

Nash Community College - Continuing Education

2023 Summer Schedule

HUMAN RESOURCES DEVELOPMENT (HRD)

HRD classes are at no cost for adults who are unemployed, underemployed, and seeking employment. Pre- Registration is required by calling the class location at least two business days prior to the start date of the class.

Basic Computer Skills & Keyboarding

Need to learn basic computer skills or increase your typing speed. This class is for you. Learn basic computer functions such as creating files and folders, using the mouse, working with windows, and creating work-related documents.

Monday - Thursday | 10 AM - 12 PM | Braswell Memorial Library

Classes will be held at Braswell Memorial Library, contact phone number is 252-442-1951.

63842 5/1 - 6/15
65055 6/26 - 8/17

Tuesday - Thursday | 9 AM – 12 PM | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

65047 7/11 - 8/10

Career Bootcamp | Monday - Friday | 9 AM - 3:30 PM Peacemakers

Need a Job? This course will teach you what employers are looking for in potential employees. Learn “soft skills” including stress management and self-motivation skills; effective goal setting and time management skills; communication; and problem-solving. Create a resume, cover letter and prepare for the interview. Develop good work habits that enable ongoing career success. Classes will be held at PeaceMakers, contact phone number is 252-212-5044.

63834 5/22 - 5/26
63835 6/5 - 6/9
63836 6/19 - 6/23
63837 7/10 - 7/14
63838 7/24 - 7/28
63839 8/7 - 8/11

Digital Literacy: NorthStar Certification Lab| Monday - Thursday | 1 PM - 4 PM | Braswell Memorial Library

Build skills in key areas and demonstrate your knowledge by earning certificates and badges

with NorthStar Digital Literacy. Learn how to use the computer and internet in the workplace. To sign up for class, contact Braswell Memorial Library, phone number is 252-442-1951.

63845 5/1 - 6/15
65056 6/26 - 8/17

Document Prep for the World of Work

Develop skills needed to create documents such as resumes, cover letters, address labels, memos, form letters, agendas, brochures, business cards, and thank you cards.

Tuesday - Thursday | 1 PM - 4 PM | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

65048 7/11 - 8/10

Monday/Wednesday/Thursday | 1 PM - 4 PM | Bailey Senior Center

To sign up for class contact Bailey Senior Center, phone number is 252-235-4303.

65049 6/5 - 7/20

I Am College: Summer Soar Program | Monday – Thursday | 9 AM – 12 PM or 1 PM – 4 PM | Building A, Room TBA

Interested in identifying your SMART goals, connecting with industry partners, or transferring to a senior institution? This is the program for you! This program will cover transferable skills such as time management, test-taking strategies, study skills, communication, teamwork, professionalism, and so much more. Participants must plan or have been enrolled in Nash Community College for the Fall 2023 semester. If interested use the QR code to submit your information. Deadline to Submit Form: June 23, 2023



66071 7/10 – 7/27 9 AM - 12 PM

66078 7/10 - 7/27 1 PM - 4 PM

For additional information contact, Renee Martinez, phone number 252-451-8373 or email crmartinez699@nashcc.edu

workplace. To sign up for class contact Spaulding Family Resource Center, phone number is 252-478-5705

65044 5/23 - 8/10

Internet and Email for the World Of Work

Gain the skills needed for researching jobs, government, and educational information. Course content includes the benefits and risks of the internet; navigating and using the information found for work related documents; creating and using email accounts and electronic communication such as blogs, instant messaging, video web conferencing, and social media.

Tuesday - Thursday | 1 PM – 4 PM | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 252-459-7681.

65046 5/23 - 6/22

Monday/Wednesday/Thursday | 1 PM - 4 PM | Bailey Senior Center

To sign up for class contact Bailey Senior Center, phone number is 252-235-4303.

65050 7/31 -9/7

Microsoft IT Academy Certification

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.

Tuesday - Thursday | 9 AM - 12 PM | Nash County Senior Center

To sign up for class contact Nash County Senior Center, phone number is 451-7681.

65045 5/23 - 6/22

Technology Lab | Tuesday, Wednesday & Thursday | 9 AM - 1 PM | Spaulding Family Resource Center

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