced to basic skills in electrical, plumbing, framing, sheetrock finishing, welding, and HVAC. Topics include work ethics, teamwork, time management, and communication skills. Learn the job requirements and employability skills needed to obtain and keep a job in the construction and maintenance field.

LAW ENFORCEMENT TRAINING CLASSES

BASIC LAW ENFORCEMENT TRAINING - DAY/NIGHT ACADEMY Begins January 13, 2020
Day Classes meet Monday-Friday 7 AM to 5 PM Night Academy meets M-Th 6PM to 11PM and Saturdays 8 AM to 5PM. Interviews may be scheduled and application packets can be picked up currently. Individuals interested in applying for the Day/Night BLET Academy are advised to schedule an interview to complete all required paperwork and testing by Dec.19th 2019. Please contact Tim Mehus at 252-451-8489 or timmehus599@nashcc.edu for a registration packet and to schedule an interview.

IN-SERVICE LAW ENFORCEMENT
Contact Jim Thomas at 252-451-8450 or jhthomas348@nashcc.edu for more information.

PERSONAL ENRICHMENT CLASSES
For more information, visit us at www.nashcc.edu/courses-programs/continuing-education-courses, email coned@nashcc.edu, or call 252-451-8216.

HOME BREWING 360
FEE: $75.00  Must be at least 21 to register
53234  2/8 - 3/14  S  1 PM - 4 PM  Rocky Mount Mills  
Brewing beer at home is easy and fun! You can create your favorite brews in the kitchen or back yard. Students will learn the basics of brewing and fermentation science, the equipment needed to get started at home, and brew two batches with NCC’s resident Brewmaster. Non-slip, closed toe shoes and long pants are required.
1. Introduction to Beer, The Brewing Process, Ingredients and Equipment  1 PM-4 PM  Rocky Mount Mills  
2. Brew Day 1  1 PM-7 PM  NCC Brew Lab  
3. The Science of Beer, Advanced Homebrew Techniques, All Grain Brewing  1 PM-4 PM  Rocky Mount Mills  
4. Brew Day 2  1 PM-7 PM  NCC Brew Lab  
5. Packaging and Serving 101, How to Bottle or Keg Your Beer  1 PM-4 PM  NCC Brew Lab  
6. Final Class, Beer Tasting  1 PM-4 PM  Rocky Mount Mills
Learn how different cooking methods affect proteins: steaming and flambé, roasting, broiling, grilling, sautéing, simmering, poaching, moist heat cookery. Cooking methods discussed may include a myriad of other sauces.

Instructor's. Bring carry-home food containers, wear close-fitting clothes and closed-toe shoes. All supplies included. Class will meet at Rocky Mount Mills in NCC's beer brewing classroom.

Arts & Craft Beer
FEE: $49.00  Must be at least 21 to register
53235  3/19 TH  6 PM - 8:30 PM  Rocky Mount Mills
53236  4/23 TH  6 PM - 8:30 PM  Rocky Mount Mills
Students will participate in an acrylic painting project while sampling several custom-made craft beers from Nash Community College's own beer brewing program. All supplies included. Class will meet at Rocky Mount Mills in NCC's beer brewing classroom.

Certified Beer Server Prep Course
FEE: $75.00  Must be at least 21 to register
53237  2/3-2/17 M  6 PM - 9 PM  Rocky Mount Mills
If you are a bartender or server with a desire to boost your product knowledge, or an amateur craft beer aficionado, this course is for you! Students will begin the journey to becoming an internationally recognized beer expert as well as prepare for the Cicerone® Certified Beer Server examination. Topics include the history of beer, overview of popular beer styles in Europe and US, tasting techniques, proper beer service, basic draft system operation, and more! Prerequisite: Home Brewing 360. This course is designed for anyone interested in learning the basic concepts taught in culinary school. Students may attend all classes or pick and choose specific classes. Students may bring their own knife/knives or use the Instructor's. Bring carry-home food containers. Wear close-fitting clothes and closed-toe shoes.

Knife Skills-Refresher: This time we will look at speed and accuracy of utilizing knife skills learned in the previous boot camp. We will also look at plating techniques.

Culinary Boot Camp
FEE: $76.25
53082  1/14 - 3/3 T  6 PM - 9 PM  B&I 1163
This 8-week course is designed for anyone interested in learning the basic concepts taught in culinary school. Students may attend all classes or pick and choose specific classes. Students may bring their own knife/knives or use the Instructor's. Bring carry-home food containers. Wear close-fitting clothes and closed-toe shoes.

Knife Skills: Learn proper techniques for safe and efficient handling a knife in the kitchen. Students will learn how to select and care for knives, as well as numerous cutting techniques. You'll reimagine knife uses in the kitchen and learn cuts that save time.

Stocks & Sauces: Sauces add flavor! Learn the five mother sauces every cook should know and how, with a few simple ingredients and techniques, these five sauces can become a myriad of other sauces.

Cooking Methods: Students will learn the basics of dry and moist heat cookery. Cooking methods discussed may include roasting, broiling, grilling, sautéing, simmering, poaching, steaming and flambé.

Proteins: Learn how different cooking methods affect proteins. We'll also look into wild game, poultry, fish, and how to use them in meals.

Vegetables: Add healthy nutrition to your plate with vegetables. Students will learn how to pick and store vegetables, as well as discover new ways to use vegetables in their cooking.

Garde' Manger: Students will learn how to cure bacon, make sausage, and prepare meats for curing and smoking.

Appetizers: In this class, the meats cured in Garde' Manger will be utilized to make delicious appetizers and canapés.

Breads: Students will learn the difference between yeast breads and quick breads and make their own Italian bread

Advanced Culinary Boot Camp
FEE: $76.25
53083  3/10-4/28 T  6 PM - 9 PM  B&I 1163
Prerequisite: Culinary Boot Camp. With personal feedback and assistance from Chef Frank, this class will provide several new and advanced concepts in the kitchen. Bring a chef's knife, paring knife, and carry-home food containers. Wear close-fitting clothes and closed-toe shoes.

Knife Skills-Refresher: This time we will look at speed and accuracy of utilizing knife skills learned in the previous boot camp. We will also look at plating techniques.

Pie Crust: We will look at several different crusts, and use them to make dessert pies as well as hand pies and quiches.

Condiments and Spices: This class will learn to make our own spice blends, as well as our own condiments, such as garlic aioli, mustards, and ketchup.

Terrines, Pate, and Rillettes: We will look at some classic culinary applications, and how to prepare rillettes, pate', and make a terrine.

Chicken Production: This class we will practice breaking down a chicken into its components, and several recipes that showcase the most versatile of birds.

Pasta by Hand: Learn how to make your own pasta from scratch and some quick sauces to accompany them.

Choux Pastry: Learn how to make this versatile dough, and we will make our own cream puffs and éclairs

ServSafe® Certification
FEE: $75.00
53080  3/16 - 3/23 M  9 AM - 5 PM  CE 8255
Preregister & prepay three (3) business days prior to the start date. This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and food service employees. Textbook and test Scantron sheet are required.
SERVSSAFE® RECERTIFICATION  
FEE: $65.00 ServSafe test scantron is included.  
53861  2/10  M  6 PM-9 PM  B&I 1163  
53862  4/20  M  9 AM-12 PM  B&I 1163  
Preregister & prepay three (3) business days prior to the class date.  Is your ServSafe Certification going to expire within the next 2-6 months?  If so, this class is for you!  Students are encouraged to study the ServSafe textbook prior to class.  The Instructor will provide a condensed review prior to administering the test.

START A SUCCESSFUL MOBILE FOOD BUSINESS  
FEE:$76.25  
53079  1/16-3/5  TH  6 PM - 9 PM  B&I 1163  
A mobile food truck/trailer/cart is like a restaurant on wheels and can offer many advantages over operating a traditional eat-in restaurant.  In just eight weeks, students will learn how to plan and operate a mobile food business as well as acquire some professional culinary skills.  ServSafe Manager Certification training and testing will be included in the course. ServSafe textbook is required for students who wish to test. Wear close-fitting clothes and closed-toe shoes.

PIZZA MASTER  
FEE: $45.00  
53087  3/18 - 3/19  W&TH  6 PM-9 PM  CE 1163  
This 2-day class will teach you everything you want to know about pizza and more.  Day 1: The class will cover the history of pizza, as well as the many different types of pizza.  Students will then make a starter dough and sauce, and learn a great 30-minute dough for weeknights.  Day 2: Chef Frank will start with several demonstrations for making pizza toppings, then students will prepare pizzas and bake them in Nash’s woodfired oven.  Bring carry-home food containers, wear close-fitting clothes and closed-toe shoes.  Register Early!  Twelve slots available in the class!

COOKING WITH WINE  
FEE: $45.00  
53088  3/26  TH  6 PM-9 PM  CE 1163  
Wine and food are a great pair, and cooking with wine is a great way to enjoy both together.  We will prepare several delicious dishes with wine as an ingredient, including a dessert.  Recipes planned for the class include Pan seared chicken with Prosecco, Chardonnay risotto, and a Riesling sabayon créme (recipes are subject to change).  Bring carry-home food containers, wear close-fitting clothes and closed-toe shoes.  Register Early!  Sixteen slots available in the class!

BEGINNER SUSHI  
FEE: $45.00  
53089  4/2  TH  6 PM-9 PM  CE 1163  
Students will learn how to create some basic sushi rolls, as well as learn the intriguing history behind Sushi.  We'll look at California rolls, spicy tuna rolls, vegetable hand rolls, and how to make sushi rice.  This is a fun, fast-paced class so you'll have some rolls to take home for lunch the next day.  Bring carry-home food containers, wear close-fitting clothes and closed-toe shoes.  Register Early!  Sixteen slots available in the class!

LET'S TACO 'BOUT IT  
FEE: $45.00  
53090  4/30  TH  6 PM-9 PM  CE 1163  
This class is for all the taco lovers out there.  Students will learn to prepare what many consider to be the perfect hand food.  We'll learn how to make masa tortillas and prepare several different fillings.  For extra fun, we'll even throw in some side dishes.  By class end, you'll love tacos in a whole new way!  Bring carry-home food containers, wear close-fitting clothes and closed-toe shoes.  Register Early!  Sixteen slots available in the class!

KNIFE SKILLS 101  
FEE: $25.00  
53091  5/7  TH  6 PM-9 PM  CE 1163  
One of the first things a culinary student must learn is the value of a good knife and how to use it.  This class will be informative, interesting and fun!  Students will learn a variety of different 'knife cuts' and put that knowledge to use in class.  Other topics include how to purchase and maintain your knives just like the culinary pros.  Wear close-fitting clothes and closed-toe shoes.  Register Early!  Sixteen slots available in the class!

HERBS IN THE KITCHEN  
Fee: $20.00  
53405  3/5  TH  6 PM-8:30 PM  B&I 1159B  
This class is designed to show the many culinary uses of herbs.  Students will learn how to propagate herbs from seeds, how to grow and harvest herbs, and techniques for drying and freezing herbs.  Students will also learn how to make their own herbal infused oils, butters and vinegars.  Supplies included.

ORGANIC CONTAINER GARDENING  
Fee: $25.00  
53406  3/17 - 3/24  T  6 PM-8:30 PM  B&I 1159B  
Have you ever wanted a garden but think you don’t have enough space?  There’s a solution - Container Gardening!  Whether you have a porch or deck, a two by three space at the front/back door, or simply a windowsill for starters, you can grow something fresh, organic and good!  Container gardening requires very little time and expense but the benefits are boundless.  Class supplies not included.  Call/email 252-451-8492 or jwfoster284@nashcc.edu for a supplies list.

DIGITAL PHOTOGRAPHY SERIES  
FEE: $131.25  
53420  2/4 - 4/14  T  6 PM - 8:30 PM  CE 8253  
Photography is an art form all its own.  It’s a universal unspoken language.  Through photography, people document, relate, reveal, celebrate, and protect.  Come discover the exciting creative possibilities of digital photography.  Registration fee covers Parts I, II & III.  Students need to bring their own camera, lenses, and user’s manual, if you have one.

PART I:  Students will learn the basics of digital photography with any level of camera.  Topics include what makes a digital camera work, camera controls, when controls are used, and more.

PART II:  Students will learn the next level of using a DSLR camera.  Topics include operating the buttons and dials, how
to use interchangeable lenses, aperture, shutter speed, and more.

**PART III:** An advanced class and students will continue developing the expertise needed to take high quality photographs. Topics include how to utilize Lightroom and PS/PSE, creative techniques for editing photos, as well as information on finding or creating the right lighting situations to achieve the best photos.

**KNITTING / CROCHETING**

FEE: $50.00

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Students of all levels will knit or crochet, read patterns, and become familiar with various types of yarns, needles, and hooks as they gain experience and enjoy creating personal projects, or those offered by the Instructor. Supplies not included.

**STAINED GLASS**

FEE: $75.00

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Students receive instruction in the art of stained glass making. Students use copper foil methods and gain practice in drafting patterns, cutting glass, grinding and soldering the glass together. Safety tips are discussed, as well as the common tools used. Students will complete a project(s) in class. Supplies not included.

**CONCEALED WEAPONS TRAINING**

FEE: $65.00

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<td>53180</td>
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<td>53182</td>
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This 8-hour course consists of four hours of classroom instruction and four hours of handgun training by a certified firearms instructor in NCC’s indoor firing range. Topics include handgun safety, shooting fundamentals and practice, ammunition, how to select and store a firearm, and NC laws concerning carrying a concealed weapon. Register early! Only ten slots available in each class. Registration deadline is 12:00 noon on Wednesday prior to start date. Eye and ear protection provided.

**ENHANCE YOUR HANDGUN SKILLS**

FEE: $45.00

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<td>53190</td>
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Required at registration: a card copy of either a concealed carry permit or NRA Basic Pistol course. Also, students must bring their own handgun, holster, and 50+ rounds of ammo. This four-hour course is taught by a certified firearms instructor in NCC’s indoor firing range. Students will gain improved handgun safety and will practice timed-shooting, multiple shooting, and moving target shooting exercises. Register early! Only six slots available in each class. Registration deadline is 12:00 noon on Wednesday prior to start date. Eye and ear protection provided.

**ON-TARGET HANDGUN TRAINING**

FEE: $25.00

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Required at registration: a card copy of either a concealed carry permit or NRA Basic Pistol course. Also, students must bring their own handgun, holster, and enough ammo for two hours of target practice. This class allows students to continue handgun familiarization and safety, marksmanship, and proficiency. Class is supervised by a certified firearms instructor in NCC’s indoor firing range. Register early! Only six slots available in each class. Registration deadline is 12:00 noon on Wednesday prior to start date. Eye and ear protection provided.

**HEALTH & FITNESS**

All classes are taught by Certified Fitness Instructors and accommodate all fitness levels and ages, for both men & women.

**YOGA** (Concurrent with PED-122)

FEE: $65.00

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This course is great for those who are new to yoga, as well as intermediate or advanced participants. Students will be introduced to the basic principles of yoga, proper breathing, relaxation techniques, and correct yoga positions. Bring a yoga mat, towel, and water bottle.

**ZUMBA/Mixxedfit Combo®**

FEE: $50.00

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This class will ensure students get the best of both high-energy, super fun, body-toning workouts. You’ll dance your way to improved strength, flexibility and endurance. Wear comfortable clothes & shoes, bring a towel, and water bottle.

**PROFESSIONAL TRAINING CLASSES**

For more information, visit us at www.nashcc.edu/continuing-education-courses, email coned@nashcc.edu, or call 252-451-8216.

**BARTENDING** (includes ServSafe Alcohol Cert.)

FEE: $76.25

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This course offers an introduction to the professional art of Mixology. It will emphasize the Alcoholic Beverage Control requirements, "Dram Shop" liabilities, employment opportunities, home entertainment, use of wines, glassware, drink recipes and ServSafe Alcohol Certification training. Students completing this course should be able to identify a minimum of 35 recipes, using proper amounts, mixes, glassware and garnishes. All tools and equipment of the trade will be used. Class will include lecture, demonstration and participation. Each student will compile a recipe book of alcoholic and non-alcoholic drinks. Students will receive a Certificate of Completion from Nash Community College. Must be 18 years old to register. Two textbooks are required, which includes the ServSafe Alcohol Certification test.
CERTIFIED BOOKKEEPER
FEE: $1,995.00
Self-Paced, Online
This online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. This course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. The Certified Bookkeeper course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam. Once you have successfully completed the course, you will receive detailed instructions regarding use of the exam voucher at any Prometric Test Center. More information about the course content, software needed, and Financial Assistance can be found at https://careertraining.ed2go.com/nashcc

INCOME MAINTENANCE CASEWORKER - NC FAST
FEE: $130.00
Prerequisites: Human Services Exploration:
DSS Caseworker and Bronze CRC Certificate.
53490 3/24-5/14 TTH 6 PM - 9 PM CE 8244
Prepare yourself for a career with the Department of Social Services as an Income Maintenance Caseworker. Specific focus of this course will include proficiency in the utilization of the NCFAST application, communication skills, interviewing skills, time management, data gathering, and data analysis. No book required.

NOTARY PUBLIC TRAINING
FEE: $75.00
52412 1/10 F 9 AM - 4:30 PM CE 8265
53565 2/24-2/25 M 6 PM - 9 PM CE 8265
53566 3/13 F 9 AM - 4:30 PM CE 8265
53567 4/27-4/28 M 6 PM - 9:30 PM CE 8265
53568 5/8 F 9 AM - 4:30 PM CE 8265
53569 6/15-6/16 M 6 PM - 9 PM CE 8265
T 6 PM - 9:30 PM CE 8265
This class is required for individuals seeking a North Carolina Commission for Notary Public. Gain knowledge in general powers and limitations affiliated with Notary Public as well as attestation, certification, proof of execution, and other related duties. Required: 18+ years old, high school/HSE diploma, NC resident, US citizen, bring picture ID to class and purchase textbook before class. Notary Manual Information WARNING: COUNTERFEIT NOTARY MANUAL. A counterfeit Notary Manual is being sold online. You can purchase the NC Secretary of State’s authorized edition online at the UNC School of Government or in person at the NCC Campus Store.

PHLEBOTOMY
Interested in Phlebotomy training, call 252-451-8216.

REAL ESTATE INVESTING
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6-15 WF ONLINE
5/13 - 7/13 WF ONLINE
Learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal. For additional course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

SERVSAFE® CERTIFICATION
FEE: $75.00
53080 3/16 - 5/18 WF 9 AM - 5 PM CE 8255
This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and food service employees. Textbook and test Scantron sheet are required.

SERVSAFE® RECERTIFICATION
FEE: $65.00 ServSafe test scantron is included.
53861 2/10 M 6 PM-9 PM B&I 1163
53862 4/20 M 9 AM-12 PM B&I 1163
Preregister & pay five (5) business days prior to the start date. This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and food service employees. Textbook and test Scantron sheet are required.

MANICURIST
FEE: $186.25
53937 1/13-8/6 MTWTH 3:30 PM - 6:30 PM J 114
This 330-hour program prepares the manicurist student to sit for the NC Board of Cosmetic Arts exam. Coursework includes instruction and clinical practice in manicures, acrylic nails and pedicures. Required: High School/HSE diploma.

CERTIFIED BOOKKEEPER
FEE: $1,995.00
Self-Paced, Online
This online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. This course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. The Certified Bookkeeper course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam. Once you have successfully completed the course, you will receive detailed instructions regarding use of the exam voucher at any Prometric Test Center. More information about the course content, software needed, and Financial Assistance can be found at https://careertraining.ed2go.com/nashcc

INCOME MAINTENANCE CASEWORKER - NC FAST
FEE: $130.00
Prerequisites: Human Services Exploration:
DSS Caseworker and Bronze CRC Certificate.
53490 3/24-5/14 TTH 6 PM - 9 PM CE 8244
Prepare yourself for a career with the Department of Social Services as an Income Maintenance Caseworker. Specific focus of this course will include proficiency in the utilization of the NCFAST application, communication skills, interviewing skills, time management, data gathering, and data analysis. No book required.

NOTARY PUBLIC TRAINING
FEE: $75.00
52412 1/10 F 9 AM - 4:30 PM CE 8265
53565 2/24-2/25 M 6 PM - 9 PM CE 8265
53566 3/13 F 9 AM - 4:30 PM CE 8265
53567 4/27-4/28 M 6 PM - 9:30 PM CE 8265
53568 5/8 F 9 AM - 4:30 PM CE 8265
53569 6/15-6/16 M 6 PM - 9 PM CE 8265
T 6 PM - 9:30 PM CE 8265
This class is required for individuals seeking a North Carolina Commission for Notary Public. Gain knowledge in general powers and limitations affiliated with Notary Public as well as attestation, certification, proof of execution, and other related duties. Required: 18+ years old, high school/HSE diploma, NC resident, US citizen, bring picture ID to class and purchase textbook before class. Notary Manual Information WARNING: COUNTERFEIT NOTARY MANUAL. A counterfeit Notary Manual is being sold online. You can purchase the NC Secretary of State’s authorized edition online at the UNC School of Government or in person at the NCC Campus Store.

PHLEBOTOMY
Interested in Phlebotomy training, call 252-451-8216.

REAL ESTATE INVESTING
FEE: $75.00
1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6-15 WF ONLINE
5/13 - 7/13 WF ONLINE
Learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal. For additional course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

SERVSAFE® CERTIFICATION
FEE: $75.00
53080 3/16 - 5/18 WF 9 AM - 5 PM CE 8255
This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and food service employees. Textbook and test Scantron sheet are required.

SERVSAFE® RECERTIFICATION
FEE: $65.00 ServSafe test scantron is included.
53861 2/10 M 6 PM-9 PM B&I 1163
53862 4/20 M 9 AM-12 PM B&I 1163
Preregister & pay five (5) business days prior to the start date. This course includes the ServSafe® Certification exam and is designed to cover the basic safe food handling procedures for restaurant and food service employees. Textbook and test Scantron sheet are required.

MANICURIST
FEE: $186.25
53937 1/13-8/6 MTWTH 3:30 PM - 6:30 PM J 114
This 330-hour program prepares the manicurist student to sit for the NC Board of Cosmetic Arts exam. Coursework includes instruction and clinical practice in manicures, acrylic nails and pedicures. Required: High School/HSE diploma.
VETERINARY ASSISTANT
FEE: $186.25
53085  1/13—5/11  MW  6 PM - 9 PM  D 4230
This course will prepare students to work in a veterinary hospital. Students will learn about the necessary aspects of veterinary assisting, including anatomy, basic grooming, animal restraint, laboratory sample collection vaccine protocols, prescription preparation, and taking radiographs. This class is designed for individuals who want to work at a veterinary hospital and those who are already employed in positions in which they provide care for animals. Textbook required

SMALL BUSINESS CENTER (SBC) SEMINARS
Small business seminars and confidential counseling are at no charge. View the full current seminar schedule, register for seminars, or request business counseling by visiting www. nashcc.edu/sbc and see the links on the right side of the page. For more information email trpeaden297@nashcc.edu or call 252-451-8233.

FINDING YOUR ROAR IN SMALL BUSINESS
1/16  TH  6:30 PM - 8:30 PM  NCWC Gateway Technology Center
Bring your best to your small business. This program will provide methods to help you reach your goals for business and life. Hear firsthand from DG McGee on how she transitioned from a leadership position at the executive table to leading life. Find out how Dionne gave birth to a business that now has 45 consultants moving product nationally. She is a national speaker motivating, inspiring, and empowering others to find their entrepreneurial super powers. Dionne will inspire you, too, in following your passion and finding YOUR ROAR!

ENTREPRENEURIAL ELEVATION:
TAKING YOUR BUSINESS TO THE NEXT LEVEL
1/23  TH  6:30 PM - 8:30 PM  CE 8255
Did you reach your business goals this year? Have you ever had a goal but failed to reach it? This seminar will provide simple and practical tips to help entrepreneurs reach their business goals.
By the end of this session, attendees will learn how to:
1. Identify why entrepreneurs find it hard to reach certain goals.
2. Develop a strategic plan.
3. Identify strategies to overcome obstacles.
4. Formulate an action plan for the entire fiscal year.

Topics Covered:
1. Smart G.O.A.L.S.
2. Time Management
3. Prioritization

ICE HOUSE: ENTREPRENEURIAL MINDSET
FEE: $75.00  Full Scholarships Available
53733  1/28 - 3/03  T  6 PM - 9 PM  Station Square
53888  4/21 - 5/25  T  6 PM - 9 PM  CE 8255
Free meal served 5:30 - 6:00;
Class meets 6:00 p.m. to 9:00 p.m.
Station Square, 301 S. Church Street, Suite 139
Inspired by the life story of Pulitzer nominee Clifton Taulbert and the life-changing influence of an unlikely entrepreneur, the Ice House Entrepreneurship Program is an experiential, problem-based learning program designed to empower learners by exposing them to entrepreneurial thinking while immersing them in entrepreneurial experiences that will enable them to develop entrepreneurial skills.

LEARN FROM EXPERIENCED, REAL WORLD ENTREPRENEURS
Drawing from eight core concepts, the program enables participants to learn directly from the firsthand experience of real-world entrepreneurs who share their knowledge and experience throughout the course. Participants who complete this course will learn to:
* Identify and evaluate opportunities that others overlook
* Transform a simple idea into a sustainable success
* Embrace an entrepreneurial mindset as a life-skill
* Identify and overcome self-limiting beliefs
* Interact with local entrepreneurs for critical guidance and support

ENHANCING BUSINESS INFORMATION MANAGEMENT WITH MICROSOFT EXCEL
1/30  TH  6:00 PM - 8:30 PM  CE 8255
How much do you really know about how your business is performing? Keeping track of income, expenses, and other facets of operations is a constant challenge, and not having a clear understanding of where your business is financially can create serious problems. In this seminar, you will learn how to utilize Microsoft Excel to better understand and manage your small business’ financial condition. Tools and forms covered include:
• Budgets  • Profit & Loss Statements
• Balance Sheets  • Cash Flow Statements
Attendees will walk away with a tutorial workbook and access to sample documents they can use to get started managing their small business more effectively.

BE FREE FROM DEBT’S HOLD: PREPARE FOR A BANK LOAN FOR YOUR SMALL BUSINESS
2/6  TH  6:00 PM - 8:30 PM  CE 8255
Have you ever thought of being your own boss and starting a small business? Perhaps you have another dream but your debt is out of control and preventing your dream from becoming a reality. Now is the time to learn how to “Be Free from Debt’s Hold…..” How would you like to pay off all your consumer debt, credit cards, car payments, and loans? How would you like to know the exact month and year you could be out of debt, legally and without a tax liability? Learn a simple yet effective method to start the process of making yourself debt free! You will also learn about the shams and “quick fixes” that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you apply for a business loan, consider making that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. Bring a calculator! “The Worse Place You Can Ever Live Is Beyond Your Means!”

19
includes: minimum cost of shop furniture, tools, shelving, about starting your own Barber Shop or Salon/Spa. Training Join us for this session to obtain step by step information and materials needed to turn your dream into a reality. we explore the minimum cost of shop furniture, tools, shelving, and develop marketing strategies. By the end of the program, you will have a working business plan and be on the way to opening the doors of your business or reaching even more customers than before! Cash prizes awarded to the top 3 business plan pitches.

**TAX DEDUCTIONS FOR SMALL BUSINESSES**

2/13 TH 6:00 PM - 8:30 PM CE 8255
This session will cover some of the tax deductions available for your small business such as depreciation, mileage, meals, travel, home office deductions etc. We will also look at what types of records you need to keep in order to ensure that you are maximizing your tax deductions.

**INTENTIONAL PROSPECTING FOR SMALL BUSINESS: FILL YOUR SALES FUNNEL LIKE YOUR LIFE DEPENDS ON IT**

2/20 TH 6:00 PM - 8:30 PM CE 8255
Do you ever find yourself running out of new prospects to call on? Do you ever feel like you are consistently selling to the wrong people? Do you find it frustrating as an entrepreneur when some of your peers seem to be easily growing their business doing less work than you are? Don’t fret! Help is here. During this fun presentation, you will pick up three prospecting methods the presenter has used to grow his own businesses throughout a 25-year career in sales. Leave energized and ready to prospect better than ever before. Your confidence will improve. Your knowledge will expand and you will be prepared like never before to fill your sales funnel with an unlimited number of qualified prospects.

**TOP 20 BEST BUSINESSES TO START IN 2020**

2/27 TH 6:00 PM - 9:00 PM CE 8255
Want to start a business? Which kind is best? Home office, home based or retail store. Grueling surveying, quizzing, guessing tasks can make an entrepreneur catch “analysis paralysis” when trying to determine the best type business to start. See how to search and select for the type businesses best suited to your experience, investment capital and other resources.

**THINGS TO CONSIDER WHEN STARTING A SALON OR BARBER SHOP BUSINESS**

3/5 TH 6:00 PM - 9:00 PM CE 8255
Do you dream of having your own Salon, Spa or Barber Shop? If so, this information packed session is a MUST! as we explore the minimum cost of shop furniture, tools, shelving and materials needed to turn your dream into a reality. Join us for this session to obtain step by step information about starting your own Barber Shop or Salon/Spa. Training includes: minimum cost of shop furniture, tools, shelving, and materials needed to start, as well as tips for success, insights, benefits, and strategies to help plan a business opening. Come learn what skills and funds you need to start the business, how to find potential long term customers, and how to create many profit centers (revenue generators) for your new business.

**WHY FOLLOW-UP MATTERS FOR SMALL BUSINESSES: AND HOW YOU CAN MASTER IT**

3/17 TH 6:00 PM - 8:30 PM CE 8255
Businesses invest hard-earned dollars and valuable time to get in front of their ideal target client. After the initial contact, most move on to the next prospect regardless if the previous one has become an actual client or not. Most prospects do not become an actual sale until at least the eighth touch, and most businesses and professionals are quitting after the first touch. There is a fine line between persistence and being a pest. You can change from that transactional mindset to one of relationship building. Come learn how to become a persistent professional and ditch that pest image! Learn how to engage and stay in front of your prospects utilizing multiple methods, increasing your opportunities for more sales and generate more income. Leave with several methods that will help you communicate with your prospects, both online and in-person. You will learn how to take those conversations you develop through social media and transition to face-to-face meetings with those people.

**SHOW ME THE MONEY: WHERE AND HOW TO FIND GRANT**

3/19 TH 6:00 PM - 9:00 PM CE 8255
Learn where to find potential grant opportunities that align with your organization’s values, goals and objectives. Discover a searchable database of private grant makers that accept inquiries and proposals from a variety of organizations; find federal deadlines; links to state funding agencies; and a database of international grant makers.

**CUSTOMER SERVICE WITH A CAPITAL “S” FOR SMALL BUSINESS: HOW TO CREATE RAVING FANS**

3/26 TH 2:00 - 4:00 PM CE 8123
Enjoying a profitable and long-term sustainable business is not an easy task. Business owners determined to see their enterprises stay in the game for many decades know and understand what it takes to deliver top rate customer service and hospitality standards day after day. (Backspace to remove extra space) The strategies, methods, and planning secrets owners have learned will be shared by a pro. The presenter is (Remove “IS”) will share over 50 years’ experience in developing ‘Dazzle Factors” of customer service that produce, not only devoted customers, but raving fans as well.

**FIND YOUR CUSTOMERS WITH SOCIAL MEDIA - IT’S NOT WHAT YOU THINK!**

4/9 TH 6:00 PM - 9:00 PM CE 8255
Customers are the key to building a successful business and your online reputation is crucial for finding customers. This fast paced class teaches you where and how to find your customers. In this class you will learn how to get a free Online Reputation report. Learn which SEO keywords your competitors are using for free. We will briefly compare the past traditional methods of marketing to the more current methods of social media. You will quickly learn how to find, motivate, and keep consumers coming to your business. Discover the
variety of Free market research tools that will give you critical information about your industry and customers.

- Google AdWords  - LinkedIn  - Facebook Ads
- Twitter Ads   - Pinterest    - mPact
- Survey Monkey - YouTube    - Free Lunch

DIGITAL & PRINT DESIGN TO AMPLIFY YOUR SMALL BUSINESS BRAND
4/16  TH  6:00 PM - 7:00 PM  CE 8255
Eye-catching designs that allow you to engage with your audience goes beyond “pretty” as designing with only beauty in mind can hinder effectiveness with your audience. If you enjoy designing materials for your business or have no idea how to start, this seminar will guide you through effective print and digital design. Online and physical location distribution methods as well as font and type size to meet ADA compliance and colors that appeal to various audiences will be covered. Learn how to create designs that grab your customers and increase your profits using online tools.

CAPTURING STUNNING PHOTOS TO ATTRACT CUSTOMERS FOR YOUR SMALL BUSINESS
4/16  TH  7:00 PM - 8:00 PM  CE 8255
The world of photography is evolving with smart phones outpacing professional camera equipment. However, even the smart phone operator can take low-quality photos that don’t effectively promote the brand they’ve worked hard to build. Promoting your business to created brand awareness requires the use of pictures to tell your story and entice your target market. Learn how to take excellent photos as we discuss what to take pictures of, how many pictures to take, and understand the rule of thirds.

CREATE ENGAGING VIDEOS TO HOOK YOUR SMALL BUSINESS CUSTOMERS
4/16  TH  8:00 PM - 9:00 PM  CE 8255
Video has become more important than ever before in speaking to today’s consumers. In this seminar, we’ll learn the how, when, and where to use video in order to captivate your followers, as well as specifics about platforms for video to promote your business and business events on social media.

SELLING ON SHOPIFY: THE ECOMMERCE PLATFORM MADE FOR YOU
4/30  TH  6:00 PM - 9:00 PM  CE 8255
Whether you sell online, on social media, in store, or out of the trunk of your car, Shopify has you covered. Your brand, your way. No design skills needed. Establish your brand online with a custom domain name and online store. With instant access to hundreds of the best-looking themes, and complete control over the look and feel, you finally have a gorgeous store of your own that reflects the personality of your business. Everything in one place. Selling your products in many places should be every bit as simple as selling in one. With Shopify’s ecommerce software, you get one unified platform to run your business with ease.

- Fully customize your online store.
- Add new sales channels like Facebook, Amazon, eBay, & Instagram.
- Manage unlimited products and inventory.
- Fulfill orders in a single step.

• Track sales and growth trends.

FINDING THE PERFECT PRODUCT: HOW TO FIND MERCHANDIZE TO SELL ONLINE
5/21  TH  6:00 PM - 9:00 PM  CE 8255
The most asked question I get as an eCommerce guru is “where do you get the stuff you sell online”. That’s the million dollar question isn’t it? In this fast-paced class you will learn my secrets to sourcing merchandise to sell online in many different ways and learn my secrets of Supply & Demand.

- Wholesale  • Drop Shippers  • Foreign Sources  • Liquidation

TEACHER EDUCATION CLASSES
For more information, visit us at www.nashcc.edu/courses-programs/continuing-education-courses, email coned@nashcc.edu, or call 252-451-8216.

EFFECTIVE TEACHER TRAINING
FEE: $75.00
53939  3/3-  3/19  TTH  5 PM - 9 PM  CE 8162
This course provides specialized training using an experience based approach to learning. Topics will include successful teachers, positive expectations, classroom management, lesson mastery, and educators as professionals.

A YEAR OF INSPIRING LESSONS
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE
In this course, you’ll get equipped with a solid lesson plan template and lots of interchangeable activities to choose from—plenty of inspiration to take you and your students from September to May. You’ll learn over 100 circle-discussion, art, literacy, fine and large motor skills, science, and music activities that you can take into your classroom right away. Then you can adopt the ideas just as they are or tweak them slightly to fit a variety of themes. Either way, you’ll have ample material for crafting memorable, balanced, and engaging lesson plans. Whether you’re already teaching or you’re just investigating a career as an early childhood educator, you’re sure to find the right mix of inspiration, motivation, and practical tips in this six-week course. For additional course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

INTEGRATING TECHNOLOGY IN THE CLASSROOM
FEE: $75.00
1/15 - 3/16  WF  ONLINE
2/12 - 4/13  WF  ONLINE
3/18 - 5/18  WF  ONLINE
4/15 - 6/15  WF  ONLINE
5/13 - 7/13  WF  ONLINE
Gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You will discover simple ways to integrate technology to enhance your subject material and meet your Common Core standards and other course goals. Learn how to design presentations for auditory, visual, and kinesthetic learning styles, how to teach keyboarding and word processing, how to develop standards-based lesson
plans, and more. For additional course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

**PRAXIS CORE PREPARATION**

FEE: $75.00

1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE

Master the many areas of math that you will be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, and probability and statistics. Prepare for the two essays. Learn what constitutes high scoring essays and go through the process of writing each essay in the amount of time allotted. Learn useful test-taking strategies and have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, graphics, animation, and videos, this course will not only prepare you for the Praxis Core, but do so in a fun and interesting way. After completing this course, you will be ready to pass the Praxis Core Exam. For additional course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

**THE CREATIVE CLASSROOM**

FEE: $75.00

1/15 - 3/16 WF ONLINE
2/12 - 4/13 WF ONLINE
3/18 - 5/18 WF ONLINE
4/15 - 6/15 WF ONLINE
5/13 - 7/13 WF ONLINE

Creativity will abound in your classroom as you tap your students’ hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom! For additional course information visit www.ed2go.com/nashcc. For registration information, call 252-451-8216 or email coned@nashcc.edu.

**TRADES/CONSTRUCTION COURSES**

For more information, visit us at www.nashcc.edu/courses-programs/continuing-education-courses, email coned@nashcc.edu, or call 252-451-8216.

**BASIC CARPENTRY**

FEE: $141.25 (includes OSHA 10-Hour Certification card)

53077 2/4-5/12 T  6 PM - 9 PM CE 8261

This course will provide classroom instruction and hands-on training for basic carpentry techniques. Topics will include OSHA 10-hour safety certification, tools and equipment, accurate measurements, and various hand-on projects. Safety glasses and work gloves are required.

**BEGINNER PLUMBING**

FEE: $141.25 (includes OSHA 10-Hour Certification card)

53036 2/5-4/22 W  6 PM - 9 PM CE 8261

This course will provide both classroom instruction and hands-on training for basic plumbing skills. Topics will include OSHA 10-hour safety certification, tools and materials, fixtures, calculations, pipin, installation, and various hand-on projects. Safety glasses and work gloves are required.

**BASIC WELDING PROCESSES**

FEE: $131.25

53047 2/8-5/2 S  8 AM - 12 PM E 5021

In ARC welding, students gain knowledge in shielded metal arc (stick) welding process. Welding will be performed on mild steel with emphasis placed on padding, fillet, and groove welds in various positions. In MIG welding, students learn metal arc welding and flux core arc welding processes. MIG topics include shielding gases, fillet, and groove welds. In TIG welding, students learn the gas tungsten arc welding process. TIG topics include correct selection of tungsten, polarity, gas, and proper filler rod. Safety glasses, welding helmet with shield, and welding gloves are required.

**HVAC CERTIFICATE PROGRAM - HYBRID**

FEE: $196.25 (includes OSHA 10-Hour Certification card)

53238 1/13-5/13 M 6 PM - 9 PM CE 8261
W  6 PM - 9 PM B 2148 & Online 2 hours per week

Successful completion of this course provides the student with the skills necessary to become employed as a heating and air conditioning technician. Topics include the operating principles of heating and cooling systems with emphasis on safety, theory and principles of refrigeration, troubleshooting, servicing, repairing and installing components and/or entire systems. CFC Certification Test will be administered. ($40.00 additional fee).

**INTRODUCTION TO REFRIGERATION – HYBRID**

FEE: $186.25 Concurrent with AHR-110

54141 1/13 –5/11 M  6 pm – 10 pm B 2129 & Online 4 hours per week

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics will include terminology, safety, identification and function of components, refrigeration cycle, and tools used in mechanical refrigeration systems. Basic computer skills required for online portion of the class. Textbook and class tools required. Tools list available in Continuing Education Dept.

**RESIDENTIAL ELECTRICAL WIRING - HYBRID**

FEE: $186.25 (Concurrent with ELC-113)

53078 1/14 - 5/7 T  6 PM-10 PM B 2129 & 4-hours online each week

There’s a growing demand for electricians in North Carolina. Begin here and now, on the path to an electrician career! This is the first of three classes designed to prepare students for a rewarding career with the potential for good pay, benefits, and job security. Basic computer skills required for online portion of the class. Textbook and class tools required. Tools list available in Continuing Education Dept. Registration deadline and final availability determined on January 10, 2020.
NATIONAL ELECTRIC CODE (NEC) LICENSE PREPARATION
FEE: $185.00
53037 2/4 - 4/30 TTH 6 PM - 9 PM CE 8265/8261
The NEC course is designed for students pursuing or expanding an electrician career. Required: Completion of residential and industrial wiring classes AND/OR one+ year of work experience under a licensed electrician. Students will learn job related applications of the NEC code and/or prepare for the state board licensure examination. 2017 National Electric Code (NEC) textbook is required.

ELECTRICAL CONTRACTOR LICENSE RENEWAL
FEE: $75.00
53045 2/15 (Unit 1) S 8 AM - 5 PM CE 8253
53046 5/16 (Unit 2) S 8 AM - 5 PM CE 8253
This course satisfies the 8-hours Continuing Education requirement for Licensed Electricians with any classification electrical license.

OSHA 10-HOUR CERTIFICATION (Construction)
FEE: $85.00 (includes OSHA 10-Hour Certification card)
53074 3/3-3/5 TW 6 PM - 9:30 PM CE 8160
TH 6 PM - 9 PM CE 8160
OSHA 10-Hour safety training is vital to the success of construction companies and workers. Workplace safety training helps protect workers from injury and illness, lowers costs, can reduce absenteeism and turnover, and increase productivity and work quality. Students must attend all three class sessions to receive the OSHA certification card.

RESIDENTIAL MAINTENANCE & REPAIR
FEE: $141.25 (includes OSHA 10-Hour Certification card)
53156 2/1 - 4/25 S 9 AM-12 PM CE 8261
53034 2/3-4/20 M 6 PM - 9 PM CE 8261
This class is designed for students interested in performing residential maintenance and repair to include property maintenance technicians, tradesmen, and homeowners. No prior maintenance experience is required. Basic/intermediate theory and hands-on class projects are included. Additional topics are tools and safety, interior and exterior repairs, painting, windows and doors, energy efficiency, basic electrical, basic plumbing, and more.

CONTINUING EDUCATION INFORMATION
REGISTRATION FEE SCALE
$70.00 1-24 class hours
$125.00 25-50 class hours
$180.00 51+ class hours
$1.25 Class Insurance Fee applies to some Continuing Education classes
$5.00 CAPS Fee applies to all Continuing Education classes
Registration fees vary according to total class hours and are set by the North Carolina General Assembly. Class fees are subject to change without notice. Registration fees, which are listed with each class description, do not include the cost of textbooks or supplies. Some classes are offered as self-supporting, meaning the registration fee is determined by total instructional and support costs. No fee-waivers or refunds apply to self-supporting classes.

NO FEE for the classes listed below:
- Adult basic education / adult high school diploma
- High school equivalency (hse)
- English as a second language (ESL)

BOOKS & SUPPLIES
Most courses require a textbook, which may be purchased at the NCC Campus Store. Class supplies for some classes are also available in the NCC Campus Store.

REGISTRATION & ATTENDANCE
REGISTER & PAY at least days (2) days prior to the start date of class. Students are required to be in attendance for the first class session.

As a result of the wide variety of classes offered, the specific attendance requirement varies by class and will include 100/90/80% attendance of total class hours. To receive a Continuing Education Certificate, the attendance requirement must be met. Students may call (252) 451-8216 to confirm the attendance requirement for a Continuing Education class.

CAMPUS STORE HOURS
SPRING: Monday - Thursday 8:00 am - 6:00 pm, Friday 8:00 am -1:00 pm; SUMMER: Monday-Thursday 8:00 am - 5:00 pm, Friday 8:00 am -1:00 pm

ENROLLMENT FOR MINORS (AGES 16-17)
The minimum age to attend a community college in North Carolina is sixteen years old (16) on the first class session.

REFUND & WITHDRAWAL POLICY:
100% refund - Student officially withdraws prior to first class. 75% refund - Student officially withdraws prior to, or on, the 10% point. NO REFUND applies after the 10% point of total class hours. NO REFUND applies to Self-Supporting classes.

EMPLOYMENT OPPORTUNITIES:
If you have suggestions for a new class or have a special skill you would like to share with others and are interested in teaching, please complete the Class Proposal Form available at www.nashcc.edu. Choose one of these options to submit the form: Mail to NCC Continuing Education, P O Box 7488 Rocky Mount, NC 27804, email to coned@nashcc.edu, or fax to (252) 451-8451.

Tar River Transit Authority
Public Bus Service to Nash Community College

Daily and evening public transit bus service is available to Nash Community College during the week. For more information, visit http://www.tarrivertransit.org/ or www.nashcc.edu/bus
REGISTER NOW for SPRING SEMESTER!

Classes begin January 13, 2020 • www.nashcc.edu/registration

For Additional Assistance:
Financial Aid - nccfinancialaid@nashcc.edu
Admissions - admissions@nashcc.edu
Advising Center - advising@nashcc.edu
Counseling - ncccounselor@nashcc.edu
Campus Store - campusstore@nashcc.edu
Registrar - nccregistrar@nashcc.edu