Schedule of Courses
Workforce & Economic Development

Inside this issue:

- Learn to play the guitar - page 2
- Have your book published - page 5
- Earn your GED® or brush up on skills - page 9
- Become an emergency medical technician - page 14
- Community Building Leadership Certificate coming soon - page 16
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Fall semester 2015:  Aug. 17 - Dec. 16
Preregistration is required for all courses.

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Contact Information

Automotive/Transportation ................................................................................................. 252-536-4339
Career Readiness Certification (CRC) .................................................................................. 252-536-6393
Computer Training ................................................................................................................ 252-536-6393
Customized Industry Training ............................................................................................... 252-536-4339
Ed2Go Online Courses ......................................................................................................... 252-536-6393
Fire/Emergency Medical Services .......................................................................................... 252-536-7293
English as a Second Language (ESL) .................................................................................... 252-536-6393
Human Resources Development (HRD) .............................................................................. 252-536-6342
Law Enforcement Training .................................................................................................... 252-536-7279
Nurse Aide (CNA) .................................................................................................................. 252-536-7291
Small Business Center .......................................................................................................... 252-536-7274
Teacher Education ................................................................................................................ 252-536-6393

Although we make every effort to avoid mistakes, our schedule of courses is not a contract. The College does not assume liability for errors, typographical or otherwise. We welcome correction and encourage you to let us know of any errors. Course schedule is subject to change.
Workforce & Economic Development is being repurposed to successfully develop and deliver programs that create pathways to North Carolina’s 21st-century workforce.

As you read through this schedule, you’ll notice some changes. We have revised the format and hope you will find it more user-friendly. However, that’s not the only change you’ll discover. Our Workforce & Economic Development Division is being repurposed to successfully develop and deliver programs that create pathways to North Carolina’s 21st-century workforce. This includes collaborating with curriculum programs, College facilities, administrative support units and external groups to provide transformational experiences in the rapidly changing environment and globally competitive economy. We do all of this for one reason - to ensure that we are meeting the needs of those we serve.

We encourage you to experience what HCC’s Workforce & Economic Development Division has to offer. The choices are many, and there is truly something for everyone. We look forward to learning and growing with you!

Dr. Warren Haynes
Dean, Workforce & Economic Development
**Automotive/Transportation**

**Auto Safety Inspection**  
Fee:  
9/14 & 9/16  MW  6 - 10 p.m.  Rm. 115  
11/16 & 11/18  MW  6 - 10 p.m.  Rm. 115

**Computer Courses - HCC Campus**

**Advanced Computer Understanding**  
Fee: $70  
9/10 - 10/29  TH  1 - 4 p.m.  Rm. 505

**Email, Searching and Internet Basics**  
Fee: $70  
8/17 - 9/28  M  1 - 4 p.m.  Rm. 505  
9/24 - 10/29  TH  5:30 - 8:30 p.m.  Rm. 505

**How to Use My Tablet, iPad, Kindle or iPhone**  
Fee: $70  
11/5 - 12/17  TH  5:30 - 8:30 p.m.  Rm. 505

**Intermediate Microsoft Excel**  
Fee: $70  
9/23 - 10/28  W  9 a.m. - Noon  Rm. 505

**Intermediate Word and Excel**  
Fee: $70  
9/17 - 10/22  TH  9 a.m. - Noon  Rm. 505

**Introduction to Computers**  
Fee: $70  
8/13 - 9/17  TH  5:30 - 8:30 p.m.  Rm. 505  
9/30 - 11/4  W  1 - 4 p.m.  Rm. 505  
11/16 - 12/21  M  1 - 4 p.m.  Rm. 505

**Introduction to Microsoft Excel**  
Fee: $70  
9/29 - 11/3  T  5:30 - 8:30 p.m.  Rm. 505

**Introduction to Microsoft PowerPoint**  
Fee: $70  
8/12 - 9/16  W  9 a.m. - Noon  Rm. 505

**Introduction to Microsoft Publisher**  
Fee: $70  
9/22 - 10/27  T  9 a.m. - Noon  Rm. 505

**Introduction to Microsoft Windows 8**  
Fee: $70  
8/11 - 9/15  T  9 a.m. - Noon  Rm. 505

**Introduction to Microsoft Word**  
8/11 - 9/15  T  5:30 - 8:30 p.m.  Rm. 505

**Keyboarding**  
Fee: $70  
10/5 - 11/9  M  1 - 4 p.m.  Rm. 505

**Quickbooks Pro**  
Fee: $70  
9/14 - 10/19  M  6 - 9 p.m.  Rm. 125

**Microsoft Office in the Classroom**  
Fee: $70  
11/3 - 12/8  T  4 - 7 p.m.  Rm. 505

**Computer Courses - Enfield Center**

**Micosoft Office Suite 2013**  
Fee: $70  
9/2 - 11/4  W  9:30 - 11:30 a.m.

**Microsoft Word**  
Fee: $70  
9/23 - 10/28  W  5:30 - 8:30 p.m.

**Computer Courses - Scotland Neck Center**

**Micosoft Office Suite**  
Fee: $125  
8/25 - 11/17  TTH  9 - 11 a.m.  
8/25 - 11/17  TTH  4 - 6 p.m.

**Microsoft Word**  
Fee: $70  
9/9- 10/14  W  1 - 4 p.m.

**ELECTRICAL**

**Electrical CE**  
Fee: $70  
11/2 & 11/3  MT  6 - 10 p.m.  Rm. 411

**Notary Public**  
Fee: $70  
9/21 & 9/23  MW  6 - 9 p.m.  Rm. 412  
11/16 & 11/18  MW  6 - 9 p.m.  Rm. 412
Nursing/Medical

Medication Aide
TBA TBA TBA TBA

Nurse Aide I
Fee: $264.50
9/8 - 11/25 M-TH 8:30 a.m. - 12:30 p.m. Location
9/8 - 11/25 M-TH 8:30 a.m. - 12:30 p.m. Location
TBA M-TH TBA Location

Nurse Aide II
9/1 - 11/19 M-TH 5 - 9 p.m. Location

Teacher Education

Effective Teacher Training
Fee:
9/1 - 9/29 TTH 5:30 - 8:30 p.m. Rm. 506
10/6 - 10/29 TTH 5:30 - 8:30 p.m. Rm. 506
11/3 - 12/1 TTH 5:30 - 8:30 p.m. Rm. 506

Online Continuing Education ed2go
Fee: $70
DatesFirst Quiz Due Before
8/12 - 9/18 8/19
9/16 - 10/23 9/23
10/14 - 11/20 10/21
11/11 - 12/18 11/18
12/09 - 1/15 12/16

The first quiz must be completed within the first week of class to earn credit in the class. Each class last for six weeks. To take an online course, all you need is a computer, Internet access, an email address and browser. Visit our online instruction center at www.ed2go.com/halifaxccc.

1. Browse the catalog.
2. Select your online course.
3. Click enroll now and follow the instructions on the screen.
5. Submit registration form and registration fee to Halifax Community College.

New sessions start monthly. Lessons are released Wednesday and Friday for six weeks. Students then have two additional weeks to complete the final exam.

TO RECEIVE THE WORKFORCE AND ECONOMIC DEVELOPMENT COURSE COMPLETION CERTIFICATE:
1. Students must complete lesson 1 and quiz 1 by first week of class AND pass the quizzes and final exam with a 60 percent or higher by the end date of the course.
2. These courses award 2.4 CEUs unless otherwise noted.
3. Check with your certifying agency to see if courses meet its guidelines.

Special Interest Courses

Special Interest courses offer opportunities for lifelong learning in areas of cultural interest, creative arts, personal enrichment and just for fun. Special interest courses are offered in a variety of formats to meet the needs of the community. In order for special interest classes to be held, there must be at least 10 participants enrolled per class.

Guitar for the Beginner - Session I
Fee: $50
9/15 - 10/6 T 6 - 9 p.m. HCC, Rm. G119

Guitar for the Beginner - Session II
Fee: $50
10/27 - 11/24 T 6 - 9 p.m. HCC, Rm. G119

Yoga
Fee: $35
9/15 - 10/27 T 6 - 7 p.m. HCC, Rm. G102
11/3 - 12/15 T 6 - 7 p.m. HCC, Rm. G102
HCC Internet Class is a Big Hit with Students

Halifax Community College (HCC) Workforce & Economic Development student Rozelia Pittman got a virus. Not the kind that makes you physically ill, but one on her computer. When she saw that HCC offered “Email, Searching & Internet Basics” class, she had to enroll.

“The virus crashed my computer. So, I got a new computer and thought it would be good to take the class,” explained Pittman. “I’ve learned so much.”

Fellow student Larry Plum already had some knowledge of computers. Yet, there were still some key things that he needed to know. “And, Mrs. [Ellen] Grant is a great teacher,” Plum added, and all of the other students agreed.

The course provides introductory-level study of how to efficiently use the Internet. It provides students with basic knowledge and understanding of Internet basics, search engines, electronic mail, downloading files and safe browsing. Students are encouraged to bring their own laptops and computers.

James and Malinda Coleman are also enjoying the class. “I told my husband that since we had a computer, we needed to take this class. It has been a fun learning experience,” said Malinda.

“I didn’t know anything about email. When people call, they want you to email something to them, so this class has really helped,” added James. “Just remember, you’re never too old to learn.”

HCC Computer Skills Specialist Ellen Grant (front left) works with students Rozelia Pittman (front right), Larry Plum (back row left), Malinda Coleman and James Coleman in the “Email, Searching & Internet Basics” class.
The Career Readiness Certificate (CRC) is an assessment-based credential that give employers and career seekers a uniform measure of key workplace skills.

The CRC is a portable credential that promotes career development and skill attainment for the individual and confirms to employers that an individual possesses basic workplace skills. CRC participants are assessed in Reading for Information, Applied Mathematics and Locating Information. Based on assessment results, participants may take the nationally recognized WorkKeys Test and earn a bronze, silver or gold certificate that will demonstrate proficiency in these areas. Testing fees will be accepted at the cashier’s office Monday - Friday, 8:30 a.m. - 5 p.m. on the day of the test. For more information, contact Ellen Grant, Computer Skills Specialist, at 252-536-6393.

**Fee:** $30 per test.

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<tr>
<th>Date</th>
<th>Day</th>
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<tr>
<td>8/19</td>
<td>W</td>
<td>1 - 5 p.m.</td>
<td>HCC Campus, Rm. 505</td>
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<td>8/21</td>
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<td>8/26</td>
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<td>8/28</td>
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<td>10 a.m. - 2 p.m.</td>
<td>HCC Enfield Center</td>
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**Business and Industry Training**

Let us design training to fit your needs. Examples of customized training classes include:

- LEAN
- Value Stream Mapping
- Financial
- Leadership
- Process Improvement
- Project Management
- Six Sigma
- Team Work

*For more information, call Larry Crisafulli at 252-538-4339 or email [lcrisafulli901@halifaxcc.edu](mailto:lcrisafulli901@halifaxcc.edu).*
The HCC Small Business Center uses a three-fold effort to help small businesses succeed. Non-traditional seminars and workshops can be presented on virtually any business-related topic that the small business community demands. Counseling services are provided for start-up businesses or problems of existing businesses. A resource center with periodicals, tapes and books that may be used on the premises or checked out is located in HCC’s Learning Resource Center. These classes and resources are free and of excellent value to the public. The Small Business Center welcomes comments about how to continue to serve the needs of the small business community. **Students must preregister online at www.ncsbc.net. To preregister for any of the Small Business Center classes follow these steps:**

- Go to www.ncsbc.net
- Select location, choose “At Center”
- Choose Halifax Community College
- Select from listed topics
- Click on register and enter email address, name, address, etc.

**All Small Business Center seminars and courses are offered at no charge to participants.**

### Doing Business on the Internet

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Date</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Effective Utilization of Business Apps</td>
<td>9/16</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Financial Topics</td>
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<tr>
<td>Financing Your Business</td>
<td>9/2</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Cash Flow Analysis</td>
<td>10/15</td>
<td>TH</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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</table>

### Grant Writing

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Grant Writing: Fundamentals of Grant Writing</td>
<td>9/22</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Grant Writing: Locating Funding Sources for Grants</td>
<td>9/29</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Grant Writing: Research, Qualifying for Grants</td>
<td>10/6</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Grant Writing 1</td>
<td>10/13</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Grant Writing 2</td>
<td>10/27</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Grant Writing 3</td>
<td>11/10</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>Grant Writing: Grant Proposal Budget</td>
<td>11/24</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Grant Writing: Final Grant Writing Certificate Class</td>
<td>12/8</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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### Marketing

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<tr>
<th>Seminar</th>
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<th>Day</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Identify &amp; Reach Your Target Customer</td>
<td>9/8</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>Event Planning for Small Businesses</td>
<td>10/19</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>Marketing Your Business</td>
<td>10/20</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Book Publishing Workshop for Small Businesses</td>
<td>11/12</td>
<td>TH</td>
<td>6-9 p.m.</td>
<td>Littleton</td>
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</table>

### Starting & Operating Your Business

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<tr>
<th>Seminar</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>How to Start a Business</td>
<td>8/19</td>
<td>W</td>
<td>10 a.m. - Noon</td>
<td>HCC</td>
</tr>
<tr>
<td>How to Find Your Customers</td>
<td>10/17</td>
<td>S</td>
<td>6-9 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>How to Price Your Product</td>
<td>10/28</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>Top 20 Businesses to Start and Why</td>
<td>11/11</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>How to Start Your Cosmetology Business</td>
<td>12/1</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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<tr>
<td>How to Write a Business Plan</td>
<td>12/15</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>HCC</td>
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</table>
Have a bright idea for a class or seminar you’d like for us to offer?

We want to hear from you!

If you have suggestions on course offerings, please call us at 252-536-7212 or 252-536-7216.
Human Resources Development (HRD) is a pre-vocational and pre-employment skills training program designed to educate and prepare persons for success in the workplace. HRD is mainly intended for those persons who are dislocated workers, unemployed or underemployed or employed but seeking upgrading or retraining skills. It is state funded through the North Carolina Community College System.

The purpose of the HRD program is to educate and train individuals for success in the workplace. HRD classes offer interviewing skills, resume/application preparation, job search assistance, computer skills, soft skills and much more!

The HRD program focuses upon customer wants and needs. Training may include a variety of topics relating to job orientation and motivation, employability skills, self-sufficiency or customized skills training. Training length will vary according to customer needs. When appropriate, HRD can be linked to other college training programs or connected to agencies outside the institution. Upon completing required classes, students are assisted with job placement or further training.

**Core Curriculum Components**

The core curriculum for HRD training includes, but is not limited to, the following components:

- Employability skills - self-assessment and value clarification
- Employability lab - open entry/exit employability skills
- Career planning & assessment - goal setting and action plan
- Occupational readiness/pathways - employability skills/occupational extension courses
- Introduction to computer skills - information technology/applications for job search
- Employability motivation & retention - self esteem/keeping a job
- Economic literacy - personal finances, changing economy

**Fee for HRD Courses**

You may qualify for classes at **NO COST TO YOU**, if you are unemployed, have received notification of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit (FEITC) or are working and earning wages at or below 200 percent of the federal poverty guidelines. Call to schedule an appointment to determine eligibility.

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**Back to Work**

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<td>8/18 - 8/25</td>
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<td>DWS/ESC</td>
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<td>9/1 - 9/9</td>
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<td>DWS/ESC</td>
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**Computer Whiz Intro**

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**Employability Skills**

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**First Technology I**

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**First Technology II**

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**Going to Work**

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**HRD and Tools**

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**Intro to Employability Skills**

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**Intro to Technology**

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**Keytrain Lab**

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**Learn All About Computers**

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**Tools in HRD I**

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**Tools in HRD II**

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<td>Tools in HRD II</td>
<td>8/19 - 11/4</td>
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<td>8/19 - 12/9</td>
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<td>9:30 a.m. - Noon</td>
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**Location Key**

- HCC-Halifax Community College, Weldon
- HCCE - Halifax Community College Enfield Site
- HCCSN - Halifax Community College Scotland Neck Site
- Hollister Cham - Hollister Chamber of Commerce, Hollister
- DWS/ESC - Dept. of Workforce Solutions/Employment Security Commission
- CADA - CADA Office/New Towne Center, Roanoke Rapids
- PCB - PCB Piezotronics, Inc., Halifax

“Our partnership with Halifax Community College is extremely valuable to us here at the NC Works Career Center. The Human Resources Development classes provided by HCC not only give our customers the skills and knowledge they need to get a good job, it gives them the insight on how to keep a job and be successful. Working together works!”

Taylor Hawkins, III
Manager
Halifax/Northampton County NC Works Career Center
Halifax Community College’s Literacy Education program offers Adult Basic Education (ABE), General Educational Development® (GED), Compensatory Education, English-as-a-Second Language, and Self-Improvement components. Classes are available for individuals desiring to improve academically and personally, increase opportunities for gainful employment or promotions, continue educational goals, assist children with homework and/or strengthen skills which makes one more prepared to participate in new or existing industries in the Roanoke Valley and beyond.

HCC has an open-door policy of Workforce & Economic Development for everyone who has the need and desire to learn. Any adult 18 years of age or older may enroll in HCC’s Literacy Education program. New students attending on-campus classes are required to attend New Student Orientation and students attending off-campus classes are able to enroll on the days that classes meet. Our highly qualified and motivated instructors provide individualized and group instruction and computerized instruction that involve real-life situations. Additionally, instruction is provided by utilizing magazines, newspapers, videos, computerized instruction, etc.

On January 2, 2014 the GED® Testing Services began the new 2014 GED® tests. The new GED® tests are computer-based but not offered online through the internet. The GED® exam offers high school equivalency credentials to individuals who did not obtain a high school diploma. Classes do not have registration fees. However, students are required to pay GED® examination fees. In North Carolina, all students taking the GED® examination are required to pay a total of $80, which covers the entire battery of GED® tests. The 2014 GED® testing series consist of literacy, mathematics, science and social studies. Currently, the first two GED® retakes are free in North Carolina. The new GED® tests are more in line with the state’s Common Core Standards. These new GED® tests are designed to help prepare students to be college and career ready. For students who have taken GED® tests before 2014 and did not complete GED® requirements, these GED® tests have expired and you must start over. However, motivated and qualified instructors are in place to help you reach your educational goals!

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Halifax Community College (HCC) graduate Bryan Greene was HCC’s first graduate to complete 2014 General Educational Development (GED)® test requirements through computer-based testing.

A resident of Whitakers, Greene was struggling in school and didn’t feel that he was benefiting. He wanted to make his own money and knew he needed a GED® diploma. “I wanted it bad enough to focus myself,” said Greene.

Since earning his diploma, he is not wasting any time in finding employment. He has already submitted applications to area businesses.

Greene offered some comments on pursuing the GED®. “Don’t rush through it. Complete it at your own pace,” he said. “Set a goal for when you want to finish it, work towards that and don’t slack off...I would recommend HCC. The staff is friendly and helpful. There was no one here who didn’t support me. “

More education is in his future. Greene plans to study welding, automotive and electrical systems at HCC. He would also like to join his local volunteer fire department, giving back and helping in the community.

Greene is in good company. From May 2013 to May 2014, HCC’s Adult Basic Education/GED® program produced 104 graduates.

And, there’s more good news—new lower test rates. In North Carolina, effective May 1, all students taking the GED® exam are required to pay $20 per test, totaling $80 for the four required GED® tests. If students don’t pass, they will receive two discounted retakes for every GED® subject test purchased. Discounted retakes are valid for 12 months after the first attempt. The previous fee for the complete battery of tests was $120, not including any retakes.

On Jan. 2, the GED® Testing Services began the new 2014 GED® tests. These tests are computer-based, but not offered online through the Internet. The GED® exam offers high school equivalency credentials to individuals who did not obtain a high school diploma. Classes do not have registration fees; however, students are required to pay for exam fees. The 2014 GED® testing series consist of literacy, mathematics, science and social studies. The new GED® tests are more in line with the state’s Common Core Standards. These new GED® tests are designed to help prepare students to be college and career ready.

HCC offers the GED® program through the Workforce Development, Continuing Education and Community Services Division. The GED® program is one part of the College’s Literacy Education program. The fall semester starts Aug. 10. The next Adult Basic Education/GED® New Student Orientation will be held Aug. 11 - 13 from 9 a.m. - 1p.m. with a second session from 5-9 p.m. In order to meet enrollment requirements, new on-campus students are required to attend one session each day.

For students who took GED® tests before 2014 and did not complete GED® requirements, these GED® tests have expired and students must start over. However, motivated and qualified literacy education instructors are in place to help each student reach his or her educational goals.

For more information about GED® testing, visit gedtestingservice.com or contact HCC Director of Literacy Tamba O. Thompson at 252-536-7235, Therman Taylor at 252-536-6362, Tiffany Hale at 252-536-6342, Brenda Cousins at 252-536-7240 or George Holley at 252-536-6395.
In-Service Law Enforcement Training

Greg Parker, Director of Law Enforcement Training, 252-536-7279, gparker347@halifaxcc.edu

Other classes may be added upon request. Due to limited space, preregistration is required for all courses. There is no fee unless otherwise noted. For more information or to register for these courses, call 252-536-7279 or 252-536-7216.

**Alcohol/Drugs**

Alcohol Screening Test Devices (ASTD)
12/2 W 8 a.m. - 5 p.m.
This course introduces the officer to the Portable Breath Taking Device (PBT) by demonstrating calibration and proper use of the device. The class will also discuss legal issues and admissibility of PBT evidence in court.

**CPR/First Aid**

CPR for Law Enforcement
8/6 & 8/13 TH 8 a.m. - Noon
This American Safety Health Institute (ASHI) course will instruct law enforcement on life saving techniques.

**Defense**

Expandable Baton Certification
12/3 TH 8 a.m. - 5 p.m.
This course provides instruction on the proper use of an expandable baton, carrying options, cleaning and maintenance, target areas and use of force documentation.

OC (Pepper Spray) Certification
8/31 M 2 - 8 p.m.
12/1 T 3 - 9 p.m.
This course will give the student a basic understanding of the aerosol oleoresin capsicum and its proper use. The course will cover suspect control after spraying and decontamination techniques. Exposure to OC Pepperspray will be required for all participants without documentation of previous exposure.

**TASER Certification**
12/1 T 8 a.m. - 2 p.m.
This course is designed to provide students the knowledge and skills to successfully deploy a Taser ECD Device. The instructors are certified by Taser International to deliver the course. A minimum of two cartridges are required per student and exposure is optional by department.

**Driver Training**

Driver's Safety Course
8/3 & 8/5 MW 6 - 10 p.m.
9/14 & 9/16 MW 6 - 10 p.m.
10/5 & 10/7 MW 6 - 10 p.m.
11/9 & 11/11 MW 6 - 10 p.m.
12/7 & 12/9 MW 6 - 10 p.m.
Participants may be eligible to have charges dismissed upon completion of this class. Participants will need to contact the Halifax County District Attorney prior to registering for the class.

Driver Training In-Service
11/3 T 8 a.m. - Noon
This course is for experienced law enforcement personnel desiring to refresh their core driving skills. The course will cover fundamentals of vehicle handling, obstacle negotiation and skid control. Emphasis is placed on sound decision making during stressful law enforcement driving situations.

**Education/Certification**

Case Management
9/14 M 8 a.m. - 5 p.m.
This course will provide the officer/investigator with the knowledge of how to prepare his/her case for court.

Detention Officer Certification Course
8/18 - 9/17 MTWTHF 8 a.m. - 7 p.m. (may vary)
This course is offered under guidelines and requirements as set forth by North Carolina Sheriffs Education and Training Standards Commission. Properly certified State instructors are used in all topic areas. Trainees must successfully pass State-administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification as a detention officer. Lecture, demonstrations and practical exercises are primary methods of instruction. All students must have a physical examination within the past 12 months and are encouraged to start an exercise program prior to the start of class.

Field Training Officer (FTO)
10/12 - 10/15 MTWTH 8 a.m. - 7 p.m.
This course is designed to prepare the experienced officer for the task of training the newly hired officer. The course will cover the role of the FTO, the training function, interpersonal communication skills, ethics, civil liability, report writing, performance evaluations, leadership counseling, and problem solving.

First Line Supervision
9/21 - 9/24 MTWTH 8 a.m. - 7 p.m.
This course is designed for the newly assigned law enforcement supervisor that has no formal supervisory training. Supervisory skills and techniques will be taught through lecture, practical exercises and role playing.

LE General Instructor’s Course
8/7 - 8/20 MTWTHF 8 a.m. - 7 p.m.
This course provides law enforcement officers with a fundamental background in the instruction of other law enforcement personnel. Successful completion of this course allows the student to apply to the Criminal Justice Training and Standards Division for certification as a law enforcement instructor. This certification allows an instructor to teach many of the blocks of instruction offered in basic law enforcement training in addition to various in-service classes offered both in-house (police/sheriff’s depts.) and the within the North Carolina Community College System. Trainees must meet State established prerequisites for admission to course.
LE Mandated In-Service (Classroom)  
12/2 & 12/3  WTH  8 a.m. - 5 p.m.  
This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the N.C. Criminal Justice Training and Standards Commission.

Telecommunicator Certification Course  
9/20 - 9/25  SMTWTHF  8 a.m. - 6 p.m.  
This course is designed to meet the training guidelines mandated by the North Carolina Sheriffs’ Education and Training Standards Commission. Trainees must successfully pass a state administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification.

Evidence Processing/Investigation Techniques  
Background Investigation  
10/5  M  8 a.m. - 5 p.m.  
This course will provide investigators the knowledge, importance and tools needed to effectively conduct a complete and accurate background investigation on potential hires. This class is not intended to be an interview or interrogation course, but simply educate the student on what ID is needed and required in a background investigation.

Packaging and Labeling Evidence  
10/20  T  8 a.m. - 5 p.m.  
This course will cover proper ways to label and store evidence as well as proper procedures for submission to the SBI lab.

Processing a Crime Scene  
11/18 & 11/19  TW  8 a.m. - 5 p.m.  
This course will provide the crime scene investigator with the knowledge and responsibility necessary to investigate a crime scene for the purpose of collecting evidence which will support the case. Students will need to provide their own crime scene equipment from their individual departments to use in class.

Search Warrant Prep.  
9/30 & 10/1  WTH  8 a.m. - 5 p.m.  
This course will cover the proper procedures for the use of search warrants for police investigations.

Firearms  
Combat Shotgun  
10/17  S  8 a.m. - 5 p.m.  
This course will discuss the proper use of the shotgun and ammunition in the law enforcement setting. Students will be required to complete several different courses of fire under simulated and varied conditions.

Firearms Safety (Concealed Handgun)  
Fee: $70  
8/8  S  8 a.m. - 5 p.m.  
9/19  S  8 a.m. - 5 p.m.  
10/24  S  8 a.m. - 5 p.m.  
11/21  S  8 a.m. - 5 p.m.  
This course will discuss the aspects of the North Carolina Concealed Carry Handgun law as it applies to the rights of the citizen to carry a concealed handgun and will teach fundamentals of handgun safety and basic marksmanship.

LE Firearms In-Service Training  
10/14 & 10/21  W  1 - 11 p.m.  
This course will review safety, proper grip, sight alignment and stance when firing the approved weapons required by the N.C. Criminal Justice Training and Standards Commission and the N.C. Sheriff’s Training and Standards Commission. The student must successfully attain a minimum score of 70 percent on both day and night courses of fire as required by the appropriate certifying agency.
The Emergency Medical Services programs provide both continuing education and curriculum programs for various levels of emergency medical services personnel. Workforce & Economic Development courses are provided fee-exempt to members of all EMS provider units. The courses are designed to train personnel for various levels of state certification that are required for emergency care providers.

Students must take a Pre-EMT Basic class and a reading placement test and score a minimum of a 12th-grade reading level in order to register for EMT Basic. Students who do not score a 12th-grade level may enroll in the Learning Center free of charge and will be allowed to re-test only upon recommendation of the Learning Center staff. Call 252-536-7235 to schedule testing session. Testing must be completed one week prior to class beginning date.

**Emergency Medical Services Continuing Education Sites**

<table>
<thead>
<tr>
<th>Site</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaston</td>
<td>Third Thursday</td>
<td>7 - 10 p.m.</td>
<td></td>
</tr>
<tr>
<td>McPherson Center</td>
<td>Second Monday</td>
<td>7 - 10 p.m.</td>
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</tbody>
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The Fire/Rescue program provides skills development training courses for all levels of fire and rescue personnel within the area.

**Alcohol/Drugs**

**EMS ConEd: Online Meth Lab Response**
11/16        M    Online    Online
This class will instruct the student on special procedures associated with meth labs. Preregistration is required by Nov. 4.

**CPR/First Aid**

**Community CPR & First Aid**
Fee: $35
10/3        S    8 a.m. - 5 p.m.    HCC
12/5        S    8 a.m. - 5 p.m.    HCC
This ASHI course will instruct the student on basic life-saving techniques in CPR and first aid.

**CPR & First Aid Instructors Course**
10/6 & 10/7   TW    9 a.m. - 4 p.m.    HCC
This ASHI-certified course will instruct the student to teach CPR and first aid courses.

**CPR for Teachers**
8/19        W    8 a.m. - Noon     RR High
This ASHI-certified course will instructor the student on basic life-saving skills.

**First Aid for Teachers**
8/20        TH    8 a.m. - Noon     RR High

**Disaster Response**

**Aircraft Crash Simulator**
9/19 & 9/20   SS    8 a.m. - 5 p.m.    HCC

**Drill: Airport Plane Crash**
9/19        S    9 a.m. - 4 p.m.     Multiple Loc.
This fully functional exercise will allow students to practice for an aircraft incident with multiple casualties and limited work area.

**EMS ConEd: Online Disaster Medicine**
11/9        M    Online    Online
This online class will instruct students on special procedures necessary for large-scale disasters. Preregistration is required by Nov. 2.

**EMS ConEd: Online Ebola Response**
8/10        M    Online    Online
This class will instruct students on special procedures to take with Ebola responses. Preregistration is required by Aug. 2.

**EMS ConEd: Online Weapons of Mass Destruction**
10/12        M    Online    Online
This class instructs students on special procedures to take with weapons of mass destruction. Preregistration is required by Oct. 2.

**ICS Tabletop Drill**
9/29        M    7 - 10 p.m.     Littleton FD
This class will review ICS roles and requirements in an expanding tabletop exercise.

**Severe Weather Tabletop**
9/28        M    1 - 4 p.m.     HCC
This tabletop will provide realistic planning and training for a tornado strike through Halifax County, including the HCC campus.

**Driving**

**EMS ConEd: HazMat & Driving**
11/10       T    6 - 10 p.m.     HCC
This class will review EMS practices in the areas of hazmat response and safe driving.

**EMS ConEd: Safe Driving Review**
10/12       M    7 a.m. - 10 p.m.    HCC Littleton Ctr.
10/15       T    7 a.m. - 10 p.m.    GVRS
This class will instruct the student on safe driving skills.
EMS General Education/Certification

EMT-Basic Initial Class
11/3/15 - 4/2016  TTH  6:30 - 9:30 p.m.  HCC Littleton Ctr.

EMT Class
8/10 - 2/10/16  MW  6:30 - 9:30 p.m.  HCC
This state approved class prepares students to take the state emergency medical technician exam.

EMS ConEd: Patient Assessment Skills Review
11/9  M  7 a.m. - 10 p.m.  HCC Littleton Ctr.
11/10 - 11/12  TWTH  7 a.m. - 10 p.m.  RRFD
11/16  M  7 a.m. - 10 p.m.  RVRS
11/19  TH  7 a.m. - 10 p.m.  GVRS
This class will instruct the student on assessment skills.

EMS ConEd: Protocol Review
8/11 - 8/13  TWTH  7 a.m. - 10 p.m.  RRFD
8/17  M  7 a.m. - 10 p.m.  RVRS
8/20  TH  7 a.m. - 10 p.m.  GVRS
This class will instruct the student on protocols.

EMS ConEd: Skills Review
9/14  M  7 a.m. - 10 p.m.  Littleton
9/17  TH  7 a.m. - 10 p.m.  GVRS
9/21  M  7 a.m. - 10 p.m.  RVRS
This class will instruct students on skills.

EMS ConEd: TSOPS Skills Review
9/26 - 9/22  TWTH  7 a.m. - 10 p.m.  RRFD
This class will instruct the student on TSOPS skills.

Pre EMT-B Class
9/1 - 9/24  TTH  6:30 - 9:30 p.m.  HCC
10/6 - 10/29  TTH  6:30 - 9:30 p.m.  HCC

Firefighter General Education/Certification

Chiefs 101
9-14 & 9/15  MT  6 - 10 p.m.  Davie FD

Chiefs 101 Initial/Recertification
9/14  M  6 - 10 p.m.  Davie FD
This state-certified course will instruct the student on leadership issues and responsibilities in the fire service.

Confined Space Review
9/10  TH  7 a.m. - 4 p.m.  KapStone

D/O Fire Pump Maintenance
8/10, 8/11,  & 8/15  MT  6 - 10 p.m.  Darlington FD
This state certified course will instruct the student on basic pumps in the fire service.

D/O Fire Pump Testing
9/21 - 9/24  MTWTH  6 - 10 p.m.  Darlington FD
This state-certified course will instruct the student on basic pumps in the fire service.

Firefighters: Calling the Mayday
10/27 - 10/29  TWTH  7 - 10 p.m.  Littleton FD

Firefighter Hose & Applications
9/10 - 9/17  THMTWTH  7 a.m. - 10 p.m.  Garsburg FD

Fire Life Safety Educator I Admin.
8/10  M  8 a.m. - 5 p.m.  HCC
This state certified course will instruct the student on basic administration of the FLSE programs.

Fire Life Safety Education I Educator
9/7  M  8 a.m. - 5 p.m.  HCC
This state certified course will instruct students on basic administration of the FLSE programs.

Firefighter Ventilation
8/17 - 8/26  MTW  7 a.m. - 10 p.m.  Davie FD

NFA PICO Officers Training
9/19 & 9/20  SS  8 a.m. - 5 p.m.  Davie FD

OSFM Regional Testing
11/17  T  9 a.m.  HCC
OSFM will administer the OSFM required exams. Students must preregister on the OSFM website for tests.

Health/Medical

AMLS Course
11/7 & 11/8  SS  8 a.m. - 5 p.m.  HCC
This course will instruct medical providers on advanced medical techniques.

EMS ConEd: Online Motorcycle Trauma
9/14  M  Online  Online
This class instructs students on special procedures to take with motorcycle injuries. Preregistration is required by Sept. 4.

EVD review
9/27  S  8 a.m. - 5 p.m.  RVRS

Firefighters Health and Wellness
11/17 - 20  TWTHF  7 - 10 p.m.  Littleton FD
This state certified course will instruct the student on self-health and wellness.

GEMS
9/12  SS  8 a.m. - 5 p.m.  HCC
This certified class will instruct the student in caring for geriatric patients.

Response to Ebola for Healthcare Workers
11/10  T  Online  Online
This course will instruct students on safe operations in response to suspected Ebola patients. Preregistration is required by Nov. 5.

TR Ag Rescue
9/21, 9/22  MT  6 - 10 p.m.  Scotland Neck
& 9/26  S  8 a.m. - 5 p.m.  Fire Dept.

Location Key
- RVRS - Roanoke Valley Rescue Squad
- RRFD - Roanoke Rapids Fire Department
- GVRS - Gaston Volunteer Rescue Squad
Leadership is not about secrets and natural-born style, but about knowledge and skills that can be learned. Whenever you see a group of people succeeding and achieving worthy goals, you will see skillful leadership at work. The HCC Community Building Leadership curriculum will equip leaders to anticipate challenges and take appropriate action in leading their organizations toward their goals. Whether you are a veteran or an inexperienced leader, you can acquire the tools necessary to build individuals into a motivated and winning unit.

The Community Building Leadership Certificate program will be a unique opportunity for you and your organization. As an individual, you may earn the complete certificate, or as an organization you may earn a special institutional certificate, which allows more than one individual from your organization to take courses of interest and share the certificate requirements.

**Core Curriculum Courses**
- Organizational Leadership
- Personal Leadership Development
- Dynamics of Team Leadership
- Civic Education & Community Leadership
- Leadership Communication
- Mentoring the Next Generation of Leaders

**Elective Courses**
- 501C3 - What is it?
- Legal Issues for Nonprofit Organizations
- Finding Funding
- Collaboration and Consortiums
- Board Meetings
- Accounting for Nonprofits
- Grant Writing
- Safety Issues
- Why is Diversity a Topic for Discussion?
- Alternative Media

For more information, call 252-536-7212, 252-536-7216 or visit www.http://halifaxcc.edu/WED/.
Halifax Community College’s Workforce & Economic Development Division’s goal is to make sure that as your needs change, we evolve to meet the demand of North Carolina’s 21st-century workforce.

To find out more about what we can offer you, call 252-536-7212, 252-536-7216 or visit http://halifaxcc.edu/WED/.
Workforce & Economic Development
P.O. Drawer 809
Weldon, N.C. 27890
http://halifaxcc.edu/WED/