Halifax Community College’s
Spring 2017 Workforce and Economic Development Course Digest
and Curriculum Course Listing

Jump into your future . . . the timing is everything!

Inside this issue:
- Computer Courses
- Guitar for the Beginner
- High School Equivalency
- Spring 2017 Curriculum Courses

halifaxcc.edu/WED/  •  www.halifaxcc.edu/Schedule/
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**Fall Workforce Development spring semester 2017**: Jan. 1 - May 15  
**Fall Curriculum spring semester 2017**: Jan. 9 - May 9  
*Preregistration is required for all courses.

*Literacy Education classes begin Jan. 10. No preregistration is required for Literacy Education classes.*

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## Contact Information

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<tr>
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<td>Automotive/Transportation</td>
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<tr>
<td>Career Readiness Certification (CRC)</td>
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<td>Computer Training</td>
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<td>Curriculum</td>
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<td>Customized Industry Training</td>
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<td>Ed2Go Online Courses</td>
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<td>Fire/Emergency Medical Services</td>
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<td>English as a Second Language (ESL)</td>
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<td>Human Resources Development (HRD)</td>
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<td>Law Enforcement Training</td>
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<td>Nurse Aide (CNA)</td>
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<td>Small Business Center</td>
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<tr>
<td>Teacher Education</td>
<td>252-536-6393</td>
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</tbody>
</table>

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 corrections and encourage you to let us know of any errors. Course schedule is subject to change.
Lifelong learning is proven to be a launching pad for long-term success. Halifax Community College’s Workforce and Economic Development Division provides a perfect spring board for career achievement. Look inside our spring 2017 course digest and leap your highest.

We strive to be your first choice for continuing education and lifelong learning. Our commitment to you drives our high-quality and affordable course offerings. This schedule offers you a diverse selection of courses tailored to enhance and update your skills, provide training for a new career path or provide you with personal enrichment and greater wellness. The time is now!

Thank you for including Halifax Community College in your educational journey. We invite you to jump in at http://halifaxcc.edu/WED/ for additional information. Whether you are jumping into a new career, launching forward to new opportunities or simply trying to reach new heights, find out how HCC’s Workforce and Economic Development division can help you jump into your future. The timing is everything!

Dr. Warren Haynes
Dean, Workforce & Economic Development
Occupational Extension classes are offered for persons interested in building job skills and increasing career opportunities. Occupational Extension classes are organized to meet the needs and interests of the community.

**Automotive**

Auto Safety Inspection  
Fee: $70  
2/27 - 2/28 MT 6 - 10 p.m. HCC, Rm. 115  
4/24 - 4/25 MT 6 - 10 p.m. HCC, Rm. 115  
6/26 - 6/27 MT 6 - 10 p.m. HCC, Rm. 115

**Truck Driver Training/*Commercial Drivers License (CDL)**

*Commercial Drivers License (CDL)  
3/7 - 3/10 T - F 7 a.m. - 6 p.m. HCC  
3/14 - 3/17 T - F 7 a.m. - 6 p.m. HCC  
3/21 - 3/24 T - F 7 a.m. - 6 p.m. HCC  
3/28 - 3/31 T - F 7 a.m. - 6 p.m. HCC  
4/7 - 4/8 FS 7 a.m. - 6 p.m. HCC  
4/14 - 4/15 FS 7 a.m. - 6 p.m. HCC  
4/21 - 4/22 FS 7 a.m. - 6 p.m. HCC  
4/28 - 4/29 FS 7 a.m. - 6 p.m. HCC  
5/5 - 5/6 FS 7 a.m. - 6 p.m. HCC  
5/12 - 5/13 FS 7 a.m. - 6 p.m. HCC  
5/19 - 5/20 FS 7 a.m. - 6 p.m. HCC  
5/26 - 5/27 FS 7 a.m. - 6 p.m. HCC

*In order for the Truck Driver Training classes to be held, there must be at least 10 participants enrolled per class.

**Computer Courses - HCC Campus**

Computer Basics  
Fee: $75  
1/10 - 2/14 T 9 a.m. - Noon Rm. 505  
4/4 - 5/2 T 9 a.m. - Noon Rm. 505  
4/17 - 5/22 T 9 a.m. - Noon Rm. 505

Introduction to Microsoft Excel  
Fee: $75  
1/5 - 2/9 TH 9 a.m. - Noon Rm. 505  
2/16 - 3/23 TH 9 a.m. - Noon Rm. 505

Intermediate Microsoft Excel  
Fee: $75  
1/5 - 2/9 TH 1 - 4 p.m. Rm. 505  
2/16 - 3/23 TH 1 - 4 p.m. Rm. 505

PowerPoint  
3/30 - 5/5 TH 9 a.m. - Noon Rm. 505

QuickBooks Pro  
3/14 5/16 T 6 - 9 p.m. Rm. 505

Windows  
1/23 - 2/17 M 1 - 4 p.m. Rm. 505

Internet Basics  
Fee: $75  
3/6 - 4/10 M 9 a.m. - Noon Rm. 505  
4/4 - 5/9 M 6 - 9 p.m.

**Computer Courses - Enfield Center**

Computer Basics  
Fee: $75  
3/1 - 4/5 W 6 - 9 p.m.

Internet Basics  
Fee: $75  
1/5 - 4/10 M 6 - 9 p.m.  
4/4 - 5/9 M 6 - 9 p.m.

**Computer Courses - Scotland Neck Center**

Computer Basics  
Fee: $75  
1/24 - 3/2 W 9 - Noon  
3/1 - 4/5 TTH 1 - 4 p.m.

Internet Basics  
Fee: $75  
4/4 - 5/9 M 6 - 9 p.m.

**Effective Teacher Training - HCC Campus**

Effective Teacher Training  
Fee: $70  
1/10 - 1/31 TTH 6 - 9 p.m. HCC, 400 Bldg.  
3/7 - 3/30 TTH 6 - 9 p.m. HCC, 400 Bldg.  
5/2 - 5/30 TTH 6 - 9 p.m. HCC, 400 Bldg.

*Book purchase required for the class

**Electrical**

Electrical Contractors CE  
Fee: $70  
3/6 - 3/7 MT 6 - 10 p.m. Rm. 411

*Book purchase required for the class

**Heating/Air Conditioning**

HVAC  
Fee: $180 + $25 certification fee  
1/23 - 5/3 MW 5:30 - 9:30 p.m. HCC

This pre-apprentice and NC EPA-certified course will instruct the student on HVAC repairs. The course is a 16-week program.

**Notary Public**

Fee: $70  
1/26 TH 9:30 a.m. - 4:30 p.m. Rm. 412  
2/15 W 9:30 a.m. - 4:30 p.m. Rm. 412  
3/24 F 9:30 a.m. - 4:30 p.m. Rm. 412  
4/14 TH 9:30 a.m. - 4:30 p.m. Rm. 412  
5/3 W 9:30 a.m. - 4:30 p.m. Rm. 412
Special Interest Courses

Special Interest courses offer opportunities for lifelong learning in areas of cultural interest, creative arts, personal enrichment or 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 1**
Fee: $50
1/31 - 2/28 T 6 - 9 pm. HCC, Rm. G 119

**Guitar for the Beginner, Session 2**
Fee: $50
3/14 - 4/11 T 6 - 9 p.m. HCC, Rm. G119

**Yoga**
Fee: $35
1/5 - 2/23 TH 5:45 - 6:45 p.m. HCC, 700 Bldg.
3/2 - 4/13 TH 5:45 - 6:45 p.m. HCC, 700 Bldg.
4/20 - 6/1 TH 5:45 - 6:45 p.m. HCC, 700 Bldg.

**Nursing/Medical**

**Nurse Aide I**
Fee: $264.50
1/9 - 3/29 MTW 8:30 a.m. - 2:30 p.m. Rm. B206

**Online Continuing Education ed2go**
Fee: $70
Dates: 1/18, 2/15, 3/15, 4/12, 5/17

The first quiz must be completed within the first week of class to earn credit in the class. Each class lasts 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](http://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.

Start your year on the upswing - jump into curriculum classes!

See pages 16 - 17 for details.
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 HRD Coordinator Tiffany Hale at 252-536-6342.

### Spring 2017 Test Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>1/13</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>1/20</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>1/27</td>
<td>F</td>
<td>1 - 5 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>2/03</td>
<td>F</td>
<td>10 a.m. - 2 p.m.</td>
<td>Enfield Campus</td>
</tr>
<tr>
<td>2/10</td>
<td>F</td>
<td>10 a.m. - 2 p.m.</td>
<td>Scotland Neck Campus</td>
</tr>
<tr>
<td>2/17</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>2/24</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
</tr>
<tr>
<td>3/03</td>
<td>F</td>
<td>10 a.m. - 2 p.m.</td>
<td>Enfield Campus</td>
</tr>
<tr>
<td>3/10</td>
<td>F</td>
<td>10 a.m. - 2 p.m.</td>
<td>Scotland Neck Campus</td>
</tr>
<tr>
<td>3/17</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
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<tr>
<td>3/24</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
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<tr>
<td>3/31</td>
<td>F</td>
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<td>4/07</td>
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<td>4/21</td>
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<tr>
<td>4/28</td>
<td>F</td>
<td>9 a.m. - 1 p.m.</td>
<td>HCC</td>
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<td>5/05</td>
<td>F</td>
<td>10 a.m. - 2 p.m.</td>
<td>Enfield Campus</td>
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</table>

Fee: $30 per test.

### Customized 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 at lcrisafulli901@halifaxcc.edu.
The HCC Small Business Center uses a three-fold effort to help small businesses succeed.

1. Non-traditional seminars and workshops can be presented on virtually any business-related topic that the small business community demands.
2. Counseling services are provided for start-up businesses or problems of existing businesses.
3. A resource center with periodicals, tapes and books that may be used on the premises or checked out from the HCC 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

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<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Day</th>
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<tr>
<td>How to Begin Website and E-commerce Marketing and Selling</td>
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Financial Topics

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<td>Crowdfunding: A New Financing Option for Small Business</td>
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Grant Writing Certificate Seminars

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<td>Grant Writing: Fundamentals of Grant Writing</td>
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Leadership Development Series

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<td>Customer Service/Team Building</td>
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<td>Leadership Management</td>
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<td>Succession and Estate Planning for Small Businesses</td>
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Marketing

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<td>Marketing for Small Businesses</td>
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<td>6 - 9 p.m.</td>
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Starting & Operating Your Business

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<th>Location</th>
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<tr>
<td>How to Start a Business</td>
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<td>How to Write a Business Plan</td>
<td>3/16</td>
<td>TH</td>
<td>6 - 9 p.m.</td>
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<tr>
<td>How and When to Turn Your Hobby into a Business</td>
<td>3/2</td>
<td>TH</td>
<td>6 - 9 p.m.</td>
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<tr>
<td>How to Find Your Customers</td>
<td>4/27</td>
<td>TH</td>
<td>6 - 9 p.m.</td>
<td>HCC</td>
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</table>
HCC’s Small Business Center can help you jump start your business success!

HCC’s Small Business Center (SBC) offers many **free** courses and seminars to help you with your business - whether you’re just starting or an established entrepreneur.

HCC’s SBC Director Jerry Edmonds has almost 30 years experience in helping businesses just like yours get a jump on success. The time is now - give him a call, send an email or visit the website today!

252-536-7274
jedmonds080@halifaxcc.edu
http://www.halifaxcc.edu/SBC/index.htm

Are you thinking of starting a business or need to expand your current business?
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 on 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 the 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, the 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.

<table>
<thead>
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<td>1/23 - 3/1</td>
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<td>3/20 - 5/3</td>
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<table>
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<th>M - TH</th>
<th>10 - 11:30 a.m.</th>
<th>RV Adult</th>
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<tr>
<td>1/9 - 2/2</td>
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<td>2/13 - 3/9</td>
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<td>3/20 - 4/13</td>
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<td>4/17 - 5/11</td>
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<table>
<thead>
<tr>
<th>Computer Whiz I</th>
<th>9 a.m. - Noon</th>
<th>HCC, 500 Bldg.</th>
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<tr>
<td>1/9 - 2/2</td>
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<tr>
<th>Computer Whiz II</th>
<th>1/10 - 4/4</th>
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<th>M</th>
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<th>W</th>
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Location Key

- HCC-Halifax Community College (Weldon, Enfield, Scotland Neck)
- HOL-Tomahawk – Tomahawk Meadows Apt Admin Office
- NC Works –NC Works Career Center
- Halifax Day – Halifax County Day Reporting Center
- Garysburg Elem – Garysburg Volunteer Public Library
- RV Adult – Roanoke Valley Adult Daycare
Halifax Community College’s Literacy Education program offers Adult Basic Education (ABE), High School Equivalency (HSE), Students with Disabilities, 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 in 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®, High School Equivalency HiSET(R) and Test Assessing Secondary Completion (TASC)(R) exams offer 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 examination fees. In North Carolina, all students taking the GED® examination are required to pay a total of $80, individuals taking the HiSET must pay $50 and individuals taking the TASC must pay $52, which covers the entire battery of High School Equivalency tests. Regardless of which high school equivalency assessment you choose it will lead to the same High School Equivalency credential. The 2014 GED® testing series consist of literacy, mathematics, science and social studies. The High School Equivalency tests are more in line with the state’s Common Core Standards and 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!

**Dr. Elton L. Newbern Jr. Educational Center, HCC Campus**

**ABE/HSE**

M - TH 8 a.m. - 9 p.m.  HCC, Learn. Lab
F 8 a.m. - 5 p.m.  HCC, Learn. Lab

**Basic Reading**
MTH 10 a.m. - 2 p.m.  HCC, Room 502

**Basic Math**
TW 10 a.m. - 2 p.m.  HCC, Room 502

**English Language Acquisition Class**
M - TH 6 - 9 p.m.  HCC, Rm. 506

**Enfield**

TW 5 - 8 p.m.  Enfield Learning Ctr.
MT 9 a.m. - Noon  Enfield Learning Ctr.

**Pleasant Hill**

THF 6 - 8 p.m.  Restoration Community Church

**Scotland Neck**

WTH 9 a.m. - Noon  Scotland Neck HCC Learning Center

*All classes begin the week of Jan. 10, 2017*
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.

January

Instructor Development
1/18 W 8 a.m. - Noon HCC
This course is offered annually and covers topics that are useful and relevant to the law enforcement instructor. Topics may include Training and Standards Issues and Updates, Motivating Students, Effective Teaching Techniques and Administrative Updates and Issues.

Driver’s Safety
1/23 M 6 - 10 p.m. HCC
Students taking this course may be eligible to have any pending charges dismissed. Interested participants need to contact the Halifax County District Attorney prior to registering for the class.

Detention Officer Certification
1/23 - 2/17 M - F 8 a.m. - 7 p.m. (times vary) 175 hr.
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 the 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.

February

LE Mandated In-Service Training (classroom)
1/2 - 2/2 WTH 8 a.m. - 5 p.m. 16 hr.
This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the NC Criminal Justice Training and Standards Commission.

LE Mandated In-Service Training (online)
2/1 - 4/30 Online 18 hr.
This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the NC Criminal Justice Training and Standards Commission.

Telecommunicator Mandated In-Service
2/1 - 4/30 Online 18 hr.
This course is designed to meet the mandated training requirements for all telecommunicators certified under the NC Sheriff’s Education and Training Standards Commission.

March

Report Writing
3/2 TH 8 a.m. - 5 p.m. 8 hr.
This course will demonstrate the need for recording information to protect the officer against a complaint, use for testifying in court and assist with a current or future investigations.

Firearms Safety (Concealed Handgun)
3/4 S 8 a.m. - 5 p.m. $70 8 hr.
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.

Combat Pistol
3/15 W 8 a.m. - 5 p.m. 8 hr.
This course is designed to teach the officer techniques that are useful in the most common officer involved shootings which is shooting situations where the suspect is within seven feet of the officer. The student will practice positioning, drawing and alternate firing techniques in a practice and live fire situations.

April

Firearms Safety (Concealed Handgun)
4/1 S 8 a.m. - 5 p.m. $70 8 hr.
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 Mandated In-Service Training
4/5 - 4/6  WTH  8 a.m. - 7 p.m.   10 hr.
4/12 - 4/13  WTH  8 a.m. - 7 p.m.   10 hr.
This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the NC Criminal Justice Training and Standards Commission.

First Line Supervision
4/24 - 4/28  M - F  8 a.m. - 5 p.m.   40 hr.
This course is designed for the newly assigned law enforcement supervisor without any previous formal supervisory training. Supervisory skills and techniques will be taught through lecture, practical exercises and role playing.

Driver’s Safety
4/24  M  6 - 10 p.m.   HCC
Students taking this course may be eligible to have any pending charges dismissed. Interested participants need to contact the Halifax County District Attorney prior to registering for the class.

Driver Training Refresher
4/25  T  8 a.m. - Noon   4 hr.
This course consists of practical exercises simulating lane changes forward and backward, evasive action and cornering in a fixed radius curve. Students will be scored on a pass or fail basis.

May
LE General Instructor
5/1 - 5/12  M - F  8 a.m. - 7 p.m.   83 hr.
This course is designed to provide the law enforcement officer 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 within the North Carolina Community College System. Each trainee is required to research, develop and deliver an 80-minute lesson plan as part of meeting course requirements. Trainees must successfully pass the State-administered written exam as well as demonstrate competency in all skill areas in order to be eligible for certification as a criminal justice instructor. Trainees must meet State-established prerequisites for admission to course.

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

TASER Certification
5/8  T  8 a.m. - 2 p.m.   6 hr.
This course is designed to provide the student 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.

Pepper Spray (OC) Certification
5/8  M  3 - 9 p.m.   6 hr.
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 pepper spray will be required for all participants without documentation of previous exposure.

Firearms Safety (Concealed Handgun)
5/20  S  8 a.m. - 5 p.m.  $70   8 hr.
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.
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.

The Fire/Rescue program provides skills development training courses for all levels of fire and rescue personnel within the area.

There is no fee for the courses listed below unless otherwise noted.

**January**

**FF Loss Control**
1/2 - 1/5  M - TH  6 - 10 p.m.  Rheasville
This NCOSFM-certified course will instruct the student on ways to minimize loss from fires.

**EMS Con Ed**
1/9  M  7 - 10 p.m.  Littleton Skills and TSOPS
This class will review EMS procedures.

**AMLS**
1/9 - 1/10  MT  8 a.m. - 5 p.m.  HCC, Rm. 401
This course instructs medical providers on advanced medical techniques.

**FF Safety and Orientation**
1/9 - 1/13  M - TH  6 - 10 p.m.  Enfield
This NCOSFM and IFSAC-accredited course will instruct the student on basic safety principles in fire service.

**EMS Con Ed**
1/10 - 1/12  T - TH  2 - 5 p.m.  RRFD
This class reviews EMS procedures.

**OSHA 10 for Industry**
1/11 - 1/12  WTH  9 a.m. - 4 p.m.  HCC
This OSHA-approved class instructs students on safety requirements. Preregistration is required by 1/5.

**FF Fire Alarms and Coms**
1/15 - 1/19  M - TH  6 - 10 p.m.  Davie
This NCOSFM and IFSAC-accredited course will instruct the student on basic alarms and communications in the fire service.

**EMS Con Ed**
1/17  T  7 - 10 p.m.  RVRS Skills and TSOPS
This class reviews EMS procedures.

**Fire Instructor I**
1/17 - 2?  TTH  6 - 10 p.m.  HCC, Rm. 412
This NCOSFM-certified course instructs the student on basic instructor techniques. Fire candidates must have three certifications to take the course.

**Instructor Training**
1/18  W  8 a.m. - 1 p.m.  HCC, Rm. 417
This class gives valuable updates including guest speakers from the state jurisdictions of law, EMS, fire and EM.

**EVD**
1/19 - 1/21  FSat.  6 a.m. - 10 p.m./8 a.m. - 5 p.m.  RWWD #2
This NCOSFM-certified course reviews safe driving practices.

**NIMS 300**
1/22 - 1/24  MW  8 a.m. - 5 p.m.  HCC
This FEMA and NCEM-certified course instructs students on managing intermediate-sized incidents with the use of NIMS. Preregistration is required through NCTERMS.

**OSHA 30 for Industry**
1/23 - 1/26  WTH  9 a.m. - 4 p.m.  HCC
This OSHA-approved class instructs students on safety requirements. Preregistration is required by 1/17.

**EMS Con Ed Annual for EMT**
1/24 - 2/2  T - TH  6 - 10 p.m.  HCC
This class reviews EMT skills and knowledge for recertification purposes including TSOP evaluation in 24 hours.

**Full-Scale Exercise - Active Shooter**
1/28  Sat.  8 a.m. - 1 p.m.  HCC
This HSEEP exercise involves numerous responder organizations and scenarios to work as a team and prepare for a large-scale area incident.
February

**ITLS**
2/4 - 2/5  SatS  8 a.m. - 5 p.m.  HCC
This ITLS-certified course instructs students in basic trauma and lifesaving skills. Preregistration is required by 2/1.

**Forklift Safety**
2/4  Sat.  8 a.m. - 5 p.m.  HCC, Rm. 412
This National Safety Council-certified course instructs students on safe forklift operations.

**Community CPR and First Aid**
Fee: $35
2/4  Sat.  8 a.m. - 5 p.m.  HCC, Rm. 412
This ASHI course instructs students on basic life saving techniques in CPR and first aid, etc.

**MR Transition Didactic**
2/6 - 3/6  Online
This class covers new NCOEMS material to transition from old to new certification. The class only covers the didactic.

**EMT Transition Didactic**
2/6 - 3/6  Online
This class covers the new NCOEMS material to transition from old to new certification. This class only covers the didactic requirements. ALL EMS providers need to take the course for their level. Orientation is help on the first night for anyone needing it. All participants must complete an ice-breaker assignment by the end of the first week of class for credit. Preregistration is required.

**Advanced EMT Transition Didactic**
2/6 - 3/6  Online
This class covers the new NCOEMS material to transition from old to new certification. This class only covers the didactic requirements. ALL EMS providers need to take the course for their level. Orientation is help on the first night for anyone needing it. All participants must complete an ice-breaker assignment by the end of the first week of class for credit. Preregistration is required.

**Paramedic Transition Didactic**
2/6 - 3/6  Online
This class covers the new NCOEMS material to transition from old to new certification. This class only covers the didactic requirements. ALL EMS providers need to take the course for their level. Orientation is help on the first night for anyone needing it. All participants must complete an ice-breaker assignment by the end of the first week of class for credit. Preregistration is required.

**CIT Training**
2/6 - 2/10  8 a.m. - 5 p.m.  HCC
This course instructs students on dealing with mental/behavioral patients as well as listing local resources to help with such situations.

**FF Fire Behavior**
2/6 - 2/9  M - TTH  6 - 10 p.m.  Rheaeville
This NCOSFM-certified class will instruct students in basic fire behavior theory as it affects fire-fighting operations.

**EMS Con Ed**
2/13  M  7 - 10 p.m.  Littleton
This class reviews EMS procedures.

**Paramedic**
2/13  Online/Hybrid/  HCC
Second Sat. and Sun., fourth Sun.
This class carries students from EMT to advanced EMT and paramedic with online work and traditional classroom work.

**EMS Con Ed**
2/14 - 2/16  T - TH  2 - 5 p.m.  RRFD
This class reviews EMS procedures.

**NIMS 400**
2/19 - 2/21  MW  8 a.m. - 5 p.m.  HCC
This FEMA and NCEM-certified course instructs students on managing intermediate-sized incidents with the use of NIMS. Preregistration is required through NCTERMS.

**FF Fire Hose and Appliances**
2/20 - 2/27  M - TH, M  6 - 10 p.m.  RWWD #2
This NCOSFM and IFSAC-accredited course instructs on basic hose use and care in the fire service.

**FF Ropes**
2/20 - 2/23  M - TH  6 - 10 p.m.  Weldon
This NCOSFM and IFSAC-accredited course will instruct the student on basic rope use and care in the fire service.

**EMS Con Ed**
2/21  T  7 - 10 p.m.  RVRS
This class reviews EMS procedures.

**Fire Instructor II**
2/21 - 3/7  T - TH  6 - 10 p.m.  HCC, Rm. 412
This NCOSFM-certified course will instruct students on basic instructor techniques. Fire candidates must have five certifications to take the course.

March

**ACLS/PALS**
3/4 - 3/5  SatS  8 a.m. - 6 p.m.  HCC
This AHA-certified course instructs students on how to deal with cardiac patients. *Dates subject to changes, call for more information.*

**FF Ladders**
3/6 - 3/9  M - TH  6 - 10 p.m.  Darlington
This NCOSFM and IFSAC-accredited course instructs students on basic ladder use and care in the fire service.

**Psychological First Aid**
3/6 - 3/9  TW or TH  9 a.m. - 5 p.m.  RRFD
This course instructs students in awareness of psychological stress issues encountered in emergency services.

**EVD**
3/10 - 3/11  FSat  6 - 10 p.m./  Weldon FD
8 a.m. - 5 p.m.
This NCOSFM-certified course reviews safe driving practices.
Car Seat Technician
Fee: $35
10/1 FSat 6 - 10 p.m./8 a.m. - 5 p.m. Davie
This State and nationally-certified course instructs students on proper inspection and installatio of child car seats. Register for this class online at http://cert.safekids.org/become-tech.

EMS Con Ed
3/13 M 7 - 10 p.m. Littleton
This class reviews EMS procedures.

FF Haz Mat Level I
3/13 - 3/23 MTHSatMTH 6 - 10 p.m. RWWD #2
This NCOSFM and IFSAC-accredited course will instruct students on basic hazardous material response use and care in the fire service.

EMS Con Ed
3/14 - 3/16 T - TH 2 - 5 p.m. RRFD
This class reviews EMS procedures.

EMS Con Ed
3/21 T 7 - 10 p.m. RVRS
This class reviews EMS procedures.

FF Emergency Medical Care
3/28 - 3/30 T - TH 6 - 10 p.m. Scotland Neck FD
This NCOSFM and IFSAC-accredited course instructs students on basic life saving techniques in the fire service.

April
Forklift Safety Course
4/1 Sat. 8 a.m. - 5 p.m. HCC, Rm. 412
This National Safety Council-certified course instructs students on safe forklift operations.

Community CPR and First Aid
Fee: $35
4/1 Sat. 8 a.m. - 5 p.m. HCC, Rm. 412
This ASHI course instructs students on basic life saving techniques in CPR and first aid, etc.

MR Transition Didactic
4/3 - 4/30 Online
This class covers new NCOEMS material to transition from old to new certification. The class only covers the didactic.

EMT Transition Didactic
4/3 - 4/30 Online
This class covers the new NCOEMS material to transition from old to new certification. This class only covers the didactic requirements. ALL EMS providers need to take the course for their level. Orientation is help on the first night for anyone needing it. All participants must complete an ice-breaker assignement by the end of the first week of class for cerdit. Preregistration is required.

Advanced EMT Transition Didactic
2/6 - 3/6 Online
This class covers the new NCOEMS material to transition from old to new certification. This class only covers the didactic requirements. ALL EMS providers need to take the course for their level. Orientation is help on the first night for anyone needing it. All participants must complete an ice-breaker assignement by the end of the first week of class for cerdit. Preregistration is required.

Paramedic Transition Didactic
4/3 - 4/30 Online
This class covers the new NCOEMS material to transition from old to new certification. This class only covers the didactic requirements. ALL EMS providers need to take the course.

FF Sprinklers
4/3 - 4/6 M - TH 6 - 10 p.m. Enfield
This NCOSFM and IFSAC-accredited course will instruct students on basic sprinkler use and care in the fire service.

EMS Con Ed
4/10 M 7 - 10 p.m. Littleton
This class reviews EMS procedures.

EMS Con Ed
4/11 T - TH 2 - 5 p.m. RRFD
This class reviews EMS procedures.

EMS Con Ed
4/18 T 7 - 10 p.m. RVRS
This class reviews EMS procedures.

FFPPE
4/24 - 5/1 M - TH, M 6 - 10 p.m. Scotland Neck FD
This NCOSFM and IFSAC-accredited course instructs students on basic PPE use and care in the fire service.

May
Geriatric Emergencies
5/6 Sat. 8 a.m. - 5 p.m. HCC
This NAEMT-certified course instructs participants on response to the elderly patient.

EMS Con Ed
5/8 M 7 - 10 p.m. Littleton
This class reviews EMS procedures.

FF Ventilation
5/8 M - TH, M 6 - 10 p.m. Davie FD
This NCOSFM and IFSAC-accredited course instructs students on basic ventilation procedures in the fire service.

EMS Con Ed
5/9 - 5/11 T - TH 2 - 5 p.m. RRFD
This class reviews EMS procedures.

EMS Con Ed
5/15 T 7 - 10 p.m. RVRS
This class reviews EMS procedures.

Drill I-95 Pileup
5/20 Sat. 9 a.m. - 4 p.m. HCC
This full functional exercise allows students to practice for a highway pileup with multiple casualties and limited work area through two county EOC's.

FF Health and Wellness
5/23 TW 6 - 10 p.m. Scotland Neck
This NCOSFM and IFSAC-accredited course instructs students on basic health and wellness in the fire service.
HCC EMS Advisory Board Meeting
5/31   W  1:30 p.m.  HCC
This meeting is for all stakeholders of the training program to have input on past, present and future offerings.

HCC EMS Advisory Board Meeting
5/31   W  10:30 a.m.  HCC
This meeting is for all stakeholders of the training program to have input on past, present and future offerings.

HCC EMS Advisory Board Meeting
5/31   W  7 p.m.   HCC
This meeting is for all stakeholders of the training program to have input on past, present and future offerings.

New at HCC!
Commercial Driver’s License

Weekday Format (16 days)
Times: 7am - 6pm

Weekend Format (8 weeks)*
April, 2017 dates: 4/7 - 8, 4/14 - 15, 4/21 -22 and 4/28 -29,
May, 2017 dates: 5/5 - 6, 5/12 - 13, 5/19 - 20 and 5/26 - 27
Times: 7am - 6pm

For more information call 252-536-7212 or 252-536-7216.
Introduction to Human Services
The course covers skills and strategies designed to provide employability skills training for a career in Human Services. Focus will also include Career Readiness, keyboarding, customer service, NCFAST terminology and navigation. This class is required in order to register for the Income Maintenance Caseworker course.

Income Maintenance Caseworker
This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling and data analysis. Prerequisite: Introduction to Human Services.

For more information contact Tiffany Hale, thale314a@halifaxcc.edu, 252-536-6342.

Able-Bodied Adults without Dependents (ABAWD)
Effective July 1, 2016, the Food and Nutrition Services Program (FNS) has a work requirement in the county where you live for adults who are ages 18 through 49, are able to work and do not have a child(dren) under the age of 18 who are included in your FNS benefits. The rule is called Able-Bodied Adults without Dependents (ABAWD), meaning that you can only get FNS for three months during the next three years unless you are exempt from the rule or meet certain work requirements.

For more information, visit www.fns.usda.gov/snap/able-bodied-adults-without-dependents-abawds

HCC has the perfect springboard to help you jump into training, education and employment. The time is now - call today! 252-536-HCC1 (4221).
Start your year on the upswing - jump into curriculum classes!

Spring 2017 curriculum course offerings

To view the complete schedule or to register, visit www.halifaxcc.edu/Schedule/

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<thead>
<tr>
<th>Academic</th>
<th>Course Code</th>
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## History
- HIS 111: World Civilizations I
- HIS 112: World Civilizations II
- HIS 131: American History I
- HIS 132: American History II

## Health Careers
- HSC 110: Orientation to Health Careers

## Human Services
- HSE 123: Interviewing Techniques
- HSE 125: Counseling
- HSE 155: Community Resources Mgt
- HSE 210: Human Services Issues
- HSE 225: Crisis Intervention

## Humanities
- HUM 115: Critical Thinking
- HUM 120: Cultural Studies

## Hydraulics
- HYD 110: Hydraulics/Pneumatics I

## Industrial Safety
- ISC 112: Industrial Safety

## Legal Studies
- LEX 240: Family Law
- LEX 250: Wills, Estates and Trusts
- LEX 280: Ethics & Professionalism
- LEX 287: CLA Review Seminar

## Mathematics
- MAT 110: Math Measurement and Literacy
- MAT 143: Quantitative Literacy
- MAT 152: Statistical Methods I
- MAT 171: Precalculus Algebra
- MAT 172: Precalculus
- MAT 272: Calculus II

## Machine Processes
- MEC 128: CNC Machining Processes

## Medical Office Administration
- MED 120: Survey of Med Terminology
- MED 121: Medical Terminology I
- MED 122: Medical Terminology II
- MED 232: Medical Insurance Coding

## Marketing
- MKT 120: Principles of Marketing

## Medical Laboratory Tech
- MLT 120: Hematology/Hemostasis I
- MLT 253: MLT Practicum I
- MLT 254: MLT Practicum I
- MLT 263: MLT Practicum II
- MLT 273: MLT Practicum III

## Networking
- NET 125: Networking Basics
- NOS 110: Operating Systems Concepts
- NOS 230: Windows Administration I

## Office Administration
- OST 131: Keyboarding
- OST 136: Word Processing
- OST 148: Med Coding Billing and Insu
- OST 164: Text Editing Applications
- OST 2331: Office Publications Design

## Physical Education
- PED 110: Fit and Well for Life

## Physics
- PHY 110: Conceptual Physics
- PHY 110A: Conceptual Physics Lab
- PHY 251: General Physics

## Political Science
- POL 120: American Government

## Psychology
- PSY 118: Interpersonal Psychology
- PSY 150: General Psychology

## Phlebotomy
- PBT 100: Phlebotomy Technology
- PBT 101: Phlebotomy Practicum

## Social Work
- SWK 110: Intro to Social Work

## Spring 2017 Mini-Semester course offerings

### Eight-week courses beginning on March 7.

To view the complete schedule or to register, visit [www.halifaxcc.edu/Schedule/](http://www.halifaxcc.edu/Schedule/)
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