Career Connections
Workforce Development and Lifetime Learning Center
January-July 2015 Course Catalog

Get Lean Six Sigma certified. See page 9.

Upgrade your computer skills with Comp TIA Certification. Page 16.

NEW ambulance enhances EMT classes See page 1.

Improve speech and writing skills See page 5.

Go to www.CravenCC.edu/wfd
Prepare and improve with us

Letter from Robin Matthews

Are you prepared?

Many employers are actively seeking job applicants with certifications and training that make them “stand-out” candidates. Craven Community College Workforce Development (WFD) invites you to explore numerous offerings that could make you a solid candidate for the job you want.

WFD offers certification training in areas such as Welding, Construction or Environmental Safety. Some courses, such as Forklift Operator, Small Engine Repair, HVAC classes and many others are quick to complete and very affordable. We also have training available that will prepare you for state or national certification exams such as Certified Nursing Assistant II, Pharmacy Technician and Emergency Medical Technician, to name a few. Additionally, we offer computer training to improve your skills in Excel, Word or other software programs.

Need to strengthen your résumé or improve job search skills? See what the HRD/Employment Readiness section has to offer you. In many instances, these courses are provided at no cost. We also offer the Career Readiness Certification (CRC) exam through our Career Readiness Labs on both campuses.

If you own a small business or would like to start one, our Small Business Center will teach you how to prepare a business plan, apply for a small business loan, keep sound financial records, understand tax laws, and more. These information sessions are provided at no cost by the state of North Carolina.

Like to learn online?

We have over 300 ed2go online courses that start every month. We offer a wide variety of subjects and many classes can be completed quickly. (See page 13)

WFD is committed to preparing you for the job market, enhancing your professional skills, or increasing your personal knowledge. Please look through our course offerings and let us be your partner in success. Register today!

Robin Matthews
Interim Dean of Workforce Development

New ambulance gives students a more complete educational experience

Craven Community College Workforce Development (WFD) is deploying a new ambulance in a continued effort to make its EMT training state-of-the-art. “Hands-on, real-world simulation training is essential in emergency medical courses,” said Jon Stephens, instructor and EMS training coordinator.

The new Fire/EMT training vehicle is a 1998 MedicMaster ambulance built on a Freightliner FL-60 chassis. It was purchased from Fair Oaks Volunteer Fire and Rescue Company, which is located in Fairfax County, Virginia.

Stephens said that classroom training is satisfactory, however, conducting that same training inside an ambulance better prepares students for their future career as an EMT or Paramedic. With the addition of the ambulance, new WFD training and certification preparation courses can be added such as Critical Care Transport, Emergency Vehicle Driving (EVD), Patient Simulation Medical, Patient Simulation Trauma, Ambulance Operations, and Radio Reports.

Additional plans for the ambulance includes integrating WFD’s recently acquired MegaCode Kelly™ into the ambulance training. MegaCode Kelly™ is full-body, real-life simulation manikin designed to allow students to practice advanced, difficult and obstructed airway scenarios and intravenous (IV) therapy.

See upcoming emergency medicine training courses on pages 19-21.
Craven Community College’s Workforce Development is worth raving about!

“After a long career as a truck driver, I came back to school to improve my computer skills through Workforce Development. I received a lot of support and encouragement which made it easier to continue my education. Now, I am enrolled in the machining degree program.”

Sam Nelson

“I was afraid that I wouldn’t learn anything in an online class. I was wrong. This class was very well taught and the instructor did a great job of making the lessons understandable and relevant. I learned more than I thought I would. I would take every class this instructor teaches.”

Portia Coleman

“I originally looked into the Aviation Technology Program, but the program was full at the time. The instructor suggested I look into welding. Now that I am a welding student, I feel being here was a happy accident. I want to work at something I enjoy and I love welding!”

James Arnold

www.CravenCC.edu/wfd
ACCOUNTING

Accounting Fundamentals—Online  
ed2go
Increase your financial awareness and accountability and gain a marketable skill by learning the basics of double-entry bookkeeping, how to analyze and record financial transactions, and prepare various financial reports. Accounts receivable, accounts payable, payroll procedures, and sales taxes will be covered. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravencc.

35683 Jan. 21-March 23  35704 May 13-July 10
35688 Feb. 18-April 10  35709 June 17-Aug. 7
35693 March 18-May 8    35714 July 15-Sept. 4
35698 April 15-June 5    Online class starts monthly  $70

Accounting Fundamentals II—Online  
ed2go
Build on the knowledge gained in the Accounting Fundamentals course to gain a solid understanding of corporate accounting practices. Learn how to work with financial reports, dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholder’s equity, and more. Requires completion of Accounting Fundamentals. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravencc.

35683 Jan. 21-March 23  35704 May 13-July 10
35688 Feb. 18-April 10  35709 June 17-Aug. 7
35693 March 18-May 8    35714 July 15-Sept. 4
35698 April 15-June 5    Online class starts monthly  $70

QuickBooks Basics Lab—NB  
New!
Learn the power of the popular QuickBooks accounting program. You’ll be introduced to basic accounting, and learn how to set up a chart of accounts, customers and vendors for a company. Create invoices, statements and transactions. Work with bill payment methods, taxes, reports and more. No textbook is required for the course. Basic computer skills such as computer data entry and keyboarding required.

35734 Feb. 3-26  TTh  5:30-8:30 p.m. BIT 112 $70+$5
35735 April 14-30 TTh  9 a.m.-1 p.m. BIT 112 $70+$5
35736 June 8-July 1  MW  5:30-8:30 p.m. BIT 112 $70+$5

AIR CONDITIONING/HEATING

EPA Refrigerant Certification—NB
Trades jobs abound. Earn the certification that allows you to purchase coolants for small appliances and refrigerant/cooling systems. The instructor will lead discussions and presentation of certification materials, including a pre-test. The state examination is administered during class; $25 charge for scoring.

35737 Jan. 13-27  T  6-10 p.m.  Brock 205  $70
35738 April 14-28 T  6-10 p.m.  Brock 205  $70

HVAC Technology—NB
Study HVAC operations, maintenance, and troubleshooting of residential and light commercial heating/cooling systems. Use diagnostic tools/procedures to identify problems and establish operating efficiencies in accordance with manufacturer guidelines and standards. The instructor will provide instructional materials in this informative and valuable class.

35739 Jan. 7-April 1  W  6-9 p.m.  Brock 205  $125
35740 April 15-July 8  W  6-9 p.m.  Brock 205  $125

NATE Core Preparation—NB
Take this class and qualify to sit for the installation and service core tests of the NATE (National American Technical Excellence) and KATE (Knowledge Area of Technical Expertise) professional standards. The class includes the necessary preparatory information and pre-tests.

35741 Feb. 17-24  T  6-10 p.m.  AMC 118  $70

AUTOMOTIVE

Independent Auto Dealer Renewal—NB
This class meets the State’s annual continuing education training requirements for renewal of the Used Motor Vehicle Dealer’s License. Stay current and legal.

35807 April 8   W  9 a.m.–4 p.m.  AMC 104  $70

Onboard Diagnostic (OBD) Emissions II Inspection—NB
Keep your essential certifications up-to-date. This course certifies vehicle emission inspectors in accordance with state law. Information at: www.ncdot.gov/dmv/vehicle_services/emissions-inspection.

35808 Feb. 10/12  TTh  6-10 p.m.  StCtr 129  $70
35809 April 14/16 TTh  6-10 p.m.  StCtr 129  $70
35810 June 9/11  TTh  6-10 p.m.  StCtr 129  $70

Safety Inspection—NB
This short course offers Initial/Renewal Certification for vehicle safety inspectors in accordance with state law. The instructor provides course materials.

35911 Jan. 13/15  TTh  6-10 p.m.  StCtr 129  $70
35912 March 10/12 TTh  6-10 p.m.  StCtr 129  $70
35913 May 12/14 TTh  6-10 p.m.  StCtr 129  $70

Dave Dugdal
Small Engine Mechanic–NB
Learn to operate small engines in accordance with the manufacturer’s specifications. We’ll cover troubleshooting, safety, and the replacement of defective components. Upon completion of the course, you will be able to explain basic operating principles of small engines, adjust engines for operational efficiency, and work in a safe manner—key knowledge and skills for a small engine mechanic.
35745 Jan. 31-March 21 Sa 9 a.m.-noon StCtr 126 $70

AVIATION

Aviation Sheet Metal–HV
Enjoy using the knowledge, skills and patience of an Aviation Sheet Metal Artisan to produce superior work. We’ll provide expert instruction and sheet metal supplies. You must bring: safety glasses, gloves and shoes that fully cover the foot. For additional information, contact Kim Zaccardelli at (252) 444-6013 or zaccardk@cravencc.edu. Cost includes tuition, supply fee and student insurance coverage.
35609 Feb. 8-June 20 Th 5:30-10 p.m. $180+$65.60
4th Sa Monthly Sa 8 a.m.-5 p.m. Havelock

FAA General/Airframe/Powerplant Certification Prep.
Prepare for the FAA General/Airframe/Powerplant Certification in this class. The college will provide your textbooks, supplies and exam fees. Pre-requisite: FAA 8610 Sign-Off. For additional information, contact Kim Zaccardelli at (252) 444-6013 or zaccardk@cravencc.edu.

General/Airframe-HV & New River
35610 Jan. 12-May 12 MT 5:30-9:30 p.m. Havelock $1,500
35611 Jan. 12 & M 5-5:30 p.m.
Jan. 14-May 14 WTh 5:30-9:30 p.m. New River $1,500

General/Powerplant-HV & New River
35612 Jan. 12 & M 5-5:30 p.m.
Jan. 14-May 14 WTh 5:30-9:30 p.m. Havelock $1,500
35613 Jan. 12-May 12 MT 5:30-9:30 p.m. New River $1,500

BUSINESS AND MANAGEMENT

Fundamentals of Supervision and Management–Online ed2go
Want the skills to be an effective manager or supervisor? Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. This course requires that you’ve already completed Fundamentals of Supervision and Management. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35682 Jan. 21-March 23 35703 May 13-July 10
35687 Feb. 18-April 10 35708 June 17-Aug. 7
35692 March 18-May 8 35713 July 15-Sept. 4
35697 April 15-June 5 Online class starts monthly $70

Leadership–Online ed2go
Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35682 Jan. 21-March 23 35703 May 13-July 10
35687 Feb. 18-April 10 35708 June 17-Aug. 7
35692 March 18-May 8 35713 July 15-Sept. 4
35697 April 15-June 5 Online class starts monthly $70

Fundamentals of Supervision and Management II–Online ed2go
Want the skills to be an effective manager or supervisor? Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. This course requires that you’ve already completed Fundamentals of Supervision and Management. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35682 Jan. 21-March 23 35703 May 13-July 10
35687 Feb. 18-April 10 35708 June 17-Aug. 7
35692 March 18-May 8 35713 July 15-Sept. 4
35697 April 15-June 5 Online class starts monthly $70

Leadership–Online ed2go
Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35682 Jan. 21-March 23 35703 May 13-July 10
35687 Feb. 18-April 10 35708 June 17-Aug. 7
35692 March 18-May 8 35713 July 15-Sept. 4
35697 April 15-June 5 Online class starts monthly $70

Law and Administration–NB
Study the NC Administrative and Enforcement Requirements Code available from the International Code Council at (800) 786-4452 or www.iccsafe.org and qualify to sit for any of the State Code Enforcement examinations.
35752 April 17-19 F 7-9 p.m. AMC 118 $70
35753 April 17-19 Sa 8 a.m.-5 p.m.
35754 April 17-19 Su 8 a.m.-2 p.m.

www.CravenCC.edu/wfd
Ready to register? Go to page 25.
COMMERCIAL VEHICLE ESCORT

DOT Wide Load Escort–NB

Do you like driving? Would you like to get paid to do it? The North Carolina Department of Transportation requires that all Oversize-Overweight Load Escort Vehicle drivers be certified. Our course can fulfill this requirement. In 8 hours, you will get instruction in safe and effective escort skills, take an exam that documents comprehension of key concepts, and learn about the system of recognizing drivers certified by this or another state. This class meets the requirements for both initial and re-certification. Certification is valid for four years. Advanced registration is REQUIRED. These classes are self-supported; fee-exempt status does not apply. All materials are included in the registration fee.

35814 Jan. 27  T  8 a.m.-5 p.m.  Brock 100  $105
35815 April 24  F  8 a.m.-5 p.m.  Brock 100  $105

COMMUNICATIONS

Communicating Effectively in Challenging Situations–NB

Do you find communicating effectively in business a challenge? Want to sharpen your edge? Communication is the process by which projects and relationships are created, maintained, altered, and sometimes destroyed. The I-Skills Zone enables you to be more influential - making significant contributions to help people and projects move ahead. When you apply the skills, you will increase your interpersonal effectiveness up, down, and across the organization, as well as with customers and suppliers outside the company. The I-Skills Zone will increase your capacity as an individual to handle complexity, as you work one-on-one and in teams. When the I-Skills Zone becomes the common human operating system within your company’s culture, it provides a competitive advantage. I-Skills Zone materials are required and available for purchase at the college book store.

35742 Feb. 12-13  Th  1-5 p.m.
     F  8 a.m.-5 p.m.  Brock 100  $70

Core Communication Skills–NB

Attend the premier applied interpersonal communication skills course—Core Communications. In Core, you’ll learn six talking skills and five listening skills for resolving conflicts, making decisions, solving problems, and negotiating more effectively. These practical communication skills strengthen your relationships and increase your personal and professional opportunities. Through this program you can expect to: develop confidence that you can communicate effectively in any situation; create faster, better resolutions to conflicts; increase your personal power and influence; choose specific approaches for handling difficult conversations; and reduce interpersonal tension and stress. Core Communications materials are required and available for purchase at the college book store.

35743 April 23-24  Th  1-5 p.m.
     F  8 a.m.-5 p.m.  AMC 118  $70

Getting Paid to Talk: Making Money with Your Voice–NB

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. For more info, please visit voicecoaches.com/gptt.

35744 March 16  M  6:30-9 p.m.  Brock 100  $25

Interpersonal Communication–Online ed2go

Learn strategies for success in everyday interpersonal communication. Explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in cultural and gender conversation styles and conflict management. Gain practical strategies to use today to improve communication at home, in social situations and the workplace. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenc.

35682 Jan. 21-March 23  35703 May 13-July 10
35687 Feb. 18-April 10  35708 June 17-Aug. 7
35692 March 18-May 8  35713 July 15-Sept. 4
35697 April 15-June 5  Online class starts monthly  $70

Sharpen Your Writing Skills–NB

Do you want to improve your writing? This 24-hour class will help to overcome barriers to polish your written presentations or create an appropriate business memo or press release. This course is designed to help you master the techniques of writing, including focus, word choice, modifier placement, and punctuation. At the conclusion, you will be able to express your ideas in a clear, concise, and correct way. No textbook required but bring your ideas to class.

35828 March 10-24  TTh  6-8 p.m.  Brock 100  $70

Become a Published Author–NB

Have an idea for a short story, book of essays or poems, non-fiction book, family history, or even a cookbook? Then this course is designed to help you edit and prepare your work for publishing. Participants will learn how to publish finished works through lulu.com, a popular self-publishing service that also lists projects on Amazon.com. Requirement: Participants must have an organized project idea or a rough draft of a writing project and basic computer skills including access to email and the internet. A good grammar reference book such as Writing, Inc. is suggested but not required.

35829 May 30-June 27  Sa  9-11 a.m.  Barker 200  $70
CONSTRUCTION

General Contractor Examination Preparation–NB
35753 Feb. 3-April 28 TTh 6-9 p.m. Brock 207 $180
No class on March 26, April 7 & April 9

NCCER Construction 1–NB
Good news! The construction industry continues to rebound with job opportunities leading to great careers. This 220-hour program prepares you for an entry-level position with a residential or commercial construction company. You’ll get certification in Safety with a 10-hour OSHA Construction completion card, a certification in safe forklift operations and National Center for Construction Education and Research (NCCER) certifications in Core Construction Principles and in Painting. The class is divided into lecture and performance evaluations. Score at least 80% correct on all written exams and complete all skill evaluations to pass. The class will be offered on the New Bern campus and at the Religious Community Services (RCS) Annex at 919 George Street. Class size is limited. Class cost $180 tuition + $.60 insurance fee. For class schedule, financial assistance, or other information, contact Eddie Foster at (252) 638-3919 or fostere@cravenc.edu.

NCCER Construction 2–NB
After successfully completing NCCER Construction 1, you’re ready for NCCER Construction 2. In Part 2, you’ll be introduced to carpentry and weatherization. You’ll add valuable skills and knowledge to your job-related tool box, including knowledge of building materials, construction drawings, floor systems, wall systems, basic stair layout and ceiling joist and roof framing. You will also learn the fundamentals of weatherization and how it applies to the building envelope. You’ll start to apply what has been learned in the classroom to the real world through hands-on collaborative construction of the homes being built for The Greater New Bern Habitat for Humanity and various other projects. When you successfully complete the program, you will receive NCCER certifications in Level 1 Carpentry and the Fundamentals of Weatherization. This course will be offered on the New Bern campus and at the Religious Community Services (RCS) Annex at 919 George Street Class cost $180 tuition + $.60 insurance fee. For class schedule, financial assistance, or other information, contact Eddie Foster at (252) 638-3919 or fostere@cravenc.edu.

COSMETOLOGY

Barbering Concepts–NB
Are you looking for a career that helps people look their best? Barbering Concepts can assist you in achieving your goals. This course is designed to take you less than a year to complete. It’s a combination of learning by lecture and hands-on training. When you have completed the course, you’ll be prepared to take the state exam given by the North Carolina Board of Barbering Examiners. If you’re interested, please contact Donell Bryant at (252) 638-0161 or bryantd@cravenc.edu for more information including requirements for registration and course schedule.

Nail Technician–NB
Nail Technicians help people gain confidence, as well as providing an important health and beauty service. In this program, you’ll learn to shape nails, beautify skin, and other key skills for work as a licensed manicurist or nail technician/specialist. You’ll finish with all the knowledge and technical skills to be a professional. You’ll also understand important laws, regulations, business practices and other information necessary to meet the North Carolina Board of Cosmetology qualifications. Class size is limited so you’ll get the attention you need to succeed. For more information, please contact Keith Williams at (252) 638-7353 or email williamske@cravenc.edu.

EDUCATION AND TRAINING

Effective Teacher Training–NB
Want to make a difference in your role as a teacher? Learn effective methods of instruction and discipline, as well as policies and legal issues in the public schools. Get specialized training designed exclusively for your job, using an experienced-based approach to learning.
35754 Feb. 3-March 5 TTh 5:30-8:30 p.m.
Brock 100 $125
35755 April 14-23 TWTh 8:30 a.m.-2:30 p.m.
AMC 104 $125
Empowering Students with Disabilities–Online  ed2go
Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravencc.
32992 Dec. 10-Jan. 30  35965 April 15-June 5
35680 Jan. 21-March 23  35700 May 13-July 10
35685 Feb. 18-April 10  35706 June 17-Aug.7
35690 March 18-May 8  35711 July 15-Sept. 4

Online class starts monthly $70

Solving Classroom Discipline Problems–Online ed2go
Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravencc.
32992 Dec. 10-Jan. 30  35965 April 15-June 5
35680 Jan. 21-March 23  35700 May 13-July 10
35685 Feb. 18-April 10  35706 June 17-Aug.7
35690 March 18-May 8  35711 July 15-Sept. 4

Online class starts monthly $70

Additional Teacher Development–Online ed2go
Craven Community College, in partnership with Ed2go, offers courses for teacher renewal credit. Upon successful completion of the course, you will receive a certificate that proves participation and completion of the course. The certificates are recognized by the NC Department of Education as approved teacher renewal credit courses and successful completion of a course is based on passing the final exam. Attendance is measured by your completion of the chapter quizzes.

The certificate of completion you receive at the end of the course should be given to the personnel administrator of your local school district. Certified teachers not currently employed should retain certificates of completion to submit with their application for certificate renewal before the renewal cycle expires. Please consult with the appropriate staff development person in your system, prior to enrolling, to obtain approval to take courses for license renewal credit.

This program requires enrollment online, completing a registration form, and payment by noon on the start date of the course. You may register/pay in person or by mail. For information, visit www.ed2go.com/cravencc or call (252) 638-5467. All courses are 24 hours (2.4 CEUs) and cost $70. Sample titles include:

• Creating K-12 Learning Materials
• Integrating Technology in the Classroom
• Microsoft PowerPoint in the Classroom
• Ready, Set, Read!
• Spanish in the Classroom
• Teaching Preschool: A Year of Inspiring Lessons
• Web 2.0: Blogs, Wikis and Podcasts

Every course is offered every session:

Dec. 10-Jan. 30  Online; Pay by Dec. 10  $70
Jan. 21-March 23  Online; Pay by Jan. 21  $70
Feb. 18-April 10  Online; Pay by Feb. 18  $70
March 18-May 8  Online; Pay by March 18  $70
April 15-June 5  Online; Pay by April 15  $70
May 13-July 10  Online; Pay by May 13  $70
June 17-Aug. 7  Online; Pay by June 17  $70
July 15-Sept. 4  Online; Pay by July 15  $70

See page 13 or visit www.ed2go.com/cravencc for more information.

Electrical/Electronics

Basic Wiring–NB
In the last few years, the median pay for electricians was about $50,000 per year. Through this course, learn the principles of basic wiring; electrical safety and blueprint reading; planning and layout; installation of distribution equipment; lighting; overcurrent protection; conductors, branch circuits, and conduits; the care/usage of electrical tools and materials; and the requirements of the National Electric Code (NEC).
35757 Jan. 22-April 16  TTh 6-9 p.m.  Brock 206 $180+$25
No class on March 26, April 7 and April 9

Electrical Contractor License Preparation/Renewal–NB
Study the National Electrical Code and perform trade calculations and installation practices in preparation for the State’s limited electrical contractor license examination. Licensed contractors can earn eight (8) hours of required continuing education credit.
35758 Jan. 26-Feb. 16  M 6-8 p.m.  Brock 205  $70
35759 June 1-22  M 6-8 p.m.  Brock 205  $70

Electrical Contractor License Renewal Update–NB
Study the National Electric Code for updates and rule changes, and earn four (4) hours of license renewal credit. Keeping your knowledge and skills up-to-date helps ensure your future employment.
35762 Feb. 10  T  noon-4 p.m.  Brock 100 $70
35763 June 16  T  noon-4 p.m.  Brock 100 $70
HUMAN RESOURCES MANAGEMENT

Employment Law Fundamentals–Online ed2go
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35683 Jan. 21-March 23 35704 May 13-July 10
35688 Feb. 18-April 10 35709 June 17-Aug. 7
35693 March 18-May 8 35714 July 15-Sept. 4
35698 April 15-June 5 Online class starts monthly $70

Understanding the Human Resources Function–Online ed2go
This course is designed to help people without human resources experience to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35683 Jan. 21-March 23 35704 May 13-July 10
35688 Feb. 18-April 10 35709 June 17-Aug. 7
35693 March 18-May 8 35714 July 15-Sept. 4
35698 April 15-June 5 Online class starts monthly $70

INSURANCE

Life and Health Insurance Prelicensing–NB
Learn the basic knowledge and skills necessary to act as a licensed Life and Health Insurance agent. The objectives and topics covered in this course will help you to prepare and qualify for the state license examination. Strong mathematical and memory detail competency skills necessary. A textbook will be required for this course. For more information, call (252) 638-5467.
35684 Feb. 3-24 TWedTh 5:30-9:30 p.m. AMC 104 $125
35685 April 14-May 5 TWedTh 5:30-9:30 p.m. AMC 104 $125

Property and Casualty Insurance Prelicensing–NB
This course prepares you to perform transactions in the property and casualty/liability insurance industry. The objectives and topics covered in this course help prepare you to sit for the state license examination. You will be proficient in your knowledge of the general insurance concepts, insurance policies, provisions and contract law. You will become an expert in your knowledge of federal regulations that pertain to insurance transactions and dealings with the public. A textbook will be required for this course. For more information, call (252) 638-5467.
35767 Jan. 11-31 SaSu 8 a.m.-5 p.m. AMC 104 $125
35768 June 7-27 SaSu 8 a.m.-5 p.m. Barker 201 $125

Medicare Supplement Long-Term Care Agent Prelicensing–NB
This 10-hour pre-license education prepares you for selling Medicare Supplement/LTC policies and for taking the state exam. The objectives and topics covered in this course help prepare you to sit for the state license examination. You will be proficient in your knowledge of the Medicare Supplement and LTHC concepts, insurance policies, provisions and laws. You need to be 18 years of age and already licensed for Accident/Health or Sickness in order to enroll in this class and prepare for the state exam. A textbook will be required for this course. For more information, call (252) 638-5467.
35770 March 10-12 TW 5:30-9:30 p.m. AMC 104 $70
35771 June 9-11 TW 5:30-9:30 p.m. Barker 201A $70

LANGUAGES

Beginning French–Online ed2go
Discover how easy it can be to learn common words and phrases for both leisure and business in this engaging and useful class.

Conversational Japanese–Online ed2go
Whether you want to learn conversational Japanese for business, travel or just for fun, you’ll find this course easy and enjoyable.

Instant Italian–Online ed2go
Learn how to express yourself comfortably in Italian with a vocabulary of practical, everyday words and phrases.

Spanish in the Classroom–Online ed2go
Learn essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Spanish for Law Enforcement–Online ed2go
Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Spanish for Medical Professionals–Online ed2go
Learn medical Spanish quickly and easily, honing your basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Speed Spanish–Online ed2go
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. Speed Spanish II and III also available.

Every Course, Every Month - Visit www.ed2go.com/cravenccc
**LAW ENFORCEMENT**

**In-Service Law Enforcement Training—NB & HV**
Craven Community College offers a wide range of training solutions for law enforcement personnel at the request of law enforcement agencies. The in-service training courses are provided at no cost to sworn law enforcement officers affiliated with a North Carolina agency. Craven Community College is pleased to collaborate with local law enforcement to make our communities more safe and crime-free. Please direct questions to Keith Williams at (252) 638-7353 or williamske@cravencc.edu.

**LEAN SIX SIGMA**
Learn world-class process improvement techniques at a fraction of the cost. Lean Six Sigma seeks to improve the quality of process outputs by identifying and removing the causes of defects and minimizing variability in processes. Many of the nation’s best-practice companies have employed it to further their success and competitive edge. There are three levels of knowledge: Yellow, Green and Black Belt. If you are a professional looking to add Lean Six Sigma skills and knowledge, you should consider one of the following courses. For additional information, contact Kim Zaccardelli at (252) 444-6013 or zaccardk@cravencc.edu.

**Lean Six Sigma Tools and Technique Refresher-HV**
Certified a while ago, or just want some essential Lean Six Sigma tools to help you in your job? Then, the classes listed below are for you. All the classes can be taken in a single day. For one fee, you can participate in one, two, three or all four sessions, it is your choice. For additional information, contact Kim Zaccardelli at zaccardk@cravencc.edu or (252) 444-6013.

- 8-10 a.m. Value Stream Mapping
- 10-noon Mistake Proofing-Poka Yoki
- 1-3 p.m. Statistical Tests
- 3-5 p.m. Data Collection

**Lean Six Sigma Yellow Belt Certificate-HV**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>35614</td>
<td>Feb. 20-27</td>
<td>F</td>
<td>8 a.m.-4 p.m.</td>
<td>Havelock</td>
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<td>TTh</td>
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**Lean Six Sigma Green Belt Certification-HV**

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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>35616</td>
<td>Jan. 12-23</td>
<td>M-F</td>
<td>8 a.m.-4 p.m.</td>
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<td>35617</td>
<td>Jan. 13-26</td>
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<td>Mar. 10-30</td>
<td>M-F</td>
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<td>35619</td>
<td>May 4-17</td>
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**Lean Six Sigma Black Belt Certification-HV**

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<td>35622</td>
<td>Jan. 26-May 15</td>
<td>1 week per month: Jan. 26-30, Feb. 9-13, March 9-13; April 13-17; May 11-15</td>
<td>M-F 8 a.m.-4 p.m.</td>
<td>Havelock</td>
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**MOTORCYCLE**

**Motorcycle Safety: Basic Rider Course—NB**
Fewer forms of transportation are more exciting or more pleasurable than riding a motorcycle. It’s economical, too. But safety for the rider and others is imperative. This 20-hour course for beginners teaches the basic skills needed to operate a motorcycle in traffic. You’ll be familiarized with the location and operation of the controls as you practice riding on a protected range. No motorcycle or prior knowledge is necessary. Motorcycles, helmets, and training manuals are provided. You must wear an approved helmet, over-the-ankle footwear, long pants, a long sleeved shirt or jacket, full fingered gloves, and protective eye wear at all times while training. Successful completion earns you a skills waiver card for NCDMV. Cost is $145 and is non-refundable. Schedule is Friday from 6-9 p.m., Saturday 8 a.m.-6 p.m. and Sunday 8 a.m.-5 p.m. in Bender 107 and Parking Lot 1. Class size is limited.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
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<tr>
<td>35816</td>
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<td>35817</td>
<td>Feb. 20-22</td>
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<td>April 24-26</td>
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<td>May 22-24</td>
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<td>35823</td>
<td>June 5-7</td>
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<tr>
<td>35824</td>
<td>June 26-28</td>
</tr>
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</table>

**NON-PROFIT MANAGEMENT**

**Intro to Non-profit Management—Online ed2go**
Develop the skills and strategies needed to become an integral part of one of America’s fastest growing service sectors. Gain an understanding of the unique characteristics of non-profit organizations while mastering the core knowledge necessary to become an effective leader. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
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<td>Online; Pay by Jan. 21</td>
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<tr>
<td>35687</td>
<td>Feb. 18-April 10</td>
<td>Online; Pay by Feb. 18</td>
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<tr>
<td>35692</td>
<td>March 18-May 8</td>
<td>Online; Pay by March 18</td>
</tr>
<tr>
<td>35697</td>
<td>April 15-June 5</td>
<td>Online; Pay by April 15</td>
</tr>
<tr>
<td>35703</td>
<td>May 13-July 10</td>
<td>Online; Pay by May 13</td>
</tr>
<tr>
<td>35708</td>
<td>June 17-Aug. 7</td>
<td>Online; Pay by June 17</td>
</tr>
<tr>
<td>35713</td>
<td>July 15-Sept. 4</td>
<td>Online; Pay by July 15</td>
</tr>
</tbody>
</table>
Get Grants—Online ed2go
Whether you’re interested in writing grant proposals as a career or in obtaining funding for your organization, gain the grant-writing skills you need to outshine your competition. Recommended for development professionals, educators, non-profit agency staff members or volunteers, or anyone involved in fundraising for a large or small organization. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.

35682 Jan. 21-March 23  35703 May 13-July 10
35687 Feb. 18-April 10  35708 June 17-Aug. 7
35692 March 18-May 8  35713 July 15-Sept. 4
35697 April 15-June 5  **Online class starts monthly**  $70

Starting a Non-profit—Online ed2go
Learn the details of taking a non-profit start-up from vision to reality. Filled with savvy advice, this is the perfect how-to course for anyone interested in building a thriving non-profit organization up from the grassroots. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.

35682 Jan. 21-March 23  35703 May 13-July 10
35687 Feb. 18-April 10  35708 June 17-Aug. 7
35692 March 18-May 8  35713 July 15-Sept. 4
35697 April 15-June 5  **Online class starts monthly**  $70

More courses related to operating non-profit organizations (such as marketing and fundraising) are available through our Ed2Go program. See page 13, visit www.ed2go.com/cravenccc or call (252) 638-5467 to learn more.

 **NOTARY PUBLIC**

Notary Public Certification—NB
Earn notary public certification by studying the history, laws, forms, qualifications and procedures relevant to the duties of a notary. Take the state exam, which is administered in class. Notary applicants should be at least 18 years of age; reside or work in the state; speak, read, and write the English language; and possess a high school diploma or equivalent. Criminal record MAY be a disqualification; please refer to policies at www.secretary.state.nc.us/enotary. Required text: *Electronic Notary Public Certification–NB*.

35773 Jan. 10  Sa  9 a.m.-4:30 p.m.  AMC118  $70
35774 Jan. 27-29  TTh  6-9:30 p.m.  Brock 100  $70
35775 Feb. 20  F  9 a.m.-4:30 p.m.  Brock 100  $70
35776 Mar. 14  Sa  9 a.m.-4:30 p.m.  Brock 100  $70
35777 Mar. 31-Apr. 2  TTh  6-9:30 p.m.  Brock 100  $70
35778 Apr. 18  Sa  9 a.m.-4:30 p.m.  Brock 100  $70
35779 May 1  F  9 a.m.-4:30 p.m.  Brock 100  $70
35780 May 19-21  TTh  6-9:30 p.m.  Brock 100  $70
35781 June 9-11  TTh  6-9:30 p.m.  Brock 100  $70
35782 July 1  W  9 a.m.-4:30 p.m.  AMC104  $70
35783 July 21-23  TTh  6-9:30 p.m.  Brock 100  $70
35784 Aug. 11-13  TTh  6-9:30 p.m.  Brock 100  $70

Electronic Notary Public Certification—NB
Earn electronic notary public certification by studying the history, laws, forms, qualifications and procedures relevant to the duties of a notary. Sit for the State exam administered in class after a 3-hour instruction. Notary applicants should be at least 18 years of age; reside or work in the state; speak, read, and write the English language; and possess a high school diploma or equivalent. Criminal record MAY be a disqualification. Please refer to policies at http://www.secretary.state.nc.us/enotary. Requirement: You must hold a valid commission as a notary public in the State of North Carolina.

35787 March 5  Th  9 a.m.-1 p.m.  Brock 100  $70
35788 June 6  Sa  10 a.m.-2 p.m.  Barker 201  $70
35789 Aug. 4  T  9 a.m.-1 p.m.  Brock 100  $70

**REAL ESTATE**

Real Estate Prelicensing: Brokerage Prep—NB
Be a real estate pro. Learn the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and sit for the state real estate license examination. Strong mathematical and memory detail competency skills necessary. Required text: *Modern Real Estate Practice in North Carolina, 8th Edition* (ISBN: 9781475421828).

35790 Jan. 24-March 8  SaSu 9 a.m.-4 p.m.  Brock 100  $180
35792 June 22-Aug. 5  MW  9 a.m.-4 p.m.  Brock 100  $180

For more information on the licensing process, please refer to the NC Real Estate Commission booklet *License Law and Rules Comments* available at www.ncrec.gov/Resources/LicenseLaw.

Real Estate Prelicensing: Broker Relationships and Responsibilities—NB

35793 Mar. 24-April 2  TTh  8 a.m.-4:30 p.m.  Brock 100  $125

Real Estate Postlicensing: Real Estate Contracts and Closing—NB

35795 April 21-30  TTh  8 a.m.-4:30 p.m.  Brock 100  $125
Career Training

Real Estate Postlicensing: Selected Topics–NB
35796 May 12-21 TTh 8 a.m.-4:30 p.m. Brock 100 $125

Real Estate Continuing Education–NB
Complete the annual mandatory Real Estate Update course required by the NC Real Estate Commission in the morning and an elective in the afternoon. We offer informative continuing education classes each year. This year’s elective will be Buyer’s Representation in Real Estate. And here is the best part. Get all 8 hours of continuing education for one low price!

2014-15 Update with Elective or BICUP*–NB
35797 March 19 Th 8 a.m.-5 p.m.
March 20 F 8 a.m.-noon Brock 100 $70
35799 June 3 W 8 a.m.-5 p.m.
June 4 Th 8 a.m.-noon AMC 104 $70
*If you are a Broker-in-Charge (BIC), you return the next morning (8 a.m.-noon) for the BIC Update (BICUP).

ROBOTICS

Basic Robotics Training–NB
Robotics is the future of many industries. In this 32-hour basic robotics programming course, you’ll be introduced to the operation of KUKA six-axis robots in an industrial environment. Your class consists of nine modules: Introduction to Robots, Robot Safety, Overview of Cartesian Coordinate Systems, Jogging the Robot, Mastering the Robot Axis, Calibrating the Tool and Base, Program Management, Motion Programming, Advanced Procedures, Programs and Subprograms and Logic Functions.
35830 Feb. 2-5 M-Th 8 a.m.-4 p.m. TBA $395
35831 April 6-15 M-Th 5:30-9:30 p.m. TBA $395

Advanced Robotics Training–NB
In this 32-hour Advanced Robotics Programming course, you’ll take up where you left off in the pre-requisite Basic Robotics Training course. Here you’ll learn to use the KUKA Robotics Language (KRL). This class consists of eight modules: Introduction and Topics, Structured Programming, Introduction to Expert Level, Variables and Declarations, Subprograms and Functions, Programming Motions with KRL, Timers and System Override, and Program Execution and Control Functions. Upon completion of this class, you will have mastered functions of the robot at the “Expert Level.”
35832 Feb. 9-12 M-Th 8 a.m.-4 p.m. TBA $395
35833 April 20-29 M-Th 5:30-9:30 p.m. TBA $395

SERVICES

Commercial Custodial Certification Program–NB
Looking to start a business in one of the most lucrative and fastest growing industries in America? Train in the CLEANING field with an expert! Through classroom lecture and hands-on application, you will gain expertise about the equipment needed in cleaning services, general safety procedures, and how to strip, clean, wax, and buff various floor surfaces. Learn daily and weekly cleaning procedures for bathrooms and offices. You’ll have the opportunity to work with some of the latest cleaning equipment on the market and with many kinds of cleaning and sanitizing products. When you complete the program, you will have the opportunity to earn a Career Readiness Certificate (CRC). A day and evening class will be offered at the Religious Community Services (RCS) Annex at 919 George Street with day, dates, and times to be announced. Cost is $180 for tuition and $60 for insurance. For more information regarding the program or the class schedule, please contact Eddie Foster at (252) 638-3919 or fostere@cravencc.edu.

Customized Training Program
The Customized Training Program supports the economic development efforts of the State of North Carolina by providing education and training opportunities for new, expanding, and existing businesses and industries. To receive assistance through this program, a business or industry must be doing two or more of the following:
• making a considerable capital investment
• deploying new technology
• creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of operations within North Carolina
• enhancing the skills of workers.
For more information contact Eddie Foster, Customized Training Director, at (252) 638-3919, or fostere@cravencc.edu.
ServSafe® Food Safety Management Training—NB
Enhance your food service job skills. In this one day, 8-hour lecture you will learn more about ServSafe, the most current and comprehensive food training program in the industry, helping 5 million food service professionals learn how to handle and serve food and alcohol safely. The ServSafe training and exam meets all regulatory requirements & QA specifications for Hotel & Restaurant brands. Computer-based testing takes place in the last 2 hours of class. All classes are taught in English. Paper Exams are available in English, Spanish, Korean, French Canadian, Japanese and Chinese. Computer Exams are available in English, Spanish, and Chinese. Requirements: ServSafe Manager Book 6th Ed, English, ESV6R (with online access code); available at the College Bookstore. Allow enough time to read study guide before class. Registration is required 5 days before start date.

35694 April 15-June 5
35689 March 18-May 8   35710 July 15-Sept. 4
35684 Feb. 18-April 10   35705 June 17-Aug. 7

WELDING
According to a recent article in MSN Money, the US is running out of welders, and welding can easily be seen as a career for the future with salaries for skilled welders reaching $100,000.

NCCER Level 1 Welding—NB
The NCCER Level 1 Welding program is designed to provide a future welder with the basic skill sets needed to obtain entry level employment with a company or contractor as a qualified welder. The training consists of modules in welding safety, oxy fuel cutting, plasma arc cutting, air carbon arc cutting, base metal preparation, weld quality, equipment setup and groove welds. The course also provides you an OSHA 10-hour Construction Card and your Forklift Safety Certification if you score 80% on all exams and complete all practical evaluations. Cost is $180 tuition plus $.60 for insurance. For class schedule, financial assistance, or other information, please contact Eddie Foster at (252) 638-3919 or fostere@cravenc.edu.

Welding Level 1 Cert. NCCER-HV
Upon completion of this course, you will be a Nationally Certified Level 1 Welder. You will learn general safety, common hazards, oxy fuel, plasma arc, air carbon arc, base metals, joint design, quality workmanship, codes, SMAW, and electrodes. Cost is tuition plus insurance fee. For additional information, including a copy of the course outline, contact: Kim Zaccardelli at zaccardk@cravenc.edu or (252) 444-6013.

35943 Jan. 12-June 29 MT 5:30-10 p.m. Havelock
and every other SaSu 8 a.m.-5 p.m. Havelock $180+$1.60

Welding Level 2 Cert. NCCER-HV
New!
Upon completion of this course, you will be a Nationally Certified Level 2 Welder. You will learn welding symbols, reading welding detail drawings, physical characteristics and mechanical properties of metals, preheating and post heating of metals, GMAW & FCAW equipment, filler metal and plate, GTAW equipment, filler metal and plate. Cost is tuition plus insurance fee. For additional information, including a copy of the course outline contact: Kim Zaccardelli at zaccardk@cravenc.edu or (252) 444-6013.

35943 Jan. 14-June 18 WTh 5:30-10 p.m. Havelock $180+$1.60

Welding Level 3 Cert. NCCER-HV
New!
Upon completion of this course, you will be a Nationally Certified Level 3 Welder. You will learn SMAW open root pipe welds, GMAW pipe, FCAW pipe, GTAW carbon steel pipe, low alloy and stainless steel pipe, SMAW stainless steel groove welds. For additional information including a copy of the course outline, contact: Kim Zaccardelli at zaccardk@cravenc.edu or (252) 444-6013.

35944 Jan. 16-July 24 alternating weekends
F 5:30-10 p.m.
SaSu 8-5 p.m. Havelock $180+$1.60

SOCIAL MEDIA

BYOD (Bring Your Own Device) Social Media Smarts for the Workforce—NB
Learn the Do’s and Don’ts of Social Media on your device. You may be advertising for work or have your own business. We will show you how to maximize your use of Facebook, Google+, Twitter and other social media platforms for work. We will focus on Apple, Android and Surface mobile devices. We will not cover eReaders such as Nook or Kindle. Pre-requisite: Bring your own device.

35802 Feb. 28-March 14 Sa 10 a.m.-2 p.m. Brock 205 $70
35803 June 2-July 7 TW 6-8 p.m. AMC 104 $70

Intro to LinkedIn Career Networking—Online ed2go
Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenc.

35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70

Using Social Media in Business—Online ed2go
Learn how to use the five most popular social media plat-forms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business. Gain the necessary strategies today to improve communication and be competitive in social media for the workplace. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenc.

35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70

www.CravenCC.edu/wfd
Ready to register? Go to page 25.
Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It’s no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any course entirely from your home or office at any time of the day or night with our 24-hour access.

How to Get Started:

1. Visit our Online Instruction Center: ed2go.com/cravencc
2. Find the course you are interested in and select the Enroll Now button. Follow the instructions to register and pay for your course.
3. When your course starts, return to our Online Instruction Center, login and click the Classroom link.

Enroll Now! All courses are only $70

Upcoming sessions are:

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<td>July 15-Sept. 4</td>
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<td>Pay by July 15</td>
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Requirements:

All courses require Internet access, e-mail, and Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Some popular and “trending” online courses are:

- **Accounting Fundamentals**: Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- **Introduction to Microsoft Excel 2013**: Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.
- **Medical Terminology: A Word Association Approach**: Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
- **HIPAA Compliance**: Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.
- **Introduction to SQL**: Gain a solid working knowledge of the most powerful and widely used database programming language.
- **Project Management Fundamentals**: Gain the skills you’ll need to succeed in the fast-growing field of project management.
- **Beginning Writer’s Workshop**: Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.
- **A to Z Grant Writing**: Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.
- **Grammar Refresher**: Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
- **Creating Web Pages**: Learn the basics of HTML so you can design, create, and post your very own site on the Web.
- **Explore a Career as a Pharmacy Technician**: Health care is a booming field these days, and pharmacy technicians are in high demand. In this course, you’ll take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you’ll master the skills you need to get an entry-level position as a pharmacy tech or clerk.

More courses are available

Experience a demo and view the course syllabus

www.ed2go.com/CravenCC

Jeff Schulze, Program Coordinator
schulzej@cravencc.edu
(252) 638-5467
Let Craven Community College be your Information Technology training department. Craven offers training for organizations and companies at an affordable price. Additional courses related to computers and software are available through our Ed2Go program (see page left). View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc. Every course is offered every month. All courses are 24 hours (2.4 CEUs) and cost $70.

Computer Skills for the Workplace—Online ed2go
Learn the fundamental computer skills needed to succeed today’s workplace. Discover practical applications for e-mail, word processing, spreadsheets and databases, while gaining a working foundation for the critical computer skills needed in the modern job market. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.

<table>
<thead>
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<tr>
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Online class starts monthly $70

Computer Literacy—NB
Join the cyber-age. Gentle instruction for the absolute beginner helps users become familiar with the keyboard, mouse, Windows 7 and Windows 8 operating system, Internet, and e-mail. A minimum 1GB USB flash drive is recommended. Gain confidence, power and skill with technology.

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<th>Location</th>
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<td>35715</td>
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<td>BIT 112</td>
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Microsoft Software Literacy—NB
At the end of this course, you will be able to perform basic editing tasks, navigate in documents and among open files, insert, delete, select, replace, move, copy text and many other functions in Microsoft Word, Excel and PowerPoint. We recommend basic computer skills prior to this class (see Computer Literacy). A minimum 1GB USB flash drive is recommended.

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<th>Code</th>
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Windows 8 Basics for the Workplace—NB
Learn the basic skills needed to get started using Windows 8 operating system at work—including basic computer navigation, search, and use of Windows 8 for increased productivity on the job in this beginner’s level, 16-hour course.

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<th>Code</th>
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<td>BIT 122</td>
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Mastering Your iPad—NB
You have an iPad, now what? If you need guidance, this class will offer a broad overview of the basics of getting things done with your iPad. Topics include basic settings, apps for different uses (social media, productivity, audio/video, etc.), and available accessories. Popular sources of information and strategies for keeping abreast of developments will also be covered. Your instructor recommends having your own iPad for maximum learning.

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SOFTWARE

Microsoft Excel for Beginners—NB
This course will help you learn how to utilize spreadsheets for your finances. The course will include fundamental formula creation, formatting features, display characteristics, editing, moving, copying and sorting.

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<th>Code</th>
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Microsoft Excel for Intermediate Users—NB
This course will help you master more advanced features in Excel. The course will include using Pivot Tables, Links, Chart formats and lookups that are designed for the more intermediate user. A brief understanding of Macros and VBA will be explored.

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<th>Code</th>
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<td>TTh 9 a.m.-noon</td>
<td>TBA</td>
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Microsoft PowerPoint for Beginners—NB
This course will help you learn how to master Microsoft’s most popular presentation software and impress prospective business clients and even your colleagues and employer. Create presentations for business meetings, sales presentations or a simple marketing display for your product and services. Basic computer skills are necessary.

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Microsoft Word for Beginners—NB
Learn the many features of this popular word processing software. Create letters, memos, résumés and reports and learn to use features such as spelling and grammar check, cut and paste, tabs and tables.

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<tr>
<th>Code</th>
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www.CravenCC.edu/wfd
Ready to register? Go to page 25.
Computers

Microsoft Word for Intermediate Users–NB
Learn the many advanced features of this popular word processing software. Learn to create your own templates, explore in greater detail using some of the more advanced features of tables, charts and embedded images. It is recommended you have already completed our Word for Beginners course and are comfortable with using Word.
35732 June 8-July 1 MW 5:30-8:30 p.m. TBA $70+$5
35733 June 9-July 7 TTh 5:30-8:30 p.m. BIT 112 $70+$5
No class on July 2

What’s New in Microsoft Office 2013–Online ed2go
Explore all the new features of Office as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re using Office 2007 you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2013, you’ll discover ways to work more quickly, efficiently, and confidently. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70

NETWORKING

Introduction to Networking–Online ed2go
Learn why networks have become so important, how software and hardware make networking possible, and how networks function in terms you can easily understand. Begin training for CCNA Certification or employment in a computer networking career. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70

Intermediate Networking–Online ed2go
Continue to build your knowledge of networks and networking with detailed treatments of TCP/IP, how switches and routers operate, DNS and more. Gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity and cloud computing. Requires completion of Introduction to Networking Ed2Go course or equivalent experience. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70

SECURITY & REPAIR

Introduction to PC Security–Online ed2go
Learn why you’re at risk and what you can do to protect your personal and business data from the outside world. Learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system and how you can implement simple solutions to minimize your risks. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70

Introduction to PC Troubleshooting–Online ed2go
Go step-by-step through the typical hardware and operating system problems encountered by technicians. Learn troubleshooting techniques to decipher any problem and gain the skills you need to solve them. Requires a computer equipped with Microsoft Windows 95 or newer and access to one or more computers that do not contain any data you consider sensitive. View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenccc.
35679 Jan. 21-March 23 35699 May 13-July 10
35684 Feb. 18-April 10 35705 June 17-Aug. 7
35689 March 18-May 8 35710 July 15-Sept. 4
35694 April 15-June 5 Online class starts monthly $70
CompTIA® Certification Online through ed2go

CompTIA is the voice of the world’s information technology industry. Prepare with these courses to be more successful with industry-leading certifications and credentials.

These online CompTIA prep classes are $99 each. (See end of list for class numbers). Visit our Online Instruction Center: ed2go.com/cravenc to find the course you are interested in and select the Enroll Now button.

Basic CompTIA® A+ Certification Prep—Online ed2go

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You’ll learn how things work, how to configure everything, and how to troubleshoot in real world environments. This course gives you the knowledge upon which you’ll base the rest of your CompTIA A+ certification studies for the 220-801 and 220-802 exams. Plus it helps you take that first step to becoming an excellent PC technician. So what are you waiting for?!? Course Revised January 2014

Intermediate CompTIA® A+ Certification Prep—Online ed2go

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off and plunges you head-first into Windows. You learn how to install, organize, maintain, and troubleshoot three different versions of Windows. You’ll examine and compare the features and structures of Windows XP, Vista, and 7. Toward the end of the course you’ll get a deeper understanding of how we use virtualization and virtual machines in modern networks. Plus you’ll learn about printers, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to take to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 801 and 802 competencies. Course Revised May 1314

Advanced CompTIA® A+ Certification Prep—Online ed2go

The Advanced CompTIA A+ Certification Prep course focuses on fun technology. You’ll learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it. You’ll learn about security, security, security. Plus you’ll get excellent insight into adding mobile devices such as tablets and smartphones to your computing environment. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 801/802 exams and for real life as a PC tech. Let’s get to it! Course Revised October 2014

www.CravenCC.edu/wfd

CompTIA® Network+ Certification Prep—Online ed2go

This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You’ll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-005 and J00-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. Course Revised July 2013

CompTIA® Security+ Certification Prep 1–Online ed2go

The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2018. CompTIA’s Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA’s challenging SY0-301 exam.

This course covers the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-301 exam so you can leave the test center with your Security+ certificate in hand.

Please note that if you received your Comp TIA A+ certification before 1/1/2011, you will be a lifetime credential holder not subject to credential renewals. If you achieved your certification after 1/1/2011, you are subject to a CompTIA A+ renewal process every three years.

CompTIA® Security+ Certification Prep 2–Online ed2go

This course, the second of two courses, reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-301 exam, so you can leave the test center with your Security+ passing score in hand.

Please note that you are subject to a CompTIA Security+ renewal every three years.

View the course syllabus and a demo of the first lesson at www.ed2go.com/cravenc

All payments are due by noon on the start date. Cost is $99 each for these online classes.

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<tr>
<th>Class</th>
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<td>35989</td>
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<tr>
<td>35992</td>
<td>April 15-June 5</td>
<td>Aug. 19-Oct. 9</td>
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ENVIRONMENTAL AND SAFETY EDUCATION

40-Hour Hazardous Waste Operator–NB
Business and industry require skilled professionals who can come to the rescue in actual or potential releases of hazardous materials or hazardous waste. In this course, which meets the requirements of 29 CR 1910.120 (HAZWOPER), you will be required to don and doff personal protective equipment (PPE) including fully encapsulating suits, a combination of respirators and other PPE. Approximately 40% of the class is geared toward hands-on, practical experience. Receive a Certificate of Completion when you finish this class.

35858 Feb. 9-13 M-F 8 a.m.-5 p.m. TBA $350

8-Hour Hazardous Waste Operator Refresher–NB
This course meets the 8-hour annual refresher requirements of 29 CR 1910.120 (HAZWOPER) and is designed for individuals who have the responsibility to respond to actual or potential releases of hazardous materials or hazardous waste.

35859 March 3  T  8 a.m.-5 p.m. TBA $125
35860 May 5  T  8 a.m.-5 p.m. TBA $125

Environmental/Safety Diploma Certification Part I–HV
Choose this 204-hour diploma program that includes nine modules addressing environmental/safety topics. When you complete the program you will receive a Certificate of Completion. Cost is tuition plus insurance fee.

Introduction to Environmental Technology  20 hours
OSHA 30-hour General Industry    30 hours
OSHA 30-hour Construction      30 hours
HAZWOPER 40-hour       40 hours
Water Quality Analysis/Environmental Chemistry 16 hours
Soil Sampling Techniques      24 hours
Site Assessment Training, Phases 1 and 2  24 hours
Material Handling – Forklift Safety     8 hours
Respirator and Personal Protective Equipment 12 hours

35861 Jan. 8-June 9 TTh 5:30-8:30 p.m. Sa 8-11 a.m. HV $180+$.60

Environmental/Safety Diploma Certification Part II–HV
Choose this 120-hour program that includes five modules addressing environmental/safety topics. When you complete the program you will receive a Certificate of Completion. Cost is tuition plus supply/insurance fee.

Permit Required Confined Space Entry   24 hours
Excavation Competent Person     24 hours
Department of Transportation Hazardous Materials 24 hours
Mold Inspection/Remediation       24 hours
RCRA Hazardous Waste Management   24 hours

35862 Jan. 6 - April 14 T  5:30-8:30 p.m. Sa 8-11 a.m. HV $180+$.60

No class on Jan. 19 and April 6

Craven Community College offers OSHA’s HAZWOPER safety training. For more information contact Eddie Foster, Customized Training Director, at (252) 638-3919, or fostere@cravencc.edu.
Environmental and Safety

Excavation Competent Person Training—NB
This 16-hour course meets the requirements of 29 CFR 1926 Subpart P – Excavations for personnel required to work in or adjacent to man-made cavities, trenches and man-made cuts in the earth and is filled with skills that will boost your employability. You will receive training in Specific Excavation Requirements, Protective Systems, Soil Classification, Sloping and Benching, Timber Shoring and requirements for Competent Person. During the class, you will conduct an excavation inspection and construct and install protective structures.

35863 Jan. 19-20 MT 8 a.m.-5 p.m. TBA $70+.60
35864 April 13-14 MT 8 a.m.-5 p.m. TBA $70+.60

Lead: Renovation, Repair, and Painting Program—NB
This 8-hour certification course provides required training for individuals/organizations who renovate, repair, or paint pre-1978 residences or child-occupied structures where lead-based paint might be present. That includes you, if you are a renovator, remodeler, painter, or are maintenance personnel. In this course, you participate in multiple interactive exercises and an examination. Individuals completing the course are recognized by the state as certified renovators.

35865 Jan. 12 M 8 a.m.-5 p.m. TBA $175
35866 Jan. 31 Sa 8 a.m.-5 p.m. TBA $175
35867 Feb. 21 Sa 8 a.m.-5 p.m. TBA $175
35868 March 16 M 8 a.m.-5 p.m. TBA $175
35869 April 4 Sa 8 a.m.-5 p.m. TBA $175
35870 April 13 M 8 a.m.-5 p.m. TBA $175
35871 June 8 M 8 a.m.-5 p.m. TBA $175
35872 June 27 Sa 8 a.m.-5 p.m. TBA $175
35873 July 11 Sa 8 a.m.-5 p.m. TBA $175

NCCER Field Safety—NB
The NCCER Field Safety program is designed for individuals in construction involved with completing or overseeing specific tasks—including the craftsperson, crew leader, safety supervisor and superintendent. This 85-hour program covers introduction to safety, materials handling, confined spaces, work-zone safety, electrical safety, working from elevations, welding safety, steel erection, crane safety and more. If you score 80% on all exams and complete all practical evaluations, you will earn the NCCER certification in Field Safety with international recognition.

35874 Jan. 12-March 25 MW 8 a.m.-noon TBA $180+.60

OSHA 30-Hour General Industry Standards—NB
This course is designed for individuals who need a detailed understanding of how to use the OSHA 1926 General Industry standards and how they apply to general industry. The course includes a written exam with a Certificate of Completion awarded through OSHA—all in four short days.

35876 July 13-16 M-Th 8 a.m.-5 p.m. TBA $450

Permit-Required Confined Space—NB
This 16-hour course meets the 29 CFR 1910.146 requirements for employees whose job requires that they enter permit-required spaces. You will get the skills to prepare entry permits, establish supplied-air ventilation in the space, perform air monitoring of the space and perform work-related tasks in a simulated permit-required controlled space. You will learn how to use personal protective, ventilation, air monitoring, tripod and winching equipment.

35877 May 12-13 TW 8 a.m.-5 p.m. TBA $295
35878 July 21-22 TW 8 a.m.-5 p.m. TBA $295

Powered Industrial Trucks (Forklift)—NB
This 8-hour course meets the training requirements of 29 CFR 1910.178. You will receive training in operating instructions, review of the standard, truck controls, vehicle stability, vehicle capacity, compositions of loads and much more to keep you safe and effective in your forklift work. This training includes an operator evaluation.

35879 Feb. 10 T 8 a.m.-5 p.m. TBA $70+.60
35880 April 14 T 8 a.m.-5 p.m. TBA $70+.60
35881 June 16 T 8 a.m.-5 p.m. TBA $70+.60

RCRA Hazardous Waste—NB
Employees who handle hazardous waste can protect their own safety and the safety of others by having essential skills in generator responsibilities; satellite accumulation and storage areas; the Uniform Manifest; marking, labeling, and contingency plans. A passing final exam grade is required for successful completion of this course. A certificate of completion will be issued.

35882 Feb. 13 F 8 a.m.-5 p.m. TBA $195

OSHA 30-Hour Construction—NB
Do you need a detailed understanding of how to use the OSHA 1926 Construction standards and how the standards apply to the construction industry? Then this is the course for you. The class includes a written exam with a Certificate of Completion awarded through OSHA.

35875 July 6-9 M-Th 8 a.m.-5 p.m. TBA $450
Emergency Medical

One of the most dramatic, fast-paced, and exciting environments in the healthcare industry is emergency medicine. Let Craven Community College help you prepare for a career in this rapidly changing field. Our up-to-date training will guide you through the otherwise complex world of various emergency medicine certifications and recognition by professional organizations like the American Heart Association (AHA). These courses provide skills that lead to successful and fulfilling careers.

Register for most programs, by completing the form on page 26 two weeks prior to class start date, or register in person at our New Bern or Havelock office. Additional EMT courses are available at www.cravenc.edu/emt.

Note: If you’re an active member of a North Carolina fire or rescue agency, please make sure on the registration form under employment you put your current rescue squad/fire department and either paid EMT, paid Fire, volunteer EMT or volunteer Fire. Also be sure to have your captain/chief or training officer sign the affiliation portion.

For more information, contact Jon Stephens, EMS Coordinator/Instructor, by phone (252) 672-4698, fax (252) 672-4699, or email (stephensj@cravenc.edu). Check out new class offerings on Facebook: Craven Community College EMS Con-Ed

EMT Basic–NB Hybrid

EMTs perform a critical service to ensure the well-being of communities, families and individuals. This 200-hour course will train you for a career in Emergency Medical Services. The course outline is regulated by the NC Office of Emergency Medical Services. In addition to the online work, you’ll meet every Monday and Wednesday from 6-10 p.m. including the final Saturday from 8 a.m.-5 p.m. You’ll also participate in 24 hours of mandatory ride-along time with an ambulance service provider in Craven County. Textbook: Brady’s Emergency Medical Care—12th edition (ISBN-13: 978-0-13-282441-5).

Cost is tuition (or waiver) plus insurance fees.

EMT Intermediate (AEMT)—NB

Upgrade your life-saving skills with this program developed in accordance with the NCOEMS policies and guidelines. Gain higher level skills in advanced airway devices, intravenous lines, AED and drug therapy in accordance with local protocols. Course is 304 hours: 204 didactic, 50 Clinical and 50 Field Internship hours. Textbook: Advanced EMT: A Clinical Reasoning Approach (ISBN-13: 978-0135030431). Cost is tuition (or waiver) plus insurance fees.

Anatomy and Physiology for EMS–Online

If you want to be a paramedic, you’ll benefit from this 80-hour course. The course outline is regulated by the NC Office of Emergency Management policies and guidelines. Course material provides a basic study of the structure and function of the human body. Textbook: Brady’s Anatomy & Physiology for Emergency Care—2nd edition (ISBN: 0132342987).

EMS Specialty Class–NB/Online

If you’re practicing in the Emergency Medical Services (EMS) field—whose employees are called paramedics and emergency medical technicians—attend this class to learn more about the special services performed by EMS personnel.

ALS/BLS/SPECIALTY TOPICS

Advanced Cardiac Life Support (ACLS): Initial Certification—NB

This 16-hour course is designed to certify emergency medical personnel in Advanced Cardiac Life Support (ACLS) through the American Heart Association. It provides physicians, nurses, paramedics, and other health care providers with the information concerning advanced management of the cardiac patient. Please bring the current text book and take the pre-test before class begins. Cost is tuition plus card fee.
Advanced Cardiac Life Support (ACLS): Re-Certification–NB

This 8-hour Advanced Cardiac Life Support (ACLS) re-certification course is designed to re-certify emergency medical personnel in Advanced Cardiac Life Support through the American Heart Association. It provides physicians, nurses, paramedics, and other health care providers with the information concerning advanced management of the cardiac patient. Please bring the current text book and take the pre-test before class begins.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
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<td>F</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35907</td>
<td>Nov. 20</td>
<td>F</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
</tbody>
</table>

Advanced Medical Life Support (AMLS)–NB

Attend this 16-hour, two day program of interactive lectures, teaching and evaluation stations. The interactive/case-based lecture topics include altered mental status and neurologic disorders, respiratory dysfunction, shock, chest discomfort, endocrine, metabolic and environmental disorders, abdominal discomfort, infectious disease, and toxicological emergencies, hazardous materials and weapons of mass destruction. Teaching stations follow the associated lectures each day. Textbook: Current edition of Advanced Medical Life Support (AMLS) book.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35908</td>
<td>Feb. 27-28</td>
<td>FSa</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$15</td>
</tr>
<tr>
<td>35909</td>
<td>June 17-18</td>
<td>WTh</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$15</td>
</tr>
<tr>
<td>35910</td>
<td>Dec. 18-19</td>
<td>FSa</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$15</td>
</tr>
</tbody>
</table>

BLS for Healthcare Providers (AHA) CPR and AED–NB

Take the Basic Life Support (BLS) for Healthcare Providers course and gain the skills to save a life. Learn to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This class is scheduled for the last Friday of every month (classroom subject to change during summer hours). Registration is required one week prior to class date. Textbook: BLS for Healthcare Providers (ISBN-13: 978-1616690397).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35911</td>
<td>Feb. 27</td>
<td>F</td>
<td>1-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35912</td>
<td>April 24</td>
<td>F</td>
<td>1-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35913</td>
<td>June 25</td>
<td>Th</td>
<td>1-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35914</td>
<td>Aug. 28</td>
<td>F</td>
<td>1-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35915</td>
<td>Oct. 30</td>
<td>F</td>
<td>1-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
</tbody>
</table>

Pediatric Advanced Life Support (PALS): Initial Certification–NB

This 16-hour course is designed to certify emergency medical personnel in Pediatric Advanced Life Support (PALS) through the American Heart Association. Learn the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Successfully complete this course to earn your AHA PALS certification. Please bring the current text book and complete the pre-test before class begins.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35916</td>
<td>March 25-26</td>
<td>WTh</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35917</td>
<td>June 10-11</td>
<td>WTh</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35918</td>
<td>Sept. 16-17</td>
<td>WTh</td>
<td>8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
</tbody>
</table>

Jon Stephens, EMS Coordinator and Instructor, is excited about the training opportunities inside Craven Community College’s new teaching ambulance. This experience will better prepare EMT and Paramedic students. Look for new Workforce Development training and certification preparation courses in Critical Care Transport, Emergency Vehicle Driving (EVD), Patient Simulation Medical, Patient Simulation Trauma, Ambulance Operations, and Radio Reports on Facebook: Craven Community College EMS Con-Ed.
Emergency Medical

Pediatric Advanced Life Support (PALS): Re-Certification–NB
This 8-hour re-certification course is designed to recertify emergency medical personnel in Pediatric Advanced Life Support (PALS) through the American Heart Association. Refresh your knowledge of the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Please bring the current text book and complete the pre-test before class begins.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35919</td>
<td>Jan. 15</td>
<td>Th 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35920</td>
<td>April 16</td>
<td>Th 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35921</td>
<td>July 16</td>
<td>Th 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
<tr>
<td>35922</td>
<td>Oct. 15</td>
<td>Th 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$5</td>
</tr>
</tbody>
</table>

Pre-Hospital Emergency Pharmacology–Online
This 40-hour course is designed to provide the general knowledge of pharmacology, a review of terminology, an understanding of different classes of medications, and awareness of the physiology of how medications react in the body in the Pre-hospital setting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35923</td>
<td>April 1-30</td>
<td>Online</td>
<td>$180</td>
</tr>
<tr>
<td>35924</td>
<td>Oct. 5-31</td>
<td>Online</td>
<td>$180</td>
</tr>
</tbody>
</table>

Pre-Hospital Trauma Life Support (PHTLS)–NB
Invest two days in this Pre-Hospital Trauma Life Support (PHTLS) program to improve the quality of trauma care and decrease mortality. The program is based on a pre-hospital trauma care philosophy, stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. This perspective may require an approach to the trauma patient that varies from traditional treatment modalities. Textbook: Current PHTLS book.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35926</td>
<td>Jan. 26-27</td>
<td>MT 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$15</td>
</tr>
<tr>
<td>35927</td>
<td>May 18-19</td>
<td>MT 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$15</td>
</tr>
<tr>
<td>35928</td>
<td>Nov. 16-17</td>
<td>MT 8 a.m.-5 p.m.</td>
<td>TBA</td>
<td>$70+$15</td>
</tr>
</tbody>
</table>

Understanding EKGs–Online
Prepare to perform basic EKGs in this 40-hour course. Gain knowledge of cardiac terminology, understand the structure and function of the heart, and become familiar with the anatomy and physiology of the heart as well as how to make an EKG patient feel comfortable during the procedure.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35929</td>
<td>Feb. 2-28</td>
<td>Online</td>
<td>$180</td>
</tr>
<tr>
<td>35930</td>
<td>Aug. 3-30</td>
<td>Online</td>
<td>$180</td>
</tr>
</tbody>
</table>

Understanding 12-Lead EKGs–Online
Prepare to perform basic 12-Lead EKGs in this 40-hour course. Gain knowledge of cardiac terminology, understand the structure and function of the heart, and become familiar with the anatomy and physiology of the heart. Learn how to interpret 12-Lead EKG results.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35931</td>
<td>March 1-31</td>
<td>Online</td>
<td>$180</td>
</tr>
<tr>
<td>35933</td>
<td>Sept. 1-30</td>
<td>Online</td>
<td>$180</td>
</tr>
</tbody>
</table>

CONTINUING EDUCATION–ONLINE
The following online courses are provided in accordance with guidelines established by the NC Office of Emergency Medical Services (NC OEMS), the United States Department of Transportation (US DOT), the National Highway Traffic Safety Administration (NHTSA), and the National Standard Curriculum. All topics are required for re-certification. You earn 4 hours credit for each course completed.

Please register in advance of the start date. You must complete a brief introductory assignment by a specific deadline to complete the enrollment process. Courses are $70 each and are waiver-eligible.

Class C:
Airway Management, Respiratory Emergencies, Altered Mental Status, Behavioral

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>35935</td>
<td>Jan. 5-31</td>
<td>Online</td>
<td>$70</td>
</tr>
</tbody>
</table>

Class D:
Cardiovascular Emergencies, General Pharmacology, Shock Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35937</td>
<td>March 2-31</td>
<td>Online</td>
<td>$70</td>
</tr>
</tbody>
</table>

Class E:
Poisoning and Overdose, Environmental Emergencies, Allergic Reaction

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35938</td>
<td>May 4-31</td>
<td>Online</td>
<td>$70</td>
</tr>
</tbody>
</table>

Class F:
Trauma, Burns

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35939</td>
<td>July 1-31</td>
<td>Online</td>
<td>$70</td>
</tr>
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</table>

Class G:
Hazardous Materials Incident Management, Patient Care during Incident

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35940</td>
<td>Sept. 1-30</td>
<td>Online</td>
<td>$70</td>
</tr>
</tbody>
</table>

Class H:
OBGYN/Child Birth, Neo-natal, Pediatrics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>35941</td>
<td>Nov. 2-30</td>
<td>Online</td>
<td>$70</td>
</tr>
</tbody>
</table>
Quickly prepare for a job in a growing, high-demand health care profession. Get hands-on training and personalized instruction in a variety of health occupations. If you enjoy helping others, then a medical career may be for you and the Health-related courses are your ticket to a job.

Registration and payment are requested 3 business days prior to the beginning of class. Mail or bring the registration form and payment to the New Bern Workforce Development office (Brock 114) or to the Havelock campus office (IAT 114 B). You may register in either office regardless of course location.

Textbooks
Please call our campus bookstore at (252) 638-7259 for information on required textbooks and for bookstore operating hours.

Join our Allied Health Club for WFD Health Program students
Coming in late Spring 2015, we will be offering the new Allied Health club for students in the Workforce Development Health courses. The club promotes awareness of healthcare opportunities and raises funds for scholarship and financial assistance.

HEALTH PROGRAMS

Activity Director–NB
The state of North Carolina requires medical residential facilities to have recreational activities for residents. Learn how to lead these programs in this class, through lecture and hands-on activities. Textbook: Activities Keep Me Going and Going. 2nd edition, Vol. A. Cost is tuition plus insurance fee.
35834 Feb. 3-April 16 TTh 5:30-8:30 p.m.
Homeplace of New Bern $180.60

Medication Aide–NB
Gain the credential needed to work as a Medication Aide. This 24-hour class will prepare you for the NC Medication Aide Registry exam. This popular class is limited to 10 seats and requires a textbook, Medication Administration, ONLY available at the College bookstore. Cost is $75 ($70 tuition and $5 supply fee).
Info Sessions: Monday, Jan. 12 10-10:30 a.m. Perdue 118
Monday, Jan. 12 5:30-6 p.m. Perdue 118
35835 Jan. 20-May 14 TTh 6:15-9:15 p.m.
Perdue 122/110 $180
35836 Jan. 21-April 2 WTh 9 a.m.-1 p.m.
Redd $180+.60
35837 May 26-Sept. 15 TTh 6:15-9:15 p.m.
Perdue 110 $180+.60
35838 June 16-Aug. 13 TTh 9 a.m.-1 p.m.
Perdue 110 $180

Physical Therapy Technician–NB
Learn entry-level rehabilitation and therapy procedures including body systems so you can work under the direction of a licensed Physical Therapist. No textbook is required. Internship will require daytime availability of 25 hours, which may be approved for meeting Craven Community College Physical Therapy Assistant program admission requirement. Cost is tuition and insurance fees.
35839 Jan. 28-May 4 MW 5:30-8 p.m. Perdue $180+$16.60
35840 June 3-Aug. 31 MW 5:30-8 p.m. Perdue $180+$16.60

Pharmacy Technician–NB & HV
Get the skills to assist pharmacists in a variety of medical environments. Prepare for an optional certification exam. The textbook, Pharmacy Technician—5th edition, is available at the campus bookstore. WFD Pharmacy Technician course is approved for specific admission criteria to the Craven Community College Pharmacy Technician Diploma program. High school diploma or GED required.
35835 Jan. 20-May 14 TTh 6:15-9:15 p.m.
Perdue 122/110 $180
35836 Jan. 21-April 2 WTh 9 a.m.-1 p.m.
Redd $180+.60
35837 May 26-Sept. 15 TTh 6:15-9:15 p.m.
Perdue 110 $180+.60
35838 June 16-Aug. 13 TTh 9 a.m.-1 p.m.
Perdue 110 $180

Medical Coding Update ICD 10-CM–NB
A series of important review courses for the Oct. 1, 2015 implementation will be offered in Spring and Summer 2015. This 24-hour course will require textbooks. Prior coding and Medical Terminology courses or equivalent experience is required.
35841 Feb. 3-March 24 T 5:30-8:30 p.m. Perdue 139 $70
35842 June 2-July 21 T 5:30-8:30 p.m. Perdue 139 $70

Learn new skills!
Do you care deeply about other people? Are you a good listener? Do you enjoy learning? You may have the right personality for a career in healthcare. Talk to Katie Jenkins (252) 638-6127 or email jenkinsk@cravencc.edu to learn more about if this exciting career path is the right choice for you.

www.CravenCC.edu/wfd
Ready to register? Go to page 25.
NURSE AIDE

Coming in Summer 2015:
In-Facility Nurse Aide
State Testing
in a state-of-the-art Nursing Simulation Lab
on the New Bern campus!

Students completing designated
Nurse Aide courses will be eligible
to test at Craven Community College.

Nurse Aide Basic–NB & HV
Prepare for a future as a Nurse Aide in our classroom, labs and
with simulated skill testing. You’ll be prepared with an introduction
to nurse aide duties and prep for the optional Nurse Aide
examination. You will need an analog watch with a second hand
and the textbook, Nursing Assisting: A Foundation in Caregiving
—3rd edition, which is available at the campus bookstore.

35843  Feb. 2-March 17  MT  5:30-9 p.m.  Perdue 122  $125
35844  April 13-June 1  MT  5:30-9 p.m.  Perdue 122  $125
35845  June 3-Aug. 12  W  5:30-8:30 p.m.  Redd 118  $125

Info Session at Godette Community Center - Havelock
Information session scheduled for Friday, Jan. 23 at 9 a.m. at
125 Godette School Road, Havelock.

Nurse Aide with Clinicals–NB
This Nurse Aide course has classroom, labs, and simulated skill
testing—plus clinical rotation to help you prepare for employment.
You will need an analog watch with a second hand, current
TB screen, scrubs (black pants/white top) and the textbook,
Nursing Assisting: A Foundation in Caregiving—3rd edition,
which is available at the campus bookstore. Cost is tuition and
insurance fees.

35846  Jan. 27-March 18  TTh  8:30 a.m.-12:30 p.m.
            Perdue 122  $180+$16.60

Nurse Aide II–NB
This course prepares individuals listed on the NC Nurse Aide I
registry to perform more complex skills through experience in
class, lab and clinical assignments. Current TB screen and scrubs
(black pants/white top) are required. High school diploma or
GED required. Information session for those interested in this
course will be held:

Info Session - New Bern Campus
Monday, Jan. 12 at 10-11 a.m., Perdue Hall room 118, New Bern
Campus

Nurse Aide II Renewal–NB & HV
If your Nurse Aide II listing has expired in the past 24 months,
this course provides you with self-guided lab time and offers you
the competency evaluation portion of the Nurse Aide II Program
which qualifies you for renewal. To be eligible, you must have
current NC Nurse Aide I status, and you must register/pay by
stated deadline. Class size is limited.

35847  Feb. 7  Sa  8:30 a.m.-2:30 p.m.  Perdue 118  $100
                  Registration by Feb. 2 required
35848  March 7  Sa  8:30 a.m.-2:30 p.m.  Perdue 118  $100
                Registration by March 2 required
35849  May 2  Sa  8:30 a.m.-2:30 p.m.  Havelock  $100
                Registration by April 27 required
35850  June 6  Sa  8:30 a.m.-2:30 p.m.  Havelock  $100
                Registration by June 1 required

Get information about Health Programs!
Healthcare is one of the fastest-growing occupations.
Classes are available on both campuses.
For more information, including additional
offerings and schedules, call (252) 638-7248.
**EKG TRAINING**

**EKG Technician Training—NB**

Study cardiology topics and engage in labs to learn how to perform EKG examinations. Optional national certification will be proctored at CCC for those who complete the course. No textbook is required. Cost is tuition and supply fee.

- **35851** Feb. 3-March 24  T  5:30-8:30 p.m.  Perdue 138  $70+$10
- **35852** June 2-July 21  T  5:30-8:30 p.m.  Perdue 138  $70+$10

**PHLEBOTOMY**

**Phlebotomy—NB**

Phlebotomy—drawing blood—is a rewarding professional job. You’ll learn venipuncture and basic lab skills and will be prepared for an optional national certification exam. You need current TB screen, Hepatitis B series or titer report, scrubs (solid black or red top with black or red pants) and the textbook, *Phlebotomy Essentials*, 5th edition, which is available at the campus bookstore. In addition to class time, the clinical rotation requires flexible daytime availability. Cost is tuition plus supply fee/insurance fees.

- **35853** Jan. 12-April 30  M W Th  9 a.m.-1 p.m.  Perdue 138  $180+$50+$16.60
- **35854** Feb. 2-June 4  M W Th  5:15-8:45 p.m.  Perdue 138  $180+$50+$16.60
- **35855** May 4-Aug. 13  M W Th  9 a.m.-1 p.m.  Perdue 138  $180+$50+$16.60

**Phlebotomy National Examination Prep—HV**

Have you taken a phlebotomy course and/or worked as a phlebotomist within the past 5 years? Take this 24-hour course to review topics and prepare for national testing. Provide documentation of your class or work experience when you register. Course includes classwork, and laboratory check off. Handouts will be provided; no textbook required. Call (252) 638-6127 or email jenkinsk@cravencc.edu for more information.

**VETERINARY/ANIMAL CARE**

**Veterinarian Assistant and Pet Grooming—NB & HV**

Learn entry-level veterinary care, basic grooming and handling skills. You’ll need professional scrubs and a textbook, *Textbook for the Veterinary Assistant* (ISBN 978-0-470-95926-8). Cost is tuition and insurance fees. Internship will require daytime availability of approximately 15 to 20 hours.

- **35856** Feb. 2-May 13  MW  6-9 p.m.  Perdue 143  $180+$16.60
- **35857** June 1-Sept. 2  MW  6-9 p.m.  Redd 117  $180+$16.60

Don’t let a lack of money keep YOU from attending class!

Financial assistance may be available based on financial need, employment status, or course selection.

- Small Business Center classes are FREE! See page 29.
- You may be eligible to take HRD classes at no cost. See page 27.
- You may qualify for Golden Leaf Grants or the Targeted Assistance Program.

For more information, call Constance King at (252) 638-5583.
How do I register?

Advanced registration is required for all courses with the exception of Basic Skills.

**Payment is due at the time of registration.**

- Register early! Decisions are made regarding minimum enrollment 2-3 days prior to class start date. Your enrollment could be the one that makes the difference.
- You may register in person by coming to our office locations, which are in the Brock Administration Building, Suite 114, New Bern and Institute of Aeronautical Technology, Room 114, Havelock. Office hours are Monday-Thursday 8 a.m.-6 p.m. and Friday 8 a.m.-5 p.m. in New Bern and Monday-Friday 8 a.m.-5 p.m. in Havelock (changing to Monday-Thursday 7:30 a.m.-6 p.m. from mid-May to mid-August) excluding holidays. Walk-in registration is on a first-come, first-served basis. You may register in either office regardless of course location.
- Fees may be paid by cash, check, money order or credit card (MasterCard, AMEX or Visa). If registering by mail, send registration form and check or money order to Craven Community College, Attn. Student Accounts, 800 College Court, New Bern, NC 28562.
- Any adult 18 years of age or older (and out of high school) may register for a course. Individuals 16-18 years of age are required to complete the Underage Release Form (available upon request) to secure written permission from their high school official and parents before registering for a class.
- There are no fees for job-related courses for law enforcement, fire and EMS personnel.
- Craven Community College reserves the right to change schedules at any time and to add or withdraw courses. Only registered students will be notified in advance of any such changes.

**Refund Policy:** If a student officially withdraws from the class prior to the first class session, or if a class is canceled due to insufficient enrollment, the student will receive a 100% refund of tuition and fees. For Occupational Extension classes: If a student officially withdraws after the start but prior to or on the 10% point of the scheduled hours, the student will receive a 75% tuition refund. Fees may not be refunded. For self-support classes: Students WILL NOT BE ELIGIBLE for refund once the class begins.

All information is subject to revision per NC General Statutes and the rules and regulations of the NC Community College System and Craven Community College.

Questions? Call for more information.
New Bern (252) 638-7248  Havelock (252) 444-8204
Email: wfdinfo@CravenCC.edu

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**MEET OUR PROGRAM COORDINATORS:**

- **Mark Best,** Director, Workforce Readiness and Special Programs
- **Zeledith Blakely,** Director, Basic Skills Programs
- **Bob Bordeaux,** Fire Training Coordinator
- **Margaret Chance,** Manager, Workforce Development Administration and Operations
- **Eddie Foster,** Director of Customized Training and Environmental and Safety Facilitator
- **Katie Jenkins,** Medical Specialties Coordinator
- **Constance King,** Office Manager/Financial Assistance

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- **Robin Matthews,** Interim Dean, Workforce Development
- **Rebecca Moorer,** Interim Director, Small Business Center
- **Keith Williams,** Director of Service Programs
- **Jeff Schulze,** Coordinator for Business and Information Technology and Ed2Go Program Administrator
- **Jon Stephens,** EMS/EMT Coordinator
- **Kim Zaccardelli,** Coordinator of Workforce Development/Military Programs, Havelock

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- **Jennifer Baer,** Director, Lifetime Learning Center and Community Outreach
  (252) 633-2618
Where do I find the Workforce Development offices?

The Workforce Development offices at the New Bern Campus are located in Suite 114 of the Brock Administration Building. The Workforce Development offices at the Havelock-Cherry Point Campus are located in Room 114 of the Institute of Aeronautical Technology Building.

For information about New Bern Campus courses, please call (252) 638-7248. For Havelock-Cherry Point Campus courses, please call (252) 444-8204.

New Bern Campus

Havelock-Cherry Point Campus

Three Locations

New Bern Campus
800 College Ct.
Brock Admin. Building
(252) 638-7248

Havelock - Cherry Point Campus
305 Cunningham Blvd.
Institute of Aeronautical Tech.
(252) 444-8204

Cherry Point Office
MCAS Cherry Point - Marvel Training and Education Building
(252) 444-6000

www.CravenCC.edu/wfd
Human Resource Development

Improve your chances for gaining employment or better employment! You may be eligible to take Human Resource Development (HRD) classes at NO COST if you are currently unemployed, underemployed, laid off or if you have received notification of a pending layoff, or are working and earning wages at or below 200% of the federal poverty guidelines. Call (252) 638-7247 or (252) 638-7248 for more information (such as how to qualify for a waiver) or to pre-register.

Budgeting and Banking Basics—NB
Learn how to save more money and make better decisions. If you desire to take command of your financial future, then this is the class for you. You’ll gain a better understanding of household budgeting, and increase your knowledge of basic financial terms and procedures.

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<tr>
<td>35648</td>
<td>Feb. 9-12</td>
<td>M-Th</td>
<td>8 a.m.-noon</td>
<td>Kelso 105</td>
<td>$70*</td>
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<tr>
<td>35649</td>
<td>Mar. 30-Apr. 2</td>
<td>M-Th</td>
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<tr>
<td>35650</td>
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<td>T-F</td>
<td>8 a.m.-noon</td>
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Computer Skills for Employment—NB
Learn computer basics relative to a job search. Learn how to develop and implement job searches using employability tools, Microsoft Word and Excel to build successful résumés and cover letters, manage your e-mail accounts, and conduct employment searches on the Internet.

New Bern Campus Day

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<td>35654</td>
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<td>M-F</td>
<td>8 a.m.-3 p.m.</td>
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New Bern Campus Evening

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<td>T-Th</td>
<td>6-9 p.m.</td>
<td>Kelso 105</td>
<td>$180*</td>
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</table>

Gateway to Employment and Careers—NB
If you are unemployed, underemployed, laid off or looking to change your career path, take this class and learn the personal and professional development skills that will get you there. Includes skills to look for and keep a job, and how to use technology for employment or career development assessment.

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<th>Time</th>
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<tr>
<td>35658</td>
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<td>8 a.m.-1:30 p.m.</td>
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<td>$125*</td>
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Goal Setting for Careers and Life—NB
You know that successful people know how to set goals. Come learn how and develop a personalized goal plan. Use an ongoing action plan for making improvements that will lead to success in your chosen career path.

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<td>35661</td>
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<td>35663</td>
<td>June 1-4</td>
<td>M-Th</td>
<td>8 a.m.-noon</td>
<td>Kelso 105</td>
<td>$70*</td>
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HRD Career Readiness Lab—NB & HV
This lab provides employability skills training for unemployed and underemployed adults. You will utilize resources for researching careers, learn job search strategies, and develop résumés, cover letters, and other employment-related documents. Registration is ongoing—not just at the start date—and you can attend as many or as few hours as needed.

New Bern Campus Afternoon/Evening

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<tr>
<th>Code</th>
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<td>4-8 p.m.</td>
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Havelock Campus Morning

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<td>8 a.m.-noon</td>
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<td>35668</td>
<td>May 18-June 29</td>
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<td>8 a.m.-noon</td>
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<td>$180*</td>
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How to Apply for Federal Jobs—NB
Federal jobs are often stable, satisfying places of employment. Build federal résumés and apply for federal jobs by learning how to build a résumé and submit applications using federal websites. Basic Microsoft Word and internet search knowledge are required.

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<td>6-9 p.m.</td>
<td>TBA</td>
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Résumés and Elements of an Effective Job Search—NB
To get a job, you need a few skills including writing résumés and cover letters, and effective interview strategies. Get these skills and learn the tips for successful job searches here.

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<tr>
<td>35673</td>
<td>May 18-22</td>
<td>M-F</td>
<td>8 a.m.-3 p.m.</td>
<td>Kelso 105</td>
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Life Survival Skills—NB
Successful families are created, and we can help empower you do it! Learn how to better manage your household, money and health and take control of the behavior and education of your children.

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<tr>
<td>35677</td>
<td>June 1-5</td>
<td>M-F</td>
<td>9 a.m.-3:30 p.m.</td>
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Social Media Tools for Employment—NB
Build a professional social media profile and increase your chance for workplace success. Learn how to set up accounts on major social media sites such as LinkedIn, Facebook, and job boards. Expand your network and grow your chances for new opportunities.

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<tr>
<td>35678</td>
<td>April 14-May 5</td>
<td>T-Th</td>
<td>6-9 p.m.</td>
<td>Kelso 105</td>
<td>$70*</td>
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*Waivers are available for those who qualify. Call (252) 638-7247 or (252) 638-7248 for more information.
The average dropout should expect to earn $10,386 less per year than the typical high school graduate, and $36,424 less than someone with a 4-year college degree.

Don’t settle! We can help you get ahead with FREE Basic Skills courses.

You’re ready to take the steps necessary to improve your literacy and to get the knowledge and skills you need for employment and self-sufficiency—including a high-school diploma or the equivalent. We know it can be challenging— but the rewards are high—and we’re ready to help you accomplish these life-changing goals.

The Basic Skills offices are located on the New Bern campus in the Brock Administration Building, Suite 131, and we welcome your visit.

Adult Basic Education
- Prepare to enter a high school equivalency program
- Get instruction to improve in reading, writing and math
- Get help with intellectual disabilities that make learning a challenge
- Take classes at both New Bern and Havelock campuses, and other locations across Craven County

High School Equivalency:

The Adult High School Diploma
Dropped out? Complete your remaining high school credits and earn the North Carolina Adult High School Diploma

GED® Program
- Earn a North Carolina High School Diploma Equivalency by passing the four-part test (social studies, science, language and math)
- Recognized by most colleges, government agencies and employers
- Offered at New Bern and Havelock campuses

If you are interested in enrolling in the Adult Basic Education or High School Equivalency programs, you must first attend a testing session and an orientation session. Please call (252) 638-7265 for testing and orientation dates.

English as a Second Language (ESL)
- If you’re a non-native English speaker, this class will help you with reading and writing in English. These skills will help you succeed in community, social, business, employment or post-secondary educational settings. Interested in ESL? Call (252) 638-4755.
- Esta clase provee a estudiantes de no habla inglés con instrucción en el hablar, lectura, y escritura en inglés para que sean competentes en sus interacciones con la comunidad, en contextos de negocios, en su empleo, en interrelaciones sociales, o para avanzar su educación. Estudiantes interesados en las clases de inglés deben llamar a 252-638-4755.

Basic Skills Plus
Get a competitive edge in today’s employment market by earning a High School Equivalency Diploma, a Certified Nurse Aid Certificate and college credit. Come to the Basic Skills office for an application. For more information, please call (252) 638-1587.

Digital Literacy – NEW!
Earn a Microsoft® Digital Literacy Certificate with this free, one-day-a-week course! You can gain new opportunities by improving your computer skills. Five modules include: computer basics, using the Internet, Microsoft Office 2013, security and privacy, and digital lifestyle. Ready to sign up? Call Zeledith Blakely at (252) 638-1587.

Family Literacy
Make a difference in the lives of your children. The Family Literacy Program will help you by integrating adult basic education, parenting education, and early childhood education that will improve your literacy and empower you to support the educational growth of your children. We can also help you prepare you for the North Carolina High School Diploma Equivalency Program.

The best news is that this program is FREE and it includes transportation, childcare, breakfast, and lunch! Start building a better future today! There are two locations: Vanceboro Farm Life Elementary School and James W. Smith Elementary School. For more information, contact Craven Community College at (252) 638-7265 or the Family Literacy Program at (252) 244-3225 or (252) 672-7023.

Important: Basic Skills programs are intended for adult learners who are 18 years of age or older. However, 16 and 17 year-olds can receive program services with the approval of their legal guardian and a release from the local school system. Forms can be downloaded from our website at www.cravencc.edu/basicskills.

When are these classes offered?
To make it possible for you to attend, day and evening classes are available, on and off campus, throughout the year. We also offer workplace literacy and can hold classes at an employer’s work site. Please call our office at (252) 638-7265 for more information.

Craven Community College is an approved GED Pearson Vue Testing Center.
Do you dream of running your own business? We’re here to help you succeed! At the Small Business Center, our mission is to host workshops and to help entrepreneurs like you. Our goal is to increase the success rate of start-ups and the number of viable small businesses in eastern North Carolina by providing high-quality, readily accessible assistance to prospective and existing business owners. We offer confidential business counseling services and resource libraries. All of the upcoming workshops are fully-funded and available at no charge.

The Craven Community College Small Business Center is located in the Brock Administration Building, Suite 114, on the New Bern Campus. For a complete list of our services, visit www.CravenCC.edu/sbc. Contact us at moerr@cravencc.edu or (252) 638-1166.

**SMALL BUSINESS CENTER WORKSHOPS**

We know when small business succeeds, the community benefits! Our programs are designed to prepare aspiring entrepreneurs for business ownership and to help current business owners sharpen their focus. You may attend one or all of the workshops. Registration is required.

**ENTREPRENEUR ACADEMY**

**Orientation: Business Basics—NB**
These are the basics of starting your business—registration, preparation for business ownership, building commitment in a phased program, and the creation of the all-important business plan.
Feb. 10  T  6-9 p.m.  AMC 102  FREE

**How to Write a Business Plan—NB**
A business plan is the guiding star and the map for start-up and expanding business ventures. Come learn how to build one.
Feb. 12  Th  6-9 p.m.  AMC 102  FREE

**How to Finance a Business—NB**
Running a business takes capital. Discover traditional and government loan programs available to business owners. Get what you need to know about obtaining credit through the government, how is credit reviewed, and your up-front costs as an owner.
Feb. 17  T  6-9 p.m.  AMC 102  FREE

**Cash Flow/Break-Even Analysis—NB**
Learn everything you need to know about preparing for small business operations, including the life cycle of the business and its products, the set up for break-even calculations, defining your product and service groupings, and determining fixed expense categories.
Feb. 19  Th  6-9 p.m.  BIT 112  FREE

**Hiring the Right Employees—NB**
Hiring the right talent is vital to the success of your business. Streamline the process and hire great employees—and once you have them, keep them!
Feb. 24  T  6-9 p.m.  AMC 102  FREE

**The Reality of Owning a Small Business—NB**
Wish you had a friend who could show you the ropes? Come to this session and hear from local business owners about starting and operating a small business. Get the truth about unforeseen obstacles and ways to prevent falling into a financial disaster.
Feb. 26  Th  6-9 p.m.  AMC 102  FREE

**Legal Regulations Concerning Small Business—NB**
Attend this quick session and learn your options for the best ways to legally structure your business to protect your business, yourself and your assets.
March 3  T  6-9 p.m.  AMC 102  FREE

**Taxes, Securities and Recordkeeping—NB**
Taxes can be complex—but you can’t escape filing. Find out the various ways business owners file taxes and why diligent recordkeeping is so important. You’re going to be successful. Protect your success.
March 5  Th  6-9 p.m.  AMC 102  FREE

**Beyond Ordinary Business Networking—NB**
Building and maintaining relationships is absolutely essential to business success. Learn to build, manage and use your network to help yourself and others succeed.
March 10  T  1-4 p.m.  AMC 102  FREE

**Growing Your Business with Social Media—NB**
Social media marketing can be the most inexpensive and powerful marketing tool that will exponentially grow your small business. Invest 3 hours in learning more about how social media can help expand your reach and capture more business.
March 10  T  6-9 p.m.  AMC 102  FREE

**Organizing for Success - Getting Your Startup Started RIGHT!—NB**
An organized business is a productive business. You may not consider yourself blessed with natural organizational skills, but now is the perfect time to get your business and work space organized.
March 12  Th  6-9 p.m.  AMC 102  FREE
SUSTAINABLE Gardening

Food security is one of today’s leading issues of concern. Learn how to grow a garden for home or for profit—or both! Gardening is a time-honored skill that is back in vogue, and we are glad to offer training to get you started. Lower your food bill and increase your income in these free workshops.

Workshops are fully-funded and available at no charge. Register at www.cravencc.edu/sbc or call (252) 638-1166. Registration is required.

Introduction: Soil and Water Requirements—NB
Learn the basics of soil and water requirements as you consider whether gardening as a business might be for you.
March 4 W 9-11 a.m. Brock 100 FREE

Understanding Insect and Plant Disease—NB
A perfectly healthy garden can be destroyed by insects and plant diseases. Learn the tricks to a healthy, sustainable, disease and pest resistant garden.
March 11 W 9-11 a.m. Brock 100 FREE

Extending the Harvest with High Tunnels—NB
North Carolina gardeners like you can extend the season and the harvest with high tunnel greenhouses. Learn how to build and use these practical gardening resources.
March 18 W 9-11 a.m. Brock 100 FREE

Navigating the Sea of Green—NB
Want to learn more about sustainable farming but there are dozens of words in the talk and the articles that aren’t familiar? In this class, we’ll get you up to speed on the lingo of sustainable farming.
March 25 W 9-11 a.m. Brock 100 FREE

Varieties—NB
Everyone loves fruit and fruit trees. Cultivating them requires a little knowledge and planning. In this class we’ll cover fruit tree considerations, and use and product identification for harvest and distribution.
April 1 W 9-11 a.m. Brock 100 FREE

Paving the Way—NB
Do you dream of selling greens or root vegetables to some of the many emerging markets? Save yourself some time and learn the challenges and solutions for aspiring produce growers.
April 22 W 9-11 a.m. Brock 100 FREE

Vermicomposting: Get Started with a Worm Farm—NB
Vermicomposting—using worms to compost—turns many types of kitchen waste into a nutritious soil for plants. Recycle your food scraps and help your plants thrive!
April 29 W 9-11 a.m. Brock 100 FREE

MILITARY BUSINESS CENTER

The North Carolina Military Business Center (NCMBC) is an operational arm of Craven Community College’s Small Business Center. The primary goal of the Military Business Center is to help existing businesses identify, bid on and win military and other Federal contracts. Other organizational goals of the NCMBC include presenting employment programs to integrate transitioning military personnel and family members into the workforce and to support recruitment and development of defense-related businesses in North Carolina. We’re here to help.

Lunch and Learn

Register at www.cravencc.edu/sbc or call (252) 638-1166. The $10 fee covers cost of lunch. Registration is required.

Contracting 101—HV
The workshop is an introduction to doing business with the government. Topics to be discussed are methods of procurement, socioeconomic small business programs for which you may qualify, registration and codes required to work with the government, and locating and identifying federal business opportunities.
May 5 T 11 a.m.-1 p.m. Redd 117 $10

Finding and Understanding Federal Solicitations—HV
Government is always in need of your products and services. Sometimes the issue for small business owners is finding those opportunities. In this workshop you will be able to find federal and state contracts on the internet. Topics include: federal business opportunities, NC e-Procurement, DOD e-mail and GSA.
May 28 Th 11 a.m.-1 p.m. Redd 117 $10

Intro to Proposal Writing: Part 1—NB
During this workshop you will be able to write a technical response to a federal proposal. Topics for discussion include reading a RFP or RFQ, proposal development teams for writing an RFP/RFQ, capabilities matrix development, team selection, developing a proposal schedule, a compliance matrix, and a proposal outline.
June 16 T 11 a.m.-1 p.m. AMC 102 $10

Intro to Proposal Writing: Part 2—NB
During this workshop you will be able to price a government RFP or RFQ. Topics for discussion include direct cost vs. indirect cost, find pricing requirements, describe RFP team actions, describe a timeline for developing RFP pricing, compliance and responsiveness information, and identify RFP tasks and deliverables.
June 18 Th 11 a.m.-1 p.m. AMC 102 $10
Friday, Jan. 9 - **Blancanieves**  
2012 (Spain)  
This film puts a serious twist on the Snow White fairy tale. Dramatically filmed in black and white, the setting is 1920s Seville, Spain, and the story is centered on a female bullfighter. In Spanish with English subtitles, PG-13, 109 minutes.

**Orringer Auditorium, New Bern Campus.**  
**Two screenings - 2:30 p.m. and 7:30 p.m.**  
**Admission is FREE.**  
Donations support the series.

Friday, Feb. 6 - **Mother of Mine**  
2005 (Finland / Sweden)  
During World War II, more than 70,000 Finnish children were evacuated to neutral Sweden to avoid the conflict. “Mother of Mine”, tackles that painful patch of history. In Finnish and Swedish with English subtitles, not rated, 111 minutes.

Friday, March 13 - **Quartet**  
2012 (UK / Great Britain)  
Beecham House, a home for retired musicians, is abuzz. The rumor circling is that they will soon play host to a new resident. Word is, it’s a star. In English, Italian, and Polish with English subtitles, PG-13, 97 minutes.

Friday, April 10 - **Potiche**  
2010 (France)  
Suzanne is a “decorative” wife, running the household, while her imperious and philandering husband runs the family factory. When he suffers a heart attack, she gets things in order at the factory. In French with English subtitles, R, 103 minutes.

**International Films**

Get on the bus for **Broadway**

**Jersey Boys**

Saturday, April 11  
Don’t miss JERSEY BOYS this time around – it’s back by popular demand! A record number of theatergoers cheered when JERSEY BOYS made its sell-out premiere at DPAC in 2012. Fortunately for us, the show is back on the road for those who missed it (or just have to see it again). JERSEY BOYS is the Tony®, Grammy® and Olivier Award-winning Best Musical about Rock and Roll Hall of Famers, Frankie Vallie and The Four Seasons.

This is the story of how four, blue-collar kids became one of the greatest successes in pop music history. They wrote their own songs, invented their own sounds and sold 175 million records worldwide – all before they were 30! JERSEY BOYS features their hit songs “Sherry,” “Big Girls Don’t Cry,” “Rag Doll,” “Oh What a Night” and “Can’t Take My Eyes Off You.”

**Seating is limited - Register Today - $179**  
[www.CravenCC.edu/llc](http://www.CravenCC.edu/llc) or call 252.638.7351

**ROAD TRIP**

Best of Broadway day trip fees include a continental breakfast at check-in, motor coach transportation, three-course gourmet luncheon, and premier orchestra seating for each performance at Durham Performing Arts Center.
Explorations in The ARTS

Friday, March 6, 7:30 p.m.
FLAMENCO VIVO CARLOTA SANTANA II
Flamenco Dance with Guitarist

Flamenco Vivo Carlota Santana is one of the nation’s premier flamenco and Spanish dance companies. They believe that the universal spirit of flamenco, a multi-cultural art form, has the power to build bridges between cultures and inspire audiences from diverse backgrounds. We welcome three members of the Flamenco Vivo II company, two dancers accompanied by a guitarist, who will perform for our audience.

Flamenco culture, including music and dance, originated in the southern region of Andalucía, Spain. The Moors, Gypsies and Jewish peoples inhabited this region for centuries and each culture contributed to the diversity of the art form. Rhythms from South America have also influenced flamenco, therefore, making it one of the world’s richest expressions of folklore.

EXPLORATIONS TICKET PRICES
$20 Adult / $12 Student

www.CravenCC.edu/LLC or call 252.638.7351

The Best of Scotland
May 22 – 30, 2015

The Lifetime Learning Center is pleased to announce The Best of Scotland, a 9-day tour that feature’s a harmonious blend of culture and countryside. Our goal is to create an international adventure where our participants feel like travelers, not tourists, and we share an ‘insider’s view’ of Scotland with an authentic and enhanced travel and learning experience.

Sightseeing Highlights:
• The City of Edinburgh, Princes Street, the Royal Mile, views of the Parliament Building
• Visit to Edinburgh Castle
• The 18th hole on the Old Golf Course at St. Andrews
• The majestic Eilean Donan Castle
• The beautiful Isle of Skye and the Clan Donald Centre
• Glencoe, also known as the Glen of the Weeping
• Visit the City of Glasgow, Glasgow Cathedral and view George Square
• Visit Stirling Castle to explore the great hall and see the Stirling Heads Gallery

Inclusions:
• Round trip airfare via USAir from RDU to Edinburgh, returning from Glasgow to RDU, plus all transfers
• Ground tour with professional tour guide and local guides as per our itinerary
• First class hotels
• Comprehensive trip interruption and travel insurance

www.CravenCC.edu/LLC/travel

The complete itinerary, costs and forms are available online at www.CravenCC.edu/LLC/travel or contact Jennifer Baer at baerj@cravencc.edu / 633-2618.

www.CravenCC.edu/Foundation
Ready to go? Call (252) 638-7351.
Let’s Talk About It is a library discussion series that brings together scholars and community members to explore how selected books illuminate a particular theme. The Thursday night series takes place at the Craven County-Havelock Library and includes five book discussions, led by five different visiting scholars. Participants will learn about the authors and discuss the books.

The Journey Inward: Women’s Autobiographies

- February 12  One Writer’s Beginnings, Eudora Welty
- February 26  Letter of a Woman Homesteader, Elinor Pruitt Stewart
- March 12  Dust Tracks on a Road, Zora Neale Hurston
- March 26  An American Childhood, Annie Dillard
- April 9  West With the Night, Beryl Markham

The Craven County-Havelock Library and Lifetime Learning Center are partners in presenting this eight-week series. This project is made possible by a grant from the North Carolina Humanities Council, the state affiliate of the National Endowment for the Humanities, in partnership with the North Carolina Center for the Book, a program of the State Library of North Carolina.

Lifetime Learning Center programs are made possible in part by a gift from our corporate sponsor Mr. Terry Tait, CFP® ChFC with securities offered by RAYMOND JAMES FINANCIAL SERVICES, INC. Member FINRA/SIPC

The five programs take place over eight weeks at the Craven County-Havelock Library from 6 to 8 p.m. The program is FREE, but books and space are limited. Please call the Library at (252) 447-7509 to register.

Craven Community College
Career Connections Course Catalog
You’re Invited to nominate an individual or business for

The 5th Annual Community Fabric Awards

The Community Fabric Awards will once again showcase individual, business and educational excellence in leadership. The event celebrates the spirit of civic engagement as the fabric that weaves our communities together.

Now is the time to nominate an individual or business who has demonstrated outstanding initiative, impact of service and inspiration of others throughout Craven County.

Community Fabric Award for Individual Leadership
Community Fabric Award for Business Leadership

An independent committee will make the final award selections from the nominees provided. The deadline for receipt of nominations is 5 p.m. on Wednesday, February 11, 2015.

NEW THIS YEAR - an easy-to-use online nomination form - www.CravenCC.edu/CFA

MARK YOUR CALENDAR:
      Tuesday, April 21, 2015
      Luncheon and Award Presentations
      Noon to 1:30 p.m.
      New Bern Riverfront Convention Center

SPONSORSHIPS
The Foundation is also accepting business and individual sponsorships in support of the event. Complete details are available online or call the Foundation office.

Announcing our Presenting Sponsor:

Ward and Smith, P.A.
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(252) 638-7351
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- The Lifetime Learning Center 31

Get on the bus for BROADWAY! "Oh Pretty Baby!"

Join the Lifetime Learning Center for a BEST OF BROADWAY road trip to the Durham Performing Arts Center. We’re off to see JERSEY BOYS on Sat., April 11.

If you missed the bus last time, or just have to see it again, you are welcome to join us as we celebrate the energetic music of Frankie Valli & The Four Seasons.

REGISTER TODAY - Seats for this show trip will go fast!
(See page 31 for complete details)

Cranen Community College’s Human Resource Development (HRD) Program (see page 27) would like to know if you are interested in courses such as:
- Appropriate Dress for Success and Interviews
- Money or Credit Management in Difficult Times
- Stress Management when Unemployed or Laid off
- Job Search Resource Club
If so, please call (252) 638-7247 to express your interest.
FREE classes are available for those who qualify.

SAVE THE DATE!
Tuesday, April 21, 2015
Craven Community College
5th Annual Community Fabric Awards
Now accepting nominations until Feb. 11. See page 34.

www.CravenCC.edu/CFA