



## Elizabeth City Division of Workforce Development & Continuing Education Schedule Spring Semester 2012

Registration for classes can be completed by stopping in at our Elizabeth City Campus, 1208 N. Road Street, The John Wood Foreman Technology Center, Room 129, or by calling 252-335-0821, ext. 2250. So that we may keep our class costs low, we have minimum numbers required for each class to be held. We suggest that if you are interested in a particular class, call early to make certain that you will be registered. For information about specific classes, or to tell us about a class you might be interested in having in our Continuing Education program, call 252-335-0821, ext. 2250.

[www.albemarle.edu](http://www.albemarle.edu)

### **\*NEW Sustainable Energy**

#### **Green Building Concepts**

This class is for anyone who wants to understand more about what exactly green building is. Topics will cover building practices that can reduce energy use, increase value, and increase comfort in homes. Course will also help you understand differences between programs and certifications related to the green building industry. Students will understand the difference between Energy Star, LEED, NC Healthy Homes Program, Building Performance Institute, HERS, and others. This course serves as an excellent starting point for anyone interested looking to build or hire a builder to construct a high performance home.

5/7-5/23 MW 5:30-8:30PM \$65

Instructor: J. Stolarczyk

### **CERTIFICATION CLASSES**

#### **NEW!! Advance Aviation Composite**

4/3-6/23 TW 5:30-8:30PM \$120

Instructor: P. Ledbetter

Sheet Metal Lab

#### **NEW!! Aviation Hydraulic/Pneumatics**

This course introduces the student to the basic description, functions, components and operations of an aircraft hydraulic and pneumatic system. Topics include safety, components and location, description of hydraulic/pneumatic line, aviation hydraulic/pneumatic layouts, schematics and manufacturing of lines. Student will manufacture rigid lines as part of lab. Safety shoes and safety glasses are required. Tools are provided. Upon completion students should be able to understand the operation of a fluid power system including design, application and troubleshooting.

2/23-4/13 TH/F 5:30-8:30PM \$120

Instructor: G. Salazon

Sheet Metal Lab



## **NEW!!Basic Aviation Sheet Metal (274 hrs)**

This course is intended for individuals who want to enter the sheet metal field as an apprentice in either aviation or construction. The program consists of 304 hours of instruction and covers the basics of aviation sheet metal fabrication and repair including: Theory of flight controls; Basic aircraft construction, Job specific tools and their uses; Fasteners and hardware; Sheet metal properties and selection; Corrosion identification and repair; Blueprint and layout; Measuring tools and their use; Sheet metal forming; Shop safety and tool control; General sheet metal standards, career development.

4/2-7/9 M-F 7:30am-12:30pm \$180

Instructor: D. Yurko

Sheet Metal Lab2

2/20-6/18 M-Th 5:30pm-9:30pm \$180

Instructor: D. Acevedo

Sheet Metal Lab

## **BPI Analyst Training**

See [http://www.albemarle.edu/continuing\\_ed.php?cat=1028](http://www.albemarle.edu/continuing_ed.php?cat=1028) for schedule and updates

## **BPI Installer Certification Training**

See [http://www.albemarle.edu/continuing\\_ed.php?cat=1028](http://www.albemarle.edu/continuing_ed.php?cat=1028) for schedule and updates

## **Lead-Based Paint Hazard Management**

See [http://www.albemarle.edu/continuing\\_ed.php?cat=1028](http://www.albemarle.edu/continuing_ed.php?cat=1028) for schedule and updates

## **Emergency Medical Technician Basic Initial**

The course is designed to instruct a student to the level of the Emergency Medical Technician Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. It is the intent of the Emergency Medical Services training program to provide each student with the basic knowledge and skills required for pre-hospital emergency medical care and to prepare each student for the appropriate North Carolina EMT-Basic exam.

1/7-5/17 M/W (Some Saturdays)

6-10PM

\$181.50

EC Campus

1/7-5/17 T/TH (Some Saturdays)

6-10PM

\$181.50

EC Campus

\*1/21-6/7 T/TH (Some Saturdays)

6-10PM

\$181.50

**DARE CAMPUS**

**\*Please Contact the Dare County Campus to Register.**

## **Emergency Medical Technician Intermediate \*DARE CAMPUS**

This course is to prepare the student for certification as an Emergency Medical Technician Intermediate, as defined and recognized by the North Carolina Office of Emergency Medical Services. This course is designed for current EMT-Basic's who are continuing their education. The EMT-Intermediate curriculum emphasizes advanced level patient assessment, communication skills, and advanced life support interventions. It is the intent of the Emergency Medical Services training program to provide each student with the basic knowledge and skills required for pre-hospital emergency medical care and to prepare each student for the appropriate North Carolina EMT-Intermediate exam.

1/9-5/9 M/W (Some Saturdays)

6-9:30PM

\$181.50

**DARE CAMPUS**

**\*Please Contact the Dare County Campus to Register for EMT Intermediate.**

## **Emergency Medical Technician Anatomy and Physiology**

This course provides a basic study of the structure of the human body. This course is designed for current EMT-Basic's who are continuing their education. It is designed to be a prerequisite or corequisite to the EMT-Paramedic course.

1/23-9/30

Online

Online



## Emergency Medical Technician Basic to Paramedic

This course is to prepare the student for certification as an Emergency Medical Technician Paramedic, as defined and recognized by the North Carolina Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians. This course is designed for current EMT-Basic's who are continuing their education. The EMT-Paramedic curriculum prepares the student with the knowledge and skills to work competently as an entry level EMT-Paramedic.

1/3/11-1/31/12 TTH (Some Saturdays) 6-10PM

GATES CO. RESCUE AND EMS

## Escort Vehicle Operator Certification – Initial (8 hrs)

This 8 hour course satisfies the requirements set by the North Carolina Department of Transportation to certify oversized-overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an examination

4/3 T 1PM-9:30PM

\$65

Instructor: J. Surles

FC 121B

## Escort Vehicle Operator Certification – Renewal (4 hrs)

This 4 hour course satisfies the requirements set by the North Carolina Department of Transportation to certify oversized-overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an examination

4/3 T 8AM-12PM

\$65

Instructor: J. Surles

FC 121B

## NC Vehicle Safety Inspection (8 hrs)

Prepares auto technicians and service personnel as safety and emission inspectors for motor vehicles and to pass qualification exams for certification at a licensed inspection station.

2/7-2/9 Tu/Th 6pm-10pm

\$65

Instructor: J. Nixon

FC121B

4/3-4/5 Tu/Th 6pm-10pm

\$65

Instructor: J. Nixon

FC121B

6/5-6/7 Tu/Th 6pm-10pm

\$65

Instructor: J. Nixon

FC121B

8/7-8/9 Tu/Th 6pm-10pm

\$65

Instructor: J. Nixon

FC121B

## Notary Public (6 hrs)

This course is designed to prepare students to be commissioned/appointed as a Notary Public. Manual and photo ID required, must be High School/GED graduate.

2/7-2/8 Tu/W 6pm-9pm

\$65

Instructor: T. Story

A201

4/3-4/4 Tu/W 6pm-9pm

\$65

Instructor: T. Story

A201

## Pharmacy Technician (98 hrs)

This course is designed for individuals who will be trained to work under the supervision of a pharmacist in a pharmacy. The course provides the student with basic knowledge and skills required to work as a technician in a drug store or other pharmacy. Course topics covered include drug classification, drug distribution, anatomy and physiology as relate to disease with an emphasis on drug therapy, laws and regulations basic to a pharmacy practice. Plus cost of manuals which can be purchased in the Follett Bookstore on Campus for approx. \$130.00.

1/17-5/10 TTH 6-9PM

\$175

Instructor: J. Tabb

C208

## Pool and Spa Operator

Prepares student to take the state pool/spa operator certification exam (which requires a score of 70% for certification). Course fee includes cost of exam, certification, book & registration. Students need to bring a calculator, highlighter and pencil to class.

4/5 Th 8AM-6PM

\$175

Instructor: T. Suchy

Owen110

5/3 Th 8-12PM

\$175

Instructor: T. Suchy

Owen110



## Welding I-SMAW (Stick) \*NEW

Practical operations in the use stick SMAW welding. Course fee includes supply cost.

4/16-5/17 MTH 6-9PM \$200 Instructor: H. Sutton C128

## COMPUTER AND TECHNOLOGY CLASSES

### Introduction to Computers (24 hrs)

In this beginner course, learn how to properly turn the computer on/off, computer terminology, and mouse skills. Topics covered include Windows basics, file management, and word processing, plus internet skills including email, social media (like Facebook), and security. Bring all questions! No prior computer knowledge is required!

<del>1/23-2/15 MW</del>	<del>2PM-5 PM</del>	<del>\$70</del>	<del>Instructor: D. Holmes</del>	<del>FC 208</del>
2/6-3/26 MW	6PM-9PM	\$70	Instructor: L. Figgs	FC 208
3/19-4/16 MW	2PM-5 PM	\$70	Instructor: D. Holmes	C218

### Facebook for Seniors

Facebook connects you with friends, family, and community. Learn to create a profile, find friends, "like" interests, play games, and safely navigate the sharing of information.

<del>1/23-2/15 MW</del>	<del>5:30-6:30</del>	<del>\$30</del>	<del>Instructor: D. Holmes</del>	<del>FC 208</del>
3/5-3/28 MW	5:30-6:30	\$30	Instructor: D. Holmes	FC 208

### Microsoft Office 2010 (24 hrs)

In this beginner course, learn the basics of the Microsoft Office Suite including Word, Excel, and PowerPoint. Topics covered include creating a cover letter and resume, creating a spreadsheet with calculations, and creating a presentation with graphics. Basic computer skills, while not required, will be helpful. Other special topics available upon student request. Textbook required is Welcome to Microsoft Office 2010, approx.. \$40. ISBN-13: 978-1-59136-380-4. Textbook will be available in FC129 prior to 1st day of class.

1/10-2/02 TTh 6-9 PM \$70 Instructor: D. Holmes FC207

### Microsoft Excel 2010 (24 hrs)

Create basic worksheets in Excel 2010. Learn about data entry, modifying appearance, calculations, graphs, and printing in this course. While typing is not necessary, a basic level of computer competency will be required.

3/27-4/19 TTh 6-9PM \$70 Instructor: D. Holmes FC207

### Adobe Photoshop

This class will teach you how to work with layers, the toolbar, selection tools, default and custom brushes, type, filters, guides, slicing, alignment, history, selections and masking, blend modes, pictures packages, photomerge, and actions just to name a few. The class will also cover image color correction techniques.

2/7-3/13 T 7-9:30PM \$70 Instructor: D.Gilleland FC128

### Advance Adobe Photoshop



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Workforce Development and Continuing Education

Advance Tip and Techniques, Deliverable: Each student will walk out with a glamour shot to use as their Christmas card/Christmas gift.

3/20-5/1 Th 7-9:30PM \$70 Instructor: D.Gilleland FC128

## Adobe Illustrator

An introductory class that will cover layers, toolbars and menu items. Students will learn about vector graphics and rasterizing objects. Will also cover importing and exporting into Photoshop.

3/15-4/26 Th 7-9:30PM \$70 Instructor: D. Gilleland FC128

## EDUCATION AND LANGUAGE CLASSES

### Basic Chinese

This course will help students to learn basic greetings and instructions. The material will also introduce the phonetic system to provide the fundamentals for further Chinese language learning.

1/23-4/16 M 5-7PM \$65 Instructor: R. Deng A229

### Advance Chinese

This course will help students to learn basic greetings and instructions. The material will also introduce the phonetic system to provide the fundamentals for further Chinese language learning.

1/25-4/18 W 5-7PM \$65 Instructor: R. Deng A202

### ~~Conversational Spanish for the Workplace (24 hrs)~~

~~Beginning course on applied Spanish facilitates basic communication with people whose native language is Spanish. Text book is available in the Continuing Education Office (FC-129) for \$14.~~

~~1/23-4/16 M 6-8 PM \$65 Instructor: P. Brewer C155~~

**CANCELLED**

### ~~Effective Teacher Training (36 hrs)~~

~~Recommended training for substitute teachers, teacher assistants, & prospective new teachers. Fee includes manual.~~

~~2/2-4/29 Th 6-9 PM \$130 Instructor: L. Figgs C219~~

**Cancelled**

### ~~Russian Language and Culture~~

~~3/1-5/10 Th 6-8PM \$65 Instructor: Vozzhaeva A201~~

**CANCELLED**

## HEALTH OCCUPATION CLASSES



# College of The Albemarle

Workforce Development and Continuing Education

## HEALTH OCCUPATION COURSES

### Nurse Aide I

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to sit for the competency exam through PearsonVue for listing on the North Carolina Nurse Aide I Registry.

See [http://www.albemarle.edu/continuing\\_ed.php?cat=672](http://www.albemarle.edu/continuing_ed.php?cat=672) for schedule and updates

### Nurse Aide II

The Nurse Aide II course prepares graduates to perform more complex skills for patients or residents. A skill evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. In all employment settings, the listed Nurse Aide II will work under the direction and supervision of licensed personnel.

Contact Edenton Office—252 482 7900 X2405 or X2412

Dare Campus—252 475 9251 or 252 475 9250

Elizabeth City- 252 335-0821 X2250

## PERSONAL ENRICHMENT CLASSES

### ~~Belly Drills and Skills (12 hrs)~~

~~Students will learn elements of belly dancing that are aerobic and create a dance workout. Abdominal strength is stressed and movement is taught in a movement study fashion. Come join the class and have fun while working out. Everyone is welcome! Limited enrollment.~~

~~1/21-4/7 SAT 9:55-10:55AM \$65 Instructor: A. Strickland FC121A~~

**CANCELLED**

### ~~Bollywood Dance Fitness (12 hrs)~~

~~Students will learn elements of dancing that are aerobic and can create a dance workout. Come join the class and have fun while working out. Everyone is welcome! Limited enrollment.~~

~~1/21-4/7 SAT 11-12AM \$65 Instructor: A. Strickland FC121A~~

**CANCELLED**

### Cake Decorating (12 hrs)

In this class, you can learn to decorate cakes for all occasions. Proper use of various decorating tips and utensils will be explored as well as how to write on a cake and the art of creating flowers and border designs. Call 252 335 0821 X2250 for supply list.

1/25-2/29 W 6-8 PM \$55 Instructor: N. Jernigan C 210

3/21-5/2 W 6-8 PM \$55 Instructor: N. Jernigan C 210

### Ceramics/Wheel Throwing (24 hrs)



This class is for beginners and intermediate students. Students will learn basic information on the use of the potter's wheel. Instruction and demonstrations will be given for preparing the clay (wedging) and basic throwing techniques such as centering and pulling a 9" cylinder. Then on to throwing functional pieces of pottery; cups, mugs, and bowls. We will discuss glazes, surface design and decoration that can be used on their finished work. Students will need to bring apron and wear appropriate clothing. Registration includes supplies.

1/9-2/20	MW 10AM -12 PM	\$65	Instructor: D. Cormicle	PLab
2/22-4/02	MW 10AM -12 PM	\$65	Instructor: D. Cormicle	PLab
4/16-5/23	MW 10AM-12 PM	\$65	Instructor: D. Cormicle	PLab

### \*NEW Indoor Cycling (Spinning)

The Spinning® program is the global leader in indoor cycling training, education and equipment. Uniquely tailored to suit a wide range of abilities and fitness goals, the Spinning program and patented Spinner® bikes manufactured by Star Trac® deliver a personalized workout, incredible calorie burn and personal challenge—all at a self-directed pace.

3/27-6/14	6AM-7AM	\$30	Instructor: L. Johnson	Owens
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### Motorcycle Safety (22 hrs)

This course uses curriculum developed by the Motorcycle Safety Foundation. The course consists of approximately 18 hours of range time and 4 hours of classroom. A class consists of one weekend (Friday 6-10PM, Saturday and Sunday 8AM-6PM). Attendance at all sessions of the class is required. Class is held rain or shine. This course requires physical stamina, motor coordination and mental alertness. Students must know how to ride a bicycle, be able to support a 300 lb. motorcycle while straddling it, and have the ability to push the motorcycle for distances up to 120 feet. No driver's license is required. Successful completion of the course will required to pass a written test and a motorcycle skills test. The course is designed to prepare the students to pass both exams. Upon completion of the course, the student is provided with a card to present to the DMV examiner that will waive the NC skills portion of the test.

Students will still need to take the DMV's written exam before being issued their motorcycle endorsement

Fri, Sat, Sun	Call for available classes	6pm-10pm;8am-6pm	\$150	C 155	TBA
Or refer to our website <a href="http://www.albemarle.edu/continuing_ed.php">http://www.albemarle.edu/continuing_ed.php</a>					

### Painting/Mixed Media (24 hrs)

This course is a painting survey course where participants will have the opportunity to explore several mediums in the creative and painting process, including painting, collage, and mono-print. This course may also focus on acrylic techniques. Students will have the flexibility in the subjects they depict. Decorative painting using acrylics will also be covered. Art Material needed: #2 Pencil, Drawing paper, canvas (canvas paper), set of acrylic paints (most acrylic paints work just fine) and basic brushes (small, medium, and large).

1/17-3/6 T	9-12AM	\$55	Instructor: M. Sawyer	C222
3/20-5/15 T	9-12AM	\$55	Instructor: M. Sawyer	C222

### Quilting

Project will be given the 1st night of class.

2/16-4/05 Th	7PM-9PM	\$45	Instructor: R. Caruso	C222
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### Safe Driver

This class is offered for individuals that have received a traffic citation. Successful completion of this class may allow that individual to receive a Prayer for Judgment Continued.

4/24Tu	5:30pm-9:30pm	\$70	Instructor: S. Hewitt	FC 121B
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### Stained Glass (24 hrs)



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This course is designed to introduce students to the proper procedures for cutting, grinding, foiling, pattern layout, and soldering leaded stained glass. Opportunities to use these techniques in various projects will assist the student in applying the techniques learned.

1/23-3/12 M 6-9 PM  
3/26-5/21 M 6-9PM

\$55  
\$55

Instructor: A. Hoefs  
Instructor: A. Hoefs

C 222  
C 222

## Adult Sailing

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.

6/18-6/29 M-F 5-7:30PM

\$65

Instructor: R. Duncan

## ON LINE CLASSES (ED2GO)

[http://www.albemarle.edu/distance\\_learning.php?cat=227](http://www.albemarle.edu/distance_learning.php?cat=227)

We are also collecting names for the following courses:

Code Classes (Building, Electrical, Plumbing, Mechanical)

E-Notary

Wastewater Treatment

Please call 252-335-0821, ext. 2250 to add your name to the list if you are interested in any of these classes.