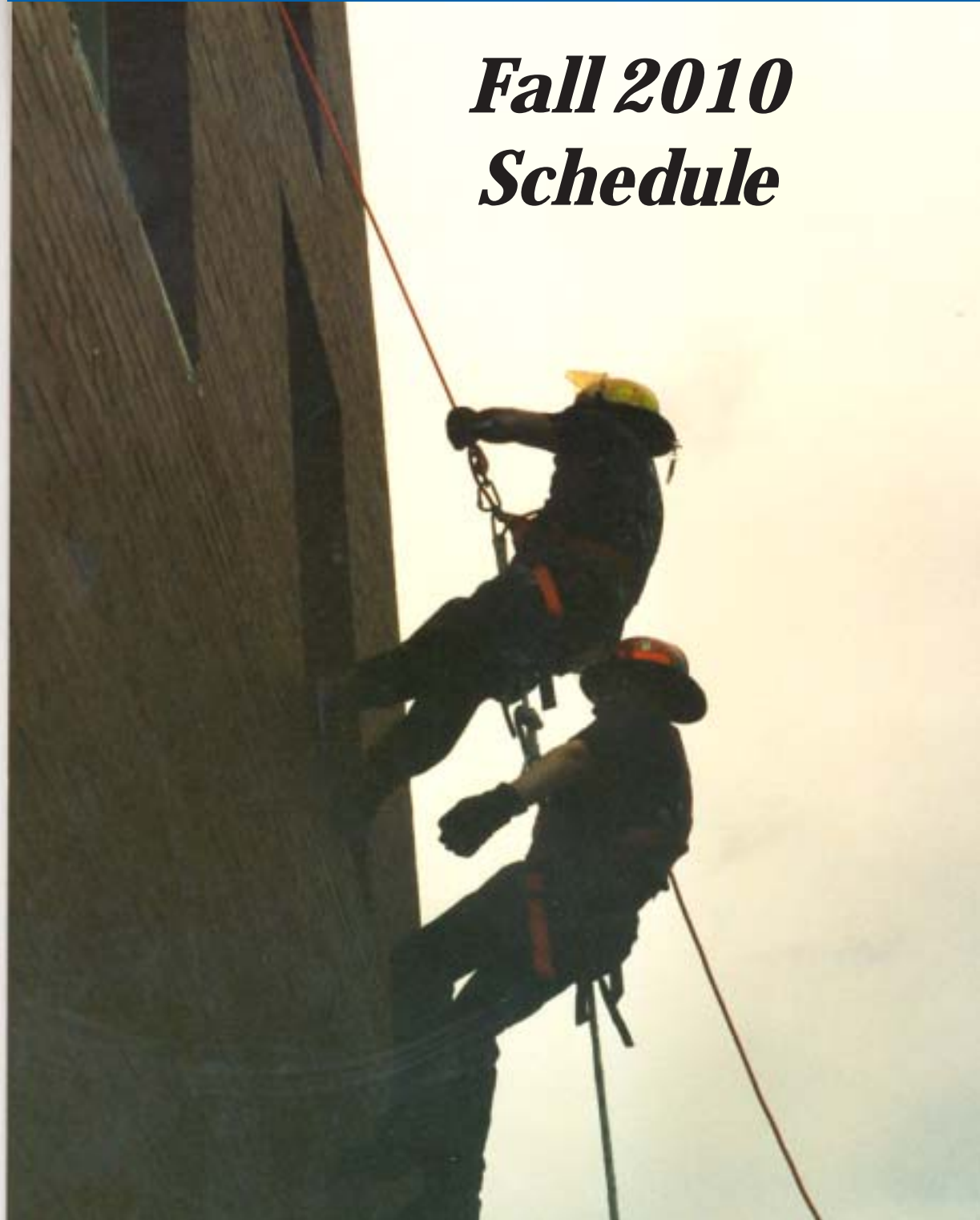


CONTINUING EDUCATION

at Halifax Community College

Fall 2010 Schedule



HOP A RIDE to Halifax Community College



with

CPTA



Service Areas	Pick-Up Times	HCC Arrival
Scotland Neck	6:30 AM	8:30 AM
Hobgood	7:00 AM	8:30 AM
Enfield	6:30 AM	8:30 AM
Halifax	8:00 AM	8:30 AM
Littleton	6:30 AM	8:30 AM

Please call (252) 539-2022, Ext. 222 for rates and more information about scheduling your ride. *All departure times are at 3:00 PM.*

Visit us on the web at: www.choanokepta.org

CONTINUING EDUCATION

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 preregister for most courses by calling 536-7261, 7212 or 7216.

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 receive one course at no cost per academic semester. Those who take a course more than twice within five years shall pay a fee based on a formula established by the N.C. Community College System. *Students will be responsible for reporting course repetitions to college officials.*

Continuing Education Department

Vera J. Palmer	Dean of Continuing Education	536-6376
Brenda Cousins	Literacy Skills Specialist	536-7240
Larry Crisafulli	Coordinator, Business/Industry	538-4339
George Holley	Literacy Skills Instructor	536-6395
Donna Giles	Chief GED Examiner & Community Service Coordinator	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
Mark Stewart	Director, Small Business Center	536-7274
Therman Taylor	Literacy Recruitment, Retention Specialist	536-6362
Tamba Thompson	Director, Literacy Education	536-7235

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.



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
AUTOMOTIVE						
Auto Safety Inspection	TW	6 - 10 pm	9/14 & 9/15	Barrett	115	\$65
	WTH	6 - 10 pm	11/17 & 11/18	Barrett	115	\$65
BUSINESS & INDUSTRY						
Lean	W	9 - 4 pm	8/11,8/18,8/25	Crisafulli	412	\$65
Lean	W	9 - 4 pm	9/1,9/8,9/15	Crisafulli	412	\$65
Lean	W	9 - 4 pm	10/6,10/13,10/20	Crisafulli	412	\$65
Lean	W	9 - 4 pm	11/3,11/10,11/17	Crisafulli	412	\$65
Lean	W	9 - 4 pm	12/1,12/8,12/15	Crisafulli	412	\$65
ELECTRICAL						
Electrical Contractors CE	MT	6 - 10 pm	11/8 & 11/9	Conwell	411	\$65
NURSING/HEALTHCARE						
HCC offers Geriatric Aide, CNA I, CNA II & Medication Aide classes. Call 536-7212,7216 or 7261 for times and dates.						
OTHER						
Notary Public	MW	6 - 9 pm	9/13 & 15	Evans-Barbee	412	\$65
Electronic Notary	M	6 - 9 pm	10/18	Evans-Barbee	412	\$65
Notary Public	MW	6 - 9 pm	11/15 & 17	Evans-Barbee	412	\$65
PLUMBING/HEATING/REFRIGERATION						
Plumbing & Fire Sprinkler CE	MT	6 - 9 pm	11/1 - 11/2	Conwell	411	\$65
HVAC & Fuel Gas (Mechanical)	WTH	6 - 9 pm	11/3 & 11/4	Conwell	411	\$65
REAL ESTATE						
RE Pre-Licensing (81 hrs)	TTH	6 - 9:30 pm	9/14 - 12/7	Eason	412	\$175
RE Post License: Broker Relationships & Responsibilities (30 hrs)	TTH	9 - 4 pm	9/14 - 9/28	Eason	412	\$120
RE Post License: Contracts & Closing (30 hrs)	TTH	9 - 4 pm	10/5 - 10/19	Eason	412	\$120
RE: Post License: Selected Topics (30 hrs)	TTH	9 - 4 pm	11/2 - 11/18	Eason	412	\$120
WASTEWATER						
Understanding Laboratory Quality Control	MW	6 - 9 pm	9/8 - 12/10	Glover	412	\$175
LEARN COMPUTERS WITH NO TEST - NO HOMEWORK!						
Preregistration is required. *A \$5 technology fee will be charged per computer class.						
COMPUTER COURSES - HCC CAMPUS						
Computer Understanding: I Know Nothing about Computers	W	1 - 4 pm	8/18 - 9/22	Grant	505	\$65
Computer Understanding: I Know Nothing about Computers	W	5:30 - 8:30 pm	9/29 - 11/3	Wells	505	\$65
Computer Understanding: I Know Nothing about Computers	M	1 - 4 pm	10/4 - 11/8	Grant	505	\$65
Computer Understanding: I Know Nothing about Computers	T	9 - 12 N	11/9 - 12/14	Grant	505	\$65
Computer Understanding: I Know Nothing about Computers	W	5:30 - 8:30 pm	11/10 - 12/15	Wells	505	\$65
Email Searching & Internet Basics	W	9 - 12 N	9/1 - 10/6	Grant	505	\$65

CONTINUING EDUCATION

Email Searching & Internet Basics	TH	5:30 - 8:30 pm	10/7 - 11/18	Wells	505	\$65
How to use Facebook, Smartphones & Digital Cameras	M	5:30 - 8:30 pm	10/4 - 11/8	Grant	505	\$65
Intermediate MS Excel	TW	1 - 4 pm	11/23 - 12/8	Grant	505	\$65
Intermediate MS Word	TH	9 - 12 N	10/7 - 11/18	Grant	505	\$65
Intro. to Keyboarding	T	5:30 - 8:30 pm	8/17 - 9/21	Vick	505	\$65
Microsoft Access	M	5:30 - 8:30 pm	11/15 - 12/20	Grant	505	\$65
Microsoft Excel	TH	5:30 - 8:30 pm	8/19 - 9/23	Wells	505	\$65
Microsoft Powerpoint	TH	9 - 12 N	8/19 - 9/23	Grant	505	\$65
Microsoft Publisher	T	5:30 - 8:30 pm	10/5 - 11/16	Garner	505	\$65
Microsoft Windows 7	T	9 - 12 N	9/28 - 11/2	Grant	505	\$65
Microsoft Word	T	9 - 12 N	8/17 - 9/21	Grant	505	\$65
Quickbooks Pro	T	5:30 - 8:30 pm	10/5 - 11/9	Forsht	125	\$65

COMPUTER CLASSES - ENFIELD CENTER

Internet Applications	W	9:30 - 11:30 am	9/1 - 11/17	Forsht		\$65
Microsoft Word	W	5:30 - 8:30 pm	10/13 - 11/17	Bailey		\$65

COMPUTER CLASSES - LITTLETON CENTER

Microsoft Excel	W	9 - 12 N	10/13 - 11/17	Grant		\$65
Microsoft Word	TH	1 - 4 pm	8/19 - 9/23	Grant		\$65

COMPUTER CLASSES - SCOTLAND NECK CENTER

Computer Understanding: I Know Nothnig about Computers	W	5:30 - 8:30 pm	9/1 - 10/6	Grant		\$65
Microsoft Word	W	1:30 - 4:30 pm	10/6 - 11/10	Grant		\$65



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 and are expected to begin in late August or September.

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	LOC*
HRD	TWTH	8 - 5 pm	8/25 - 8/27	TBA	HCC
HRD	TWTH	8 - 5 pm	9/1 - 9/3	TBA	HCC
CRC	F	9 - 4 pm	First assessment starts 8/20		Rm. 505
Healthcare Billing & Coding	Online		9/13 - 12/26		
Certified Nurse Aide I	TBA	TBA	TBA	TBA	TBA
Certified Nurse Aide II	TBA	TBA	TBA	TBA	TBA
Medication Aide	TBA	TBA	TBA	TBA	TBA
Plumbing	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

6 CRC Assessments, Larry Crisafulli, 252-538-4339 or Ellen Grant at 252-536-6393

HCC welcomes new director Stewart makes 'cents' of the Small Business Center

by *Jacqueline Hough*
The Daily Herald Staff Writer

As the new director of the Small Business Center at Halifax Community College, Mark A. Stewart wants to help Valley businesses reach their potential. Stewart started the position July 1 with 500 business cards the college ordered for him — he plans to visit all the businesses in the Valley and hand those cards out. "I don't want them in my desk," Stewart said.

"In order to get rid of them, I have to give them away. And I don't plan on giving them to faculty and staff here because they already know who I am."



With Interstate-95 providing the area with many visitors, Stewart wants to help businesses provide those visitors with the right first-experience to keep them coming back. "I want to increase the value of customer service in the community," Stewart said. He plans to also help area towns look at their value and not see themselves as just a small town. "Small towns are gold mines," Stewart said. "They don't realize how strong they are."

Stewart's experience in consulting, contract management, budget administration, hiring and training staff and building partnerships with the educational and business community played a role in him being selected for the job. For 10 years he has owned his own consulting business with clients throughout North Carolina, Philadelphia, Pittsburgh and Washington, D.C.

HCC President Dr. Ervin Griffin Sr. said Stewart came highly recommended and is very energetic. "They (the public) will be pleased with what he has to offer Valley businesses," Griffin said.

Stewart has always had a strong interest in business. When he was in the fifth grade, he started attending General Electric union meetings with his parents. He admits to being fanatic about contracts and negotiations. "I was going to these meetings like I was a member," he said. This led Stewart to start reading company portfolios and learning about stock dividends. "By my senior year in high school, I was like Alex P. Keaton (on the TV show, Family Ties)," Stewart said. His plan was to be a corporate attorney, but the death of his twin brother changed his focus.

Stewart has a Bachelor's in Criminal Justice from Edinboro University in Edinboro, Pa., a Master's in Business Administration from Eastern University in St. David, Pa., and a Master's in Human Resources Development from Villanova University, Villanova, Pa.

Since he started at HCC, he has been acclimating himself to the school and the area. "I am very, very, very good at what I do and once I learn the rules, I may be shaking some feathers," he said. He stressed if businesses need training for their employees, to talk with him about their needs. For example, if a course or training opportunity is needed, he could potentially set one up. "Or if they want to travel and the interest is there, we possibly could have a satellite site. We will do whatever it takes to get things done."

Stewart is also interested in creating opportunities for high school students through youth entrepreneurship and other areas. "I got a lot of work to do," he said. "My goal is not to sit behind a desk, but to get the college out there."

If you would like to contact Mark Stewart, call the Small Business Center at Halifax Community College at 252-536-7274.

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



Mark Stewart, Director
 252-536-7274 stewartm@halifaxcc.edu

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 the Small Business Center in the 400 Building.

The director, Mark Stewart, can be reached at 536-7274. The Small Business Center welcomes comments about how to continue to serve the needs of the small business community.

Preregistration is required unless otherwise noted.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
STARTING & OPERATING YOUR BUSINESS SUCCESSFULLY						
Basic Bookkeeping & Taxes	M	6 - 9 pm	9/27	McLamb	412	\$0
How to Start a Non-Profit Business	T	6 - 9 pm	10/5	Gore	412	\$0
How to Write a Winning Business Plan	TH	6 - 9 pm	10/14	Collins	412	\$0
Small Business Resource Expo + Panels on Finance & Entrepreneurship (light snacks provided)	M	5:30 - 8:30 pm	10/18	UPC COG	401/412	\$0
10 Steps to Starting Your Own Business	T	6 - 9 pm	10/19	McLamb	412	\$0
DOING BUSINESS ON THE INTERNET						
Easy Online Website Design Marketing & Facebook	T	6 - 9 pm	10/5	Brossman	412	\$0
FINANCIAL TOPICS						
How to Fix Your Credit	TH	6 - 9 pm	9/9	Bayse	412	\$0
Grant Writing 101	T	5:30 - 8:30 pm	9/14	Abrams	401A	\$0
Grant Writing 102	TH	5:30 - 8:30 pm	9/23	Abrams	401A	\$0

BUSINESS & INDUSTRY SERVICES

Let us design training to fit your needs.

Examples of customized training classes include:

Creative Problem Solving
Critical Thinking
Financial Leadership

Process Improvement
Project Mangement
Six Sigma
Team Work

For more information, call: Larry Crisifulli at 252 538-4339 or email crisifulli@halifaxcc.edu

CONTINUING EDUCATION

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 email crisafullil@halifaxcc.edu

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.

Human Resource Development 2010 Fall Schedule

Course	Days	Time	Dates	Instructor	Location
PCB Job Skills	TTH	5 - 8 pm	TBA	Driscoll	PCB
AAA Job Skills	TW	6 - 8 pm	TBA	Murphy	HCC
Computer Interaction	M	9 - 12 N	9/13 - 12/6	Grant	HCC
Job Communication	W	10 - 12 N	TBA	TBA	ESC
PC Interaction	T	1 - 4 pm	9 /14 - 12/7	Grant	HCC
Career Driven - PCB	TTH	5 - 8 pm	9/7 - 10/7	TBA	HCC
Employment Morale	MTF	5 - 9 pm	8/23 - 9/7	Alston	CADA
Career Start	W	12:30 - 2:30 pm	9/8 - 10/27	Bracey	DRC
Computer Intro	M	5 - 8 pm	TBA	Sneed	HCC
Computer Pathways	TTH	5 - 8 pm	9/7 - 10/14	Sneed	HCC
Computer Sense	W	5:30 - 8:30 pm	TBA	Bailey	HCC - ENF

Location Code

PCB - Piezotronics, Halifax	ESC- Employment Security Commission
HCC - Halifax Community College	ENF - HCC Enfield Campus, Enfield
DRC Day Reporting Center, Halifax	CADA - CADA Office/New Towne Center, Roanoke Rapids

CONTINUING EDUCATION

Online Continuing Education Classes

There are over 100 online classes available. Please visit www.ed2go.com/halifaxccc for all Fall 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 for requirements, demonstrations, and additional information. Registration fee will be \$65 for each class.

Ed2Go Starting Dates Fall 2010
Aug 18th, Sept. 15th, Oct. 20th, Nov. 10th & Dec. 8th

Teacher Renewal

Teacher renewal courses assist teachers in meeting their licensure 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 credit.

COURSE	DAYS	DATES	TIME			COST
Effective Teacher Trng.	TTH	9/7 - 9/30	5:30 - 8:30 pm	Walton-Gary	506	\$65 + Book
	MW	9/13 - 10/6	3 - 6 pm	Bullock-Balmer	510	\$65 + Book
	TTH	10/5 - 10/28	5:30 - 8:30 pm	Bullock-Balmer	506	\$65 + Book

For additional information that may earn CEU credit, see our Education2Go online course offerings.



CONTINUING EDUCATION

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.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC	COST
Wilton Cake Decorating Basics	M	6 - 8:30 pm	8/16 - 9/13	Gallien	HCC	\$25
Wilton Flower & Cake Design	M	6 - 8:30 pm	9/20 - 10/18	Gallien	HCC	\$25
Wilton Gum Paste & Fondant	M	6 - 8:30 pm	10/25 - 11/15	Gallien	HCC	\$25

MOTORCYCLE RIDER SAFETY COURSE

October 1 - 3 **October 15 - 17**
October 8 - 10 **October 22 - 24**

Times: Friday 6 - 10 pm
Saturday & Sunday 8 - 6 pm
Cost: \$120.00



For more information, call 536-7216, 536-7212 or 536-7261.



HCC OFFERS LITERACY EDUCATION TO 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.

ADULT BASIC EDUCATION/GED CLASSES

LOCATION	DAYS	TIME	BEGINS	INST.	
Campus	Learning Lab	M-TH	8 am - 9 pm	8/9	Buffaloe/Tripp/ Davis/Johnston
		F	8 am - 5 pm		
Campus	Basic Reading - Rm. 502	MW	6-8:30 pm	8/9	Lee
Campus	ESL - Room 506	MT	6 - 9 pm	8/9	Alba
Enfield	Enfield Learning Center	MW	5 - 8 pm	8/9	Sumner/Boyd
		MT	8:30 -11:30 am	8/9	Hale
Halifax	NC Cooperative Extension	MT	12 - 3 pm	8/9	Bracey
Hobgood	Long's Chapel Church	MT	6 - 9 pm	8/9	McGuire
Hollister	Haliwa-Saponi Tribal Cntr.	TTH	6 - 9 pm	8/10	Mills
	White Rock Baptist Church	MW	6 - 9 pm	8/9	Rosser
Littleton	John 3:16 Center	MT	10 - 2 pm	8/9	Whittemore
		WTH			
Scotland Neck	HCC Learning Center	MW	6:30 - 9:30 pm	8/9	Peters
	HCC Learning Center	WTH	9-12 N	8/11	Scott/Roland

Fall classes start August 9th, 2010

To enroll, attend on the day or evening the class meets.

For more information call:

The Learning Center is located in the 500 building, room 503.

Tamba Thompson, Director of Literacy Education @ 536-7235

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.

In-Service Training Schedule for Law Enforcement

Other classes may be added upon request.

For more information, call Greg Parker at 536-7279 or email parkerg@halifaxcc.edu

Due to classes being limited to a maximum number of students, preregistration is required. To register, call 536-7279 or 536-7216.

August

Physical Fitness for Law Enforcement	TTH	8/16 - 11/15	40 hrs.
Basic Telecommunicator Certification	SUN-F	8/29 - 9/3	47 hrs.

September

General Instructor Certification	M - F	9/13 - 9/24	81 hrs.
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October

Defensive Tactics for Law Enforcement	W	10/6	8 hrs.
Basic Crime Scene Investigation	MTW	10/18 - 10/20	24 hrs.

November

Detention Officer Certification Course	M - F	11/1 - 11/29	167 hrs.
Firearms Simulator Training	M - F	11/15 - 11/19	Call for hrs.
Driver Training Refresher	SAT	11/13	4 hrs.
2010 LE Mandated Training (Classroom)	TW	11/23 & 24	16 hrs.

December

Expandable Baton Certification	TH	12/2	8 hrs
TASER Certification	F	12/3	6 hrs.
OC Pepper Spray Certification	F	12/3	4 hrs.
Combat Firearms	SAT	12/4	8 hrs.



Students interested in taking Law Enforcement classes should go to 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.

CONTINUING EDUCATION

Emergency Medical Services

The emergency services program provides both continuing education and curriculum programs 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.

The following courses are offered periodically:

CPR/First Aid 9/25, 11/13 from 8 - 5 pm

*Students must take 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 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 536-7235 to schedule 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
Hollister	3rd Wednesday of each month	7 - 10 pm
HCC/ Room 401-B	2nd Wednesday of each month	7 - 10 pm
Jackson 911 Center	4th Wednesday of each month	7 - 10 pm
Scotland Neck	3rd Tuesday 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 Fall semester. For more information, call 536-7293 or 536-7212.

Title	Location	Date	Time	Instructor
EMT Basic Initial	HCC/412	8/16	6:30 - 9:30 pm	Allen
EMS CE Behavioral Emergencies	HCC/SN	8/17	7 - 10 pm	Askew
EMS CE Behavioral Emergencies	HCC/ Hollister	8/18	7 -10 pm	King
EMS CE Behavioral Emergencies	HCC/Gaston	8/19	7 - 10 pm	Hale
Tabletop Weldon Burn	HCC/401	8/17	7 - 10 pm	Byers
Rescue I & II	HCC/Littleton FD	8/17	6 - 10 pm	Strickland
Training Officer Class	HCC/410	8/18	7 - 9 pm	Kupietz
EMT Paramedic CE	HCC/Online	8/19	Online	Kupietz
AMLS Course	HCC/412	8/21	8 - 5 pm	TBA
FFI & II Fire Behavior	HCC/Online	8/23	Online/8-10am	Kupietz
FFI & II Fire Prevention & Public Education	HCC/Online	8/23	Online/10-12N	Kupietz
TR VMR Rescue Ops.	HCC/Online	8/23	Online/12-2 pm	Kupietz
TR General Rescue Operations	HCC/Online	8/23	Online/2-4 pm	Kupietz
TR Ropes: Rescue Operations	HCC/Online	8/23	Online/4 -6 pm	Kupietz
EMS Instructor Trng: Working w/ Students	HCC/410	8/24	7 - 9 pm	Kupietz
EMS Instructor Trng. Working w/Students	HCC/410	8/25	7 - 9 pm	Kupietz
CPR for Nurses	HCC/412	8/28	8 - 5 pm	Kupietz
EMS CE BLS Scenarios & Skills	HCC/401	9/1	7 - 10 pm	Ferguson
EMS CE BLS Scenarios & Skills	HCC/401	9/8	7- 10 pm	Rogers

CONTINUING EDUCATION

Fire/EMS Service, Cont'd

Title	Location	Date	Time	Instructor
ACLS	HCC/412	9/11	8 - 5 pm	Garvey/Ellen
Fire/EMS Instructor Methodology	HCC/410/Online	9/13	Online/6-10pm	Kupietz
EMS CE Evidence Preservation/Narcan Adm.	HCC/RRFD	9/14	7 - 10 pm	Bryant
EMS CE Evidence Preservation/Narcan Adm.	HCC/RRFD	9/15	7 - 10 pm	Bryant
EMS CE Evidence Preservation/Narcan Adm.	HCC/RRFD	9/16	7 - 10 pm	Bryant
Tips on Writing Emergency Service Grants	HCC	9/15	6:30 - 9:30 pm	Kupietz
Large Scale Burn Functional Exercise	HCC/Weldon	9/18	Start 8am (Can sign up for 8 hr shift around the clock)	Many
FFI PPE	HCC/Rheasville	9/20	6 - 10 pm	Exum
Fire Control I & II	HCC/Littleton FD	9/20	6-10/8-5 pm	Porter
Agriculture Terrorist Response Train the Trainer	HCC	9/21	6:30 - 9:30 pm	Parker
Community CPR/First Aid	HCC/410	9/25	8 - 5 pm	Richardson
Community CPR/First Aid	HCC/410	11/13	8 - 5 pm	Richardson
Surface Rescue Tech I	HCC/RVRS	9/25	1-10/8-6 pm	T Smith
ITLS	HCC/412	9/25	8 - 5 pm	Ricks
Regional OSFM Testing	HCC/401	10/4	TBA	NCOSFM
Surface Rescue Tech Advanced	HCC/RVRS	10/8	1-11/8-11	T. Smith
EVD	HCC/Davie FD	10/11	8-5/6-10 pm	Babb
EVD	HCC/RVRS FD	11/7	8-5 pm	Babb
EVD	HCC/RVRS FD	11/8	9-5 pm	Babb
EMS CE Driving Skills	HCC/401	10/12	6 - 10 pm	Babb
CPR First Aid Instr.	HCC/410	10/12	9 - 4 pm	Kupietz
ACLS	HCC/412	10/16	8 - 6 pm	Loyd
PALS	HCC/412	10/17	8 - 6 pm	Loyd
Forcible Entry Firefighter I	HCC/Tillery FD	10/25	6 - 10 pm	Babb
Medical Terminology	HCC/Online	11/1	Online	Clay
FLSE General I	HCC/Online/Hybrid	11/1	Online/8 - 9 am	Boggs
FLSE Administration I	HCC/Online/Hybrid	11/1	Online/9 - 10 am	Boggs
NIMS Safety Officer Course	HCC/412	11/9	8 - 6 pm	TBA
GEMS	HCC/TBA	11/13	8 - 5 pm	Register
EMT Intermediate CE	HCC/Online	11/15	Online	Kupietz
PEPP	HCC/412	12/4	8 - 5 pm	Allen



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