

# CONTINUING EDUCATION

at Halifax Community College

## Summer, 2010 Schedule

Continuing Education courses provide lifelong learning opportunities which are available at convenient times in many locations. Our courses are non-college credit courses open to anyone 18 years or older. In some cases, 16 and 17-year-old students with special needs may be admitted. A notarized parental release is required, which must be accompanied by the principal's or superintendent's permission. Courses are designed to help individuals with job advancement, personal enrichment, or just for plain fun.

### ADMISSIONS

Halifax Community College is a public, two-year, educational institution with an open door policy. The college provides vocational, technical, college transfer, and lifelong learning opportunities for anyone of suitable age who has the desire to learn.

### REGISTRATION

Students may register and pay appropriate fees at the first class provided preregistration is not required. To register, you need your social security number. Students are responsible for any and all supplies and books needed. **FEES AND SCHEDULES ARE SUBJECT TO CHANGE BASED ON DECISIONS OF THE N.C. GENERAL ASSEMBLY. REGISTRATION FEES WILL BE REFUNDED IN ACCORDANCE WITH THE N.C. COMMUNITY COLLEGE SYSTEM'S POLICY. THE FOLLOWING REFUND POLICY WILL BE OBSERVED FOR ALL EXTENSION COURSES:**

1. A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100% refund. Also, a student is eligible for a 100% refund if an applicable class fails to "make" due to insufficient enrollment.
2. After the respective class begins, a 75% refund of the registration fee shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10% point of the scheduled hours of the class. Note: this rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
3. A 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75% refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of class.

### PREREGISTRATION

You may preregister for all Continuing Education courses before the first day of class by coming to the Continuing Education Office in the 400 Building and paying the appropriate registration fee. You may also obtain preregistration information for most courses by calling 536-7216, 7212 or 7261.

**YOUR PREREGISTRATION IS IMPORTANT TO THE SUCCESS OF THE COURSE, SO PLEASE REGISTER EARLY! IT IS EXTREMELY IMPORTANT THAT YOU ATTEND THE FIRST CLASS MEETING! A COURSE MAY BE CANCELLED IF FEWER THAN TEN STUDENTS ENROLL. MANY COURSES REQUIRE THAT YOU ARE IN ATTENDANCE THE FIRST CLASS MEETING.**

### COST

Registration fees for Continuing Education courses vary with the type of course. Please refer to the fees noted for each category to determine the cost of each course. All Literacy Education courses are free. Halifax Community College does not discriminate in the admission and treatment of students nor in the recruitment and employment of personnel.

**REMINDER:** 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, nonetheless, and encourage you to let us know of any error you may find.

### REPETITION POLICY

Students who take an occupational extension course more than twice within a five-year period shall pay a fee for the course based on a formula established by the North Carolina Community College System. Students may repeat the course more than once if the repetition is required for certification, licensure, or recertification. Senior citizens who are legal residents of North Carolina and wish to enroll in an occupational extension course may be required to pay for the course. . *Students will be responsible for reporting course repetitions to college officials.*

## Continuing Education Department

Vera J. Palmer	Dean, Continuing Education	536-6376
Larry Crisafulli	Coordinator, Business/Industry	538-4339
Donna Giles	Coordinator, /Community Services & Chief GED Examiner	538-4313
Ellen Grant	Computer Skills Specialist	536-6393
Tiffany Hale	Coordinator, HRD/Literacy Sites	536-6342
Sandra Hammack	Administrative Assistant	536-7212
Jan Humphries	Coordinator, Nurse Aide	536-7291
Kevin Kupietz	Coordinator, Fire/EMS	536-7293
Gregory Parker	Coordinator, Law Enforcement	536-7279
Donna Sellers	Administrative Assistant	536-7216
Susie Silver	Administrative Assistant	536-7261
Tamba Thompson	Director, Literacy Education	536-7235

## OCCUPATIONAL EXTENSION COURSES

*Preregistration is required unless otherwise noted.*

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. Classes can be arranged at the suggestion of local citizens. If you are interested in a course that is not listed, contact the Dean of Continuing Education at 536-6376.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
<b>AUTOMOTIVE</b>						
Auto Safety Inspection	MT	6 -10 pm	5/24 & 5/25	Taylor	Rm. 115	\$65.00
Auto Safety Inspection	MT	6 -10 pm	7/12 & 7/13	Mumford	Rm. 115	\$65.00
Motor Vehicle Dealers CE Renewal	TTH	6:30 - 9:30 pm	7/13 & 7/15	Wilkinson	Rm. 412	\$65.00
Commercial Driver's Lic. (CDL)	TWTH	6:30 - 9:30pm	7/20 - 7/29	Wilkinson	Rm. 412	\$65.00
<b>NURSING/HEALTHCARE</b>						
HCC offers Geriatric Aide, CNA I, CNA II and Medication Aide classes. Call 536-7216, 536-7212 or 536-7261 for times and dates.						
<b>REAL ESTATE</b>						
RE: Pre-Licensing (81 hrs)	TTH	6:00 - 9:30 pm	5/18 - 8/3	Eason	412	\$175.00
RE CE Mandatory	T	8 -12 N	6/1	Eason	412	\$65.00
RE CE Elective	T	1:00 - 5:00 pm	6/1	Eason	412	\$65.00
RE Post- License: Broker Relationships & Responsibilities (30 hrs)	TTH	9:00 - 4:00 pm	6/8 - 6/22	Eason	412	\$120.00
RE Post- License: Contract & Closing (30 hrs)	TTH	9:00 - 4:00 pm	7/6 - 7/20	Eason	412	\$120.00
RE Post- License: Selected Topics (30 hrs)	TTH	9:00 - 4:00 pm	8/10 - 8/24	Eason	412	\$120.00
<b>OTHER</b>						
Notary Public	MW	6 - 9 pm	5/17 & 5/19	Evans-Barbee	412	\$65.00
Notary Public	MW	6 - 9 pm	7/19 & 7/21	Evans-Barbee	412	\$65.00

### LEARN COMPUTERS WITH NO TEST - NO HOMEWORK!

Preregistration is required. \*A \$5 technology fee will be charged per computer class.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
<b>COMPUTER COURSES - HCC CAMPUS</b>						
Computer Understanding: I Know Nothing About Computers	M	5:30 - 8:30 pm	5/10 - 6/21	Grant	Rm. 505	\$65.00
Computer Understanding: I Know Nothing About Computers	TH	1 - 4 pm	6/24 - 7/29	Grant	Rm. 505	\$65.00
Email, Searching & Internet Basics	T	9:00 - 12 N	5/25 - 6/29	Grant	Rm. 505	\$65.00
Email, Searching & Internet Basics	TH	5:30 - 8:30 pm	7/1 - 8/5	Grant	Rm. 505	\$65.00
How to Use Facebook, Smartphones & Digital Cameras	T	9:00 - 12 N	7/6 - 8/10	Grant	Rm. 505	\$65.00
Keyboarding	T	6:00 - 9:00 pm	5/11 - 6/15	Vick	Rm. 505	\$65.00
Microsoft Powerpoint	W	5:30 - 8:30 pm	5/12 - 6/16	Grant	Rm. 505	\$65.00
Microsoft Excel 2007	T	5:30 - 8:30 pm	6/22 - 7/27	Grant	Rm. 505	\$65.00
Microsoft Word 2007	TH	5:30 - 8:30 pm	5/20 - 6/24	Grant	Rm. 505	\$65.00
Microsoft Publisher	W	1:00 - 4:00 pm	6/23 - 7/28	Grant	Rm. 505	\$65.00
Microsoft Access	W	5:30 - 8:30 pm	6/23 - 7/28	Grant	Rm. 505	\$65.00
Windows 7	W	9:00 - 12 N	5/12 - 6/16	Grant	Rm. 505	\$65.00
Windows 7	M	5:30 - 8:30 pm	6/28 - 8/9	Grant	Rm. 505	\$65.00
<b>COMPUTER CLASSES - ENFIELD CENTER</b>						
Microsoft and Internet Appl.	W	9:30 - 11:30 am	4/14 - 8/11	Forsht		\$120.00
Email Searching, and Internet Basics	M	1:00 - 4:00 pm	5/3 - 6/14	Grant		\$65.00
<b>COMPUTER CLASSES - LITTLETON CENTER</b>						
Microsoft Excel	TH	1:00 - 4:00 pm	5/13 - 6/17	Grant		\$65.00
Microsoft Word	WTH	9:00- 5:00 pm	8/11 - 8/12	Grant		\$65.00

**LEARN COMPUTERS WITH NO TEST - NO HOMEWORK!**  
**Preregistration is required. \*A \$5 technology fee will be charged per computer class.**

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOCATION	COST
<b>COMPUTER CLASSES - SCOTLAND NECK CENTER</b>						
Computer Understanding: I Know Nothing About Computers	M	1:00 - 4:00 pm	6/14 - 7/26	Grant		\$65.00
Microsoft Word	TH	9:00 - 12 N	5/13 - 6/17	Grant		\$65.00

## CONTINUING EDUCATION

### Online Continuing Education Classes

There are over 100 online classes available. Please visit [www.ed2go.com/halifaxccc](http://www.ed2go.com/halifaxccc) for all Summer 2010 class offerings.

Update your skills, earn teacher renewal credit, discover a new talent, or chart a career path at your convenience with our online, instructor-led courses. Each course runs for 6 weeks and consists of 12 lessons. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at your convenience. All you need to get started is Internet access, e-mail address, and a Web browser.

Please visit [www.ed2go.com/halifaxccc](http://www.ed2go.com/halifaxccc) for requirements, demonstrations, and additional information. Registration fee is \$65 for each class.

### Ed2Go Starting Dates Summer 2010

**4/21, 5/19, 6/16, 7/21**

## Teacher Renewal

Teacher renewal courses assist teachers in meeting their renewal requirements, enhancing their classroom performance and keeping current with challenging educational needs. Students must register one week prior to the first day of class, by coming to the Continuing Education Office and paying the appropriate fee. Students are required to be at the first class meeting and must attend the required hours stated at first class meeting in order to receive CEU credits.

Effective Teacher Training      TBA

For additional information that may earn CEU credit, see our Education 2 Go Online course offerings.

## HUMAN RESOURCES DEVELOPMENT (HRD)

The purpose of the Human Resources Development Program (HRD) is to educate and train individuals for success in the workplace. HRD classes offer interviewing skills, resume/application preparation, job search assistance, computers skills, soft skills and much more! 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% of the federal poverty guidelines. For more information, contact Tiffany Hale, HRD Coordinator at (252) 536-6342.

<u>Course</u>	<u>Days</u>	<u>Time</u>	<u>Dates</u>	<u>Instructor</u>	<u>Location</u>
AAA Job Skills <i>Call for more information)</i>	TW	6 - 8 pm	TBA	Murphy/Parker	HCC Bldg 500
Computer Development	M	9 - 12 N	5/17 - 8/9	Grant	HCC Bldg 500
Employment Issues	W	10 - 1 pm	5/19 - 8/11	Williams	ESC (Workfirst)
PC Development	T	1 - 4 pm	5/18 - 7/20	Grant	HCC Bldg. 500
Career Changes	MW	6 - 9 pm	TBA	TBA	HCC Bldg. 500
Job Innovation	MTF	5 - 9 pm	5/17 - 6/1	Alston	CADA
Choices	W	12:30 - 2:30 pm	TBA	Bracey	DRC
Computer Start	M	5 - 8 pm	5/17 - 8/2	Sneed	HCC Bldg. 500
Computer Link	TTH	5 - 8 pm	5/4 - 6/15	Sneed	HCC Bldg. 500
Computer Work	TBA	5:30 - 8:30 pm	TBA	Bailey	ENF
PCB Job Skills	TTH	5 - 8 pm	TBA	Driscoll	PCB
<i>Call for more information</i>					
Job Link (PCB Pre-requisite)	TTH	5 - 8 pm	TBA	Williams	HCC Bldg. 500
JobsNOW Classes	MTWTH	8 - 2 pm	TBA	TBA	HCC Bldg. 500
Jobs NOW Classes	MTWTH	5 - 9 pm	TBA	TBA	HCC Bldg. 500

#### Location Code

CADA - CADA Office/New Towne Center, Roanoke Rapids  
DRC - Day Reporting Center, Halifax

ENF - HCC Enfield Campus, Enfield

ESC- Employment Security Commission  
PCB - Piezotronics Plant - Halifax, NC



# JOBsNOW

## 12 in 6 Initiative

### American Recovery Reinvestment Act of 2009

Responding to North Carolina's need to get people back to work and to the call from Governor Beverly Perdue that the NC Community Colleges undertake her JOBsNOW initiative, the community colleges and the NC Department of Commerce joined together to develop and fund "12 in 6", the infrastructure and resources necessary to help train North Carolinians in needed job skills within 6 months and help rebuild North Carolina's economy.

To meet local/regional labor market demands, Halifax Community College will offer short-term occupational training courses. Courses will be offered as a single course or may be bundled as a series of courses that would lead to a job-skills credential and the NC Career Readiness Certification. These opportunities will be short-term (1 week to 6-months) with flexible scheduling.

All students must take a 24-hour Human Resources Development (HRD) course and participate in the Career Readiness Certification (CRC) assessments prior to participating in this initiative. Qualified students may receive financial assistance for registration, books and other fees through JobLink.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOCATION
HRD	MTWTH	8 - 2 pm	TBA	TBA	HCC
HRD	MTWTH	5 - 9 pm	TBA	TBA	HCC
CRC	F	9 - 1 pm	TBA	Grant	Rm. 505
Certified Nurse Aide I	TBA	TBA	TBA	TBA	TBA
Certified Nurse Aide II/Medication Aide	TBA	TBA	TBA	TBA	TBA

#### Contact information:

12 in 6 , Vera Palmer,	252-536-6376
Job Link, John Foriest,	252-536-7280
HRD, Tiffany Hale,	252-536-6342
CRC Assessments, Larry Crisafulli,	252-538-4339
or Ellen Grant,	252-536-6393



## Career Readiness Certificate (CRC)

Employers know that the costs of hiring, training, and retaining unskilled workers negatively affect their bottom line. In order to reduce the cost of remedial training and cost efficiency, companies are:

Going to pre-employment assessments to identify workplace basic skills.

Providing remedial training to potential and existing workers to reduce the skills gap that exists between those skills required on the job and those skills demonstrated.

Realigning existing workers to other responsibilities and or positions that are reflective of their skill level.

The North Carolina Career Readiness Certificate (CRC) is a skilled credential that confirms to employers, employees, and job seekers that the individual:

Has the basic workplace skill required for a job.

Is trainable for specific jobs.

Is fitting for job placement and advancement.

Individuals who successfully pass the Workkeys' Applied Mathematics, Reading for Information, and Locating Information assessments will receive a Career Readiness Certificate signed by the Governor of North Carolina.

For more information, telephone Larry Crisafulli at (252) 538-4339 or e-mail [crisafullil@halifaxcc.edu](mailto:crisafullil@halifaxcc.edu)



## Small Business Center Seminars and Courses *Helping Our Businesses and Community Grow and Prosper!*



### The HCC Small Business Center

*Your Small Business Partner to help you Start, Sustain, and Grow Your Business*

*We Provide Assistance with:*

*Business Planning Process*

*Marketing: Products & Services, Packaging, Pricing, Distribution,  
Competition, Research*

*Financials: P & L, Balance Sheet, Cash Flow*

*Other business or management issues.*

The 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 Library.

The Small Business Center welcomes comments about how to continue to serve the needs of the small business community.

Call 536-7212, 536-7216 or 536-7261 for a list of Small Business classes available this Summer.

## Business and Industry Training

*Let us design training to fit your needs.*

*Examples of customized training classes include:*

Process Relation to WIP (measuring tools)

Creative Problem Solving

Advanced Product Quality

Technical Writing

Financial

Scheduling and Process Flow

Supply Chain Management

ISO

Team Work

Leadership

Six Sigma

Diversity and Lean

For more information, call: Larry Crisafulli at (252) 538-4339 or email [crisafullil@halifaxcc.edu](mailto:crisafullil@halifaxcc.edu)

## LITERACY EDUCATION FOR THE COMMUNITY

For those who want to improve academically, get a promotion, enroll in a college program, help children with homework, build self-esteem or more fully participate in new industries coming to the Roanoke Valley, now is the time to explore Halifax Community College's Literacy Education Program including the Adult Basic Education (ABE) and General Educational Development (GED) components.

HCC has an open-door policy of continuing education for everyone who has the need and desire to learn. Any adult, 18 years or older, may enroll in either program. There is no registration fee for literacy education and classes are open-entry, open-exit. ABE classes are self-paced and individualized, where students can get one-on-one tutoring from qualified instructors. The GED exam offers high school equivalency credentials to individuals who did not obtain a high school diploma. The only cost of the program is the exam fee of \$7.50. The Learning Center is located in the 500 building, room 503. **To enroll, attend on the day or evening the class meets. For more information call:**

Tamba Thompson, Director of Literacy Education @ 536-7235  
Therman Taylor @ 536-6362

Brenda Cousins @ 536-7240  
Tiffany Hale @ 536-6342

George Holley @ 536-6395

## ADULT BASIC EDUCATION/GED CLASSES

LOCATION		DAYS	TIME	DATES	INSTRUCTOR
Campus	Learning Lab	M-TH F	8 am - 9 pm 8 am - 5 pm	5/24	Buffaloe/Davis/Tripp
Campus	Basic Reading - Rm. 502	MW	6 - 8:30 pm	5/24	Lee
Campus	ESL - Room 506	MT	6 - 9 pm	5/24	Alba
Enfield	Enfield Learning Center	MW MT	5 - 8 pm 8:30 -11:30 am	5/24 5/24	TBA Hale
Halifax	Rural Life Center (4H)	MT	12 - 3 pm	5/24	Bracey
Hollister	Haliwa-Saponi Tribal Center	TTH	6 - 9 pm	5/25	Mills
	White Rock Baptist Church	MW	6 - 9 pm	5/24	Rosser
Hobgood	Long's Chapel Church	MT	6 - 9 pm	5/24	McGuire
Scotland Neck	HCC Learning Center	MW	6:30 - 9:30 pm	5/24	Peters
	HCC Learning Center	WTH	9-12 N	5/26	Scott/Roland

### Employers

**Do you have employees who need to learn English? Do you have employees who need to learn how to read or prepare for the GED?**

### English as a Second Language

**Need Help? Interested?**

**For more information, call Tamba Thompson, HCC Director of Literacy Education at 536-7235.**

## Special Interest Courses

Special Interest courses offer opportunities for life-long 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. Preregistration is required.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
Basic Cake Decorating	M	6 - 8:30 pm	6/7 - 6/28	Gallien	Rm. 145	TBA
Advanced Cake Decorating	W	6 - 8:30 pm	6/9 / 6/30	Gallien	Rm. 145	TBA

## Law Enforcement

*Other classes may be added upon request.*

*For more information, call Greg Parker at 536-7279 or email [parkerg@halifaxcc.edu](mailto:parkerg@halifaxcc.edu)*

***Some classes are limited to a maximum number of students; therefore, early registration is recommended.***

COURSE	DAYS	DATES	TIME	LOCATION
<b>May</b>				
General Instructor Certification Course (81 hrs) <b>(Note: Must have (4) four years Law Enforcement or directly related experience.)</b>	MTWTHF	5/3 - 5/17	8-6 pm	HCC
Concealed Handgun Carry Course (8 hrs)	SAT	5/29	8 - 5 pm	TBA
<b>June</b>				
Basic Crime Scene Investigation (24 hrs)	TWTH	6/8 - 6/10	8 - 5 pm	HCC
Field Training Officer Certification Course (40 hrs)	M-F	6/14 - 6/18	8 - 5 pm	HCC
<b>August</b>				
LE Defensive Tactics Refresher Course (8 hrs)	T	8/3	8 - 5 pm	HCC
LE Driver Training (4 hrs)	SUN	8/8	TBA	HCC

*Students interested in taking Law Enforcement classes should go to [www.halifaxcc.edu](http://www.halifaxcc.edu), click on Continuing Education, " Reserve Law Enforcement " link. Provide agency, training official contact info, your name/address/phone # and e-mail address.*

## Emergency Medical Services

The Emergency Medical Services Program provides classes for various levels of Emergency Medical Services personnel. Continuing Education 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 reading placement test and score a minimum of a tenth-grade reading level in order to register for EMT-Basic. Students who do not score tenth-grade level may enroll in the Learning Lab free of charge and will be allowed to re-test only upon recommendation of the Learning Lab staff. Call 536-7235 to schedule a testing session. Testing must be completed one week prior to class beginning date. Contact Kevin Kupietz at 536-7293 for specific information.

### Emergency Medical Continuing Education Sites

Gaston	3rd Thursday of each month	7 - 10 pm	Jackson 911 Center	4th Wednesday of each month	7 - 10 pm
Hollister	3rd Wednesday of each month	7 - 10 pm	Scotland Neck	3rd Tuesday of each month	7 - 10 pm
HCC/ Room 401-B	2nd Wednesday of each month	7 - 10 pm	McPherson Center	2nd Monday of each month	7 - 10 pm

## Fire/EMS Service

The Fire/Rescue Program provides skills development training courses for all levels of fire and rescue personnel within the area. The following is a list of State Fire and Rescue Certification classes that will be offered during the Summer term. For more information, call 536-7293 or 536-7212.

COURSE	LOC*	DATES	TIME	INSTRUCTOR
<b>Heart Lab Class</b> <i>This class will discuss heart attack issues and treatments. Class will include a pig heart lab. Students must preregister. Lunch will be provided by AHA.</i>	HCC/401	5/18	8 - 5 pm	American Heart Assoc..
<b>TR Confined Space: Victim Removal</b> <i>This state certified course will instruct the student in confined space mechanical.</i>	HCC/RVRS 2	5/18 & 20	7 - 10 pm	Burris
<b>Aerials Service Testing Class</b> <i>This state certified course will instruct the student in basic aerial maintenance procedures. Class to be held three times. Students only need to attend one day.</i>	HCC/RRFD	5/24,25 or 26	8 - 5 pm	Page
<b>Wild Land Fire Suppression</b> <i>This state certified course will instruct the student on how to deal with wildland fires.</i>	HCC/Scotland Neck	5/24 - 27	7 - 10 pm	Short/Byers
<b>PEPP</b> <i>This certified class will instruct the student in prehospital care for pediatrics. It is recommended for BLS and ALS technicians.</i>	HCC/412	6/5	8 - 5 pm	Allen
<b>CPR for Nurses</b>	HCC/412	6/19	8 -5 pm	Richardson
<b>CPR for Nurses</b>	HCC/412	7/17	8 - 5 pm	Richardson
<b>CPR for Nurses</b> <i>This ASHI course will instruct the student on basic life saving techniques. Fee \$28.00</i>	HCC/412	8/7	8 - 5 pm	Richardson
<b>FF Emergency Medical Care I</b> <i>This state certified course will instruct the student on basic life saving techniques.</i>	HCC/RWWD #2	6/21,22,28,& 29	6 -10 pm	Porter
<b>Community CPR &amp; First Aid</b> <i>Fee \$31.00 (includes cards)</i>	HCC/410	7/10	8 - 5 pm	TBA
<b>EMT-Paramedic Con-ed Online</b> <i>This class will consist of 12 modules that will incorporate all of the medical knowledge requirements for recertification. It will NOT include skills. This class will be worth 60 hrs and any EMT-Paramedic book can be used. Students need to preregister.</i>	HCC/Online	7/19	Online	Kupietz
<b>EMT -I Initial</b> <i>This state certified class will cover the information needed for the student to sit for the state EMT Intermediate test in March. Insurance is required.</i>	HCC/410	8/2	6:30 - 10 pm	TBA

#### Location Code

RVRS - Roanoke Valley Rescue Squad

HCC - Halifax Community College

RRFD - Roanoke Rapids Fire Department

RWWD - Roanoke Wildwood Fire Dept.



### INVITATION FOR COURSE OFFERING REQUESTS

Halifax Community College is open to suggestions on new courses to be offered where there is a need and popular support. Anyone interested in taking a new course, in teaching, or in obtaining further information, should contact Vera Palmer, Dean of Continuing Education, at 536-6376.