



COLLEGE OF THE
ALBEMARLE

Dare County Campus – Roanoke Island Workforce Development, Public Services & Career Readiness and Continuing Education/Personal Enrichment Class Schedule

Spring Semester 2019

You can register for classes online, or by coming to our Roanoke Island offices (located at 205 S Business Highway 64/264 in Manteo, across from Island Pharmacy) or by calling **252-473-2264 ext. 7511 or 2250**. If you are interested in a certain class, register early – although you can register at any time with payment due before the class starts. If a class listed has already started, please call to have your name added to a waiting list for the next time we offer it. For information about specific classes, or to tell us about a class you would like to see offered, call 252-473-2264 ext. 7511. The college is closed 12/22-1/1, 1/21, 4/22.

Register online at mywebadvisor.albemarle.edu

Some **scholarships**, provided by the Outer Banks Community Foundation Milton Jewell Scholarship Fund, for Dare County residents to take occupational and technical classes, are available. The SECU and NWDB also provide assistance. All of these scholarships are need based.

NEW CLASSES! Marine Diesel Engine Repair

For on line Continuing Education classes visit:



Interested in a class that you don't see on our schedule? Looking for online career training that is affordable and convenient? Check out Ed2Go! Ed2Go offers over 300 classes with new sessions starting each month! **If you have questions about ed2go classes**, call 252-335-0821 ext. 2250. Pre-register online at www.ed2go.com/coace

CERTIFICATION CLASSES

NC Vehicle Safety Inspection (8 hrs) #49528

This course prepares auto technicians and service personnel as safety and emissions inspectors for motor vehicles. Also prepares student to pass the qualification exam for certification to be used at a licensed inspection station. Must possess a valid in NC driver's license and have 2 years' experience. Part of second night is held in a local garage. Please pre-register.

3/19,21

TTh 6 – 10 p.m.

\$70

Instructor: T. Maher PAB201B

Notary (6 hrs)

This course is designed to prepare students to be commissioned/appointed as a Notary Public. A valid driver's license or photo ID is **required** and one must be a High School/GED graduate. You must have the book [Notary Public Guidebook for North Carolina 11th ed.](#) to be a Notary. It may be purchased from Follett Bookstore 252-331-5964 in Elizabeth City or Downtown Books in Manteo at 473-1056. You will be responsible for mailing in notary certificate fee

to the state after successful completion of the class/test. If you have an **unexpired commission** and need to renew, please go on line to the NC Secretary of State website. Class includes a lunch break on your own.

TBA S 9 a.m. – 4 p.m. \$70 Instructor: W. McCown PAB202

E-Notary (4 hrs)

Electronic Notary class is designed to instruct existing N.C. Notaries Public in the legislative procedure required to perform electronic notarial acts under NCGS § 10B-100. **You must already have your notary commission to attend this class.** You will be responsible for mailing in your notary certificate fee to the state after successful completion of the class and test.

TBA S 9a.m. – 1p.m. \$70 Instructor: W. McCown PAB201B

Pool and Spa Certification (BLAFT) (9 hrs)

Pool and spa operator certification. Instruction and techniques are taught (with off campus visit to local pool.) **Students should bring a pencil, highlighter and a calculator to class.** Fee includes manual and written test required by the N.C. Department of Environmental Health and a certificate. One hour for lunch on your own. Must be register 2 business days before class.

2/11 #49495 M8 a.m. – 6 p.m. \$195 Instructor: T. Suchy PAB201B
3/11 M8 a.m. – 6 p.m. \$195 Instructor: T. Suchy PAB201B
4/8 M8 a.m. – 6 p.m. \$195 Instructor: T. Suchy PAB201B

Safe Driver-DDC4 (4 hrs)

This four (4) hour class is designed to increase awareness of the need for and the benefits of defensive driving. **May** help you get a discount on your auto insurance or lower your points. Class **may** meet court requirements if you get a ticket. Price includes workbook and certificate. You **MUST** be preregistered at least 2 business days before to attend class. The eight (8) hour class is available in Elizabeth City.

1/31 TH 4:45- 8:45 p.m. \$75 Instructor: S. May BSE102
3/5 T 4:45 - 8:45 p.m. \$75 Instructor: S. May BSE102
5/6 M 4:45 - 8:45 p.m. \$75 Instructor: S. May BSE 102

Hospitality and Tourism Certification (see below under Hospitality Classes)

NAI, NAI, CPR, and Medication Aide (see below under Health and Nurse Aide)

CFC/HVAC (see below in Industrial Technology)

COMPUTER, TECHNOLOGY, and PHOTOGRAPHY CLASSES

Scholarships are available for some classes. Ask us about how you can apply!

You can now register on line for most of these classes!

Introduction to Computers and Technology (24 hrs)

This course is designed to explain the significance and role of the computer in our everyday lives and in business. You will learn introductory concepts of computer hardware, operating systems, software, operations, and electronic research and communication. This class is not exclusive to just PC. Phones and e-book readers and tablets may be included throughout the course covering multiple aspects of computer technology. Getting the most out of your internet with social networking, media, and entertainment will also be introduced as well as using the computer and internet to search for a job. You should have some understanding of how to use a computer so if you have **no** basic knowledge of computer, then HRD/Beginning Computer Skills for the Workplace is a pre-requisite. **Limited enrollment.**

TBA 6-9PM \$75 Instructor: R. Nelson TBA

Computer Skills for the Workplace/HRD (24 hrs) #49577

This course is for students needing to improve their computer skills. It includes basic terminology, word processing, printing a document, keyboarding, searching job sites, data entry, and more. It will help you polish and acquire skills to make you more marketable in the workplace. **Limited enrollment. Class fee may be waived for unemployed/low income.**

2/18-3/14 MTH6 - 9 p.m. \$70 Instructor: L. McMaster PAB202

Digital Photography I (24 hrs)

In this introductory class, students will familiarize themselves with techniques, processes and tools of digital photography and will be able to get more consistent and satisfactory results from their camera. Students **MUST** have their own digital camera with manual controls.

TBA TBA \$70 Instructor: TBA BSE102B

Drones: An Introduction (16 hrs)

Our introductory class will act as an awareness of local and FAA restrictions, weather factors, flight safety, airmanship, and aeronautical decision-making. The class will also focus on the commercial outputting of film editing with both still and video photography used. Additionally, the class will also serve as a study guide for the Unmanned Aircraft General (small) Certification needed for business or non-recreational use such as Real estate or other commercial based photography. This exam for Certification to fly drones is available at the Elizabeth City campus with prior sign up. Actual drone practice flight time will be available with the College's drones and times may vary due to weather conditions. Computer skills are **required**. **Limited enrollment, so sign up early.**

March TTH4-6 p.m. \$80 Instructor: R. Nelson PAB201A

Introduction to EXCEL (18 hrs) #49578

Introductory class will cover the basics of Excel. This class will enable students to efficiently use this application.

Basic computer skills are required. No class 4/22.

3/25-5/6 M6- 9 p.m. \$75 Instructor: L. McMaster PAB202

Introduction to Quickbooks (24 hrs) #49575

This introductory class will cover the basics of Quickbooks accounting using Quickbooks2018. This is the **DESKTOP** version. This class will enable students to efficiently use this application and how to apply it to the version one is using.

A loan of the class book will be available. Basic computer skills required. Limited enrollment of 12 students.

Certificate of completion awarded upon completing 80% of the class.

1/29-3/19 T 6 - 9 p.m. \$75 Instructor: L. McMaster PAB202

Video Production and Editing (24 hrs) #49576

This course is for students wanting to improve or learn video making and editing skills. Equipment is available for use or students may bring their own equipment. The class goal is to have production ready video to air on Current TV/GovEdTV. **Limited enrollment.**

2/6-3/27 T 6-9 p.m. \$80 Instructor: Binkley PAB201A

HOSPITALITY & TOURISM CLASSES

Core Classes include: Customer Service in the Hospitality Industry, Computer Skills for the Workplace, Career Readiness, and the Outer Banks Ambassador. Additional advance training classes in the 3 certification tracks such as Reservation Specialist, Housekeeping & Operations Specialist, Maintenance Specialist will be offered regularly. Space is limited, so register for these classes now! Call 252-473-2264 ext. 7511 to find out about these classes!

Customer Service in the Hospitality Industry (24 hr) #49512 This is a CORE class.

This course introduces the basic principles of customer service and will prepare you to be the best employee possible. Increase your employability and enhance your income potential. Role playing and finding solutions for different customer service scenarios will be presented. Find out your best fit in a company or business. Learn how to serve both customers and your company. A certificate of completion that can be added to your resume/portfolio will be awarded upon successful completion of the class. This class is **fee waived for unemployed/low income** students. Please register no later than 3 business days before the class. No class 1/21.

1/16-2/13 MW 6 -9 p.m. \$70 Instructor: Bradley PAB201B

Computer Skills for the Workplace (24 hrs) #49577 This is a CORE class.

This course will help improve your computer skills as well as job search skills Even if you think you have the computer skills, this class will make sure you know how to use a keyboard and desk computer, complete valid searches for information, and accurately submit on line applications. It includes basic terminology, word processing, printing a document, keyboarding, searching job sites, data entry, and much more. It will help you polish and acquire skills to make you more marketable in the workplace particularly for the Hospitality Industry. This class is required before taking the Reservationist Skills class. **Limited enrollment. Class fee may be waived for unemployed/low income.**

2/18-3/14 MTH6 - 9 p.m. \$70 Instructor: McMaster PAB202

Career Readiness (24 hr) This is a CORE class.

This course builds on the Customer Service and Soft Skills taught in the first core class. Emphasis will be on soft skills, finding a job in your areas of expertise, and enhance your employability and income potential. or business. Learn how to serve both customers and your company. A certificate of completion that can be added to your resume/portfolio will be awarded upon successful completion of the class. This class is **fee waived for unemployed/low income** students. Please register no later than 3 business days before the class.

TBA . \$70 Instructor: Bradley DAR

OBX Ambassador (7 hrs) You must be enrolled or have completed Customer Service in the Hospitality Industry to register for this class. This is a CORE class.

It will help you polish and acquire skills to make you more marketable in the workplace particularly for the Hospitality Industry. This class is required as part of the Hospitality and Tourism Certificate. Please bring your lunch, water, and wear comfortable clothing. **Limited enrollment.**

TBA F9 am – 4:30p.m. \$70 Instructor: Bradley Field Trip

Reservation Specialist (24 hr)

This course introduces the basic principles of customer service and sales with emphasis on the Reservationist position in the Hospitality Industry (rentals and hotels). Prepare yourself to be the best employee possible to increase your employability and enhance your income potential. It is required that you take Computer Skills for the Workplace before taking this class. Please register no later than 2 business days before the class.

TBA 6 - 9 p.m. \$75 Instructor: Maher PAB201B

Maintenance for the Hospitality Industry (18 hrs)

This course is designed to provide the student with an introduction to the basic fundamentals of home maintenance with practical, hands-on exercises applying these principles. We will cover safety, home inspections, preventative maintenance, trouble shooting, diagnostics and repair. Attention will be given to the skills, duties, and responsibilities of those working in or planning to work in maintenance operations, including within the real estate rental industry. Specific areas include basics of electricity, plumbing, HVAC, carpentry, tools, and building materials. This is an introductory class. Scholarships are available for those in the Hospitality and Tourism Certification program and who live in Dare County.

TBA 6- 9 p.m. \$75 Instructor: G. Walter PAB

Housekeeping and Operations Specialist in the Hospitality Industry (18 hr) NEW CLASS!!

Understand the basic principles of customer service with emphasis on Housekeeping and room and rental cottage cleaning in the Hospitality Industry (hotels, rentals). The class will prepare you to be the best employee possible to increase your employability and enhance your income potential. Will also discuss inventory control, photographing damages, learning to be a manager in Housekeeping, and more. A supply kit will need to be purchased while in this class. Please register no later than 2 business days before the class.

TBA 6 - 9 p.m. \$70 Instructor: TBA TBA

Scholarships are available...please ask!

INDUSTRIAL TECHNOLOGY CLASSES

You can now register on line for many of these classes!!

Ask about scholarships provided by the Outer Banks Community Foundation Milton Jewell Scholarship Fund for Dare County residents.

Home “Handyman” (18 hrs) NEW CLASS!!

Perfect for new homeowners, young people, and women, this class will allow you to learn tool safety, how to use tools, and how to measure and cut. Basic home repairs and improvements will be discussed and will include toilet and plumbing trouble shooting and lamp rewiring. Also, learn how to stock a simple tool chest to use in the home. Know the trick of “measure twice, cut once.” Understand when to call in the experts and when you can do your own repairs! Hands on practice in lab will be included.

TBA 5:30-8:30 p.m. \$85 Instructor: Walter PAB 103

HVAC (96 hrs) #49573

Students will learn the basics of heating and air conditioning. If you're ready to replace the daily grind with a career you enjoy, then become an HVAC tech. This course covers the fundamental physics of heating and cooling in addition to the technological considerations in heating and cooling equipment. You will have instruction and hands on learning in

the HVAC lab. This class includes **CFC certification exam** that has an additional \$40 fee. **Limit of 15 students. No class 1/21.**

1/16-5/13

WM 7-10 p.m.

\$305 Instructor: J. Cahoon

PAB101

Basic Welding (30 hrs)

Course content will be specific to SMAW (stick) with an introduction to GMAW (mig) and FCAW (flux-core) welding. Students will participate in questions-answer sessions and hands-on to gain basic knowledge in the setup and operation of various power sources that operate these processes. Upon completion, students will have the basic knowledge of various industry standards and certifications. Personal items required for the Welding Technology Program: Welding Helmet (auto darkening is a plus), Safety Glasses, Ear plugs, Tip Cleaners, Welding Jacket with Leather Sleeves, Steel Toe Leather Boots (with high sides), Welding Gloves. PPE Ready-Packs are available for purchase and must be pre-paid to the instructor to receive the educational discount. Orders for Ready-Packs should be at least 2 weeks before start of the classes or ASAP. Contact instructor Jeff Spear at 252-335-0821 ext. 2335, for more information on Ready-Packs and local vendors. Limit of 10 students per class.

TBA

\$175

Instructor: J. Spear

PAB102

Marine Diesel Engine Repair I (96 hrs) NEW CLASS!!

This course introduces theory, design, terminology, and operating adjustments for marine diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding and repairing diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair marine diesel engines. Additionally, students will be introduced to preliminary fabrication, parts ordering and inventory, and shop/lab best practices. **Fee includes required textbook.** All classes held in Manns Harbor.

1/16-5/13

MW4 - 7 p.m.

\$305

Instructor: MDMMarine

MannsHar

MANAGEMENT SKILLS CLASSES

Fundamentals of Supervision and Management (24 hr) on line

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal with the constant demands of a managerial job.

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Every Month

Online

\$70

Enroll at www.ed2go.com/coace

Administrative Assistant Suite (72 hr) on line

This on line training consists of three 24 hour classes.

Administrative Assistant Fundamentals: Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Administrative Assistant Applications: Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management.

Effective Business Writing: Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Every Month

Online

\$180

Enroll at www.ed2go.com/coace

Achieving Success with Difficult People

Discover how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Every Month

Online

\$70

Enroll at www.ed2go.com/coace

Project Management Fundamentals

If you are organized, perceptive, detail-oriented, and an excellent communicator, you might just have what it takes to succeed in the fast growing field of project management. This course will also help you prepare for the internationally recognized Project Management Professional and Certified Associate exams offered by the Project Management Institute.

Every Month

Online

\$70

Enroll at www.ed2go.com/coace

A-Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Every Month

Online

\$70

Enroll at www.ed2go.com/coace

Explore more online classes available at: [ed2go....](http://ed2go.com) Register online at www.ed2go.com/coace

EDUCATION, LANGUAGE & LAW CLASSES

You can now register on line for many of these classes at mywebadvisor.albemarle.edu

Effective Teacher Training (24 hrs) #49497

This course is a systematic and comprehensive approach to improving learning environments for students. ETT covers the major components of appropriate teaching as identified in research and practice. Participants will develop more effective skills in planning, instruction, behavior management, human relations, and professional growth. After you start the class, you must pay for and be able to pass a background check, have a physical, and a TB test. In addition to attending all 8 classes, there is an assignment of observing teachers during some week-days. All classes will be held at FFMS. Limit of 30 students. This class fills quickly. **Currently certified teachers** seeking to be a substitute do not have to take this class but must contact the school district to find out details on how to substitute. (Go to Dare County schools' website to find out more about this class.) No class Monday February 4.

1/23-2/20

MW 4 - 7 p.m.

\$70

Instructor: L. Cartwright

FFMS

Spanish (24 hrs) #49661

This is a basic introduction to Spanish including pronunciation, travel expressions, and common everyday conversation. Interaction between students and instructor will include oral exercises and some written assignments as well as a "field trip" to a local Mexican restaurant to practice what you have learned!

1/28-3/18

M 6 - 9 p.m.

\$70

Instructor: J. Morris BSE

Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

Every Month

Online

\$70

Enroll at www.ed2go.com/coace

Grammar Refresher

Gain confidence in your ability to produce clean, correct documents and presentations.

Every month

Online

\$70

Enroll at www.ed2go.com/coace

MEDICAL & HEALTH OCCUPATION CLASSES

Medication Aide for Long Term Care (24 hr)

This course is designed to meet the training requirements for becoming qualified as a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

TBA

\$85

Instructor: M. Bohn BSE101

Nurse Aide I (160 hrs) #49324 DAY EVENING #49331

This course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis on aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure and function and related common disease/disorders, communication and documentation, death and dying, and roles of the nursing assistant and health team members. A skill/competency evaluation is required. The course includes class, laboratory and clinical learning experiences. Clinicals will be held off campus and are full 8 hour days. **This class is partially on line so you must have access to a computer and the internet.** You must be able to pass a background check. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Facility Services. Enrollment is limited to 10 students per class.

****Prior to Enrollment** – Students must have an accuplacer test or equivalent college class. Call 473-2264 ext. 7011 to schedule test. Plus you must attend the mandatory orientation.* (See dates below.)

****Prior to Clinical** – verified by NA instructor: Must complete a student medical form with complete official immunization record and Background check. *Please be aware nurse aide students are required to do a 2-step PPD process. (\$70.00 submission fee to Castle Branch.)*

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|-----------|--------------------|----------|--------------------|--------|
| 1/15-4/16 | TTH9am-1pm | \$237.50 | Instructor: Flagge | BSE101 |
| 2/5-5/15 | TTH/S 4-8/9:30PM + | \$237.50 | Instructor: Coley | BSE101 |

Mandatory Orientation at Dare: 1/4/19, 11:00 am BSE100 RICampus

PHLEBOTOMY FOR HEALTHCARE WORKERS (18 HRS) #49574

CNAs, Medical assistants, nurses, or EMT are eligible. Students who have completed NA I training within the last two years are also eligible, even if they have not tested for registry listing yet. The class is focused on skill building for people already working in healthcare and does not include clinical. One hour lunch break on your own.

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|-----------|----------|---------|--------------------------|--------|
| 1/9,14,16 | M/W9-4PM | \$85.00 | Instructor: M. Rodriguez | BSE101 |
|-----------|----------|---------|--------------------------|--------|

Explore a Career in Medical Coding (Ed2Go)

Discover Learn how to use the CPT manual and ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

| | | | |
|-------------|--------|------|--|
| Every Month | Online | \$70 | Enroll at www.ed2go.com/coace |
|-------------|--------|------|--|

EKG-Elizabeth City at 252-335-0821 ext. 2250

Medical Coding- Enroll at www.ed2go.com/coace

HUMAN RESOURCE DEVELOPMENT/JOB SKILLS

Customer Service in the Hospitality Industry (24 hr) #49512

This course introduces the basic principles of customer service and will prepare you to be the best employee possible. Increase your employability and enhance your income potential. Role playing and finding solutions for different customer service scenarios will be presented. Find out your best fit in a company or business. Learn how to serve both customers and your company. A certificate of completion that can be added to your resume/portfolio will be awarded upon successful completion of the class. This class is **fee waived for unemployed/low income** students. Please register no later than 3 business days before the class.

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|-----------|--------------|------|---------------------|-----|
| 1/16-2/13 | MW 6 -9 p.m. | \$70 | Instructor: Bradley | TBA |
|-----------|--------------|------|---------------------|-----|

HRD/Beginning Computer Skills for the Workplace (24 hrs) #49577

This course is for students needing to improve their computer skills. It includes basic terminology, word processing, printing a document, keyboarding, searching job sites, data entry, and more. It will help you polish and acquire skills to make you more marketable in the workplace. **Limited enrollment. Class fee may be waived for unemployed/low income.**

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|-----------|--------------|------|-------------------------|--------|
| 2/18-3/14 | MTH6- 9 p.m. | \$70 | Instructor: L. McMaster | PAB202 |
|-----------|--------------|------|-------------------------|--------|

HRD/Information for Job Seekers (3 hrs)

This class, held regularly at the Dare NCWorks Career Center in Nags Head assists students in their pursuit of employment in today's challenging global economy. Content will include a review of vital topics such as creating an effective resume, job search strategies, preparing for the interview, and job retention. **Course fee may be waived for unemployed/low income students.** You must be pre-registered.

Held regularly at the Dare Career Center in Nags Head mp 10.5

PERSONAL ENRICHMENT CLASSES

You can now register on line for many of these classes!!

Pottery (Ceramics) (24 hrs)

In this class, students will learn and practice pottery and ceramic skills. Starting with hand built, coil, pinch pots, etc. you will advance to using the wheel and tools. The instructor will help you perfect your skills creating useful and decorative pottery. All levels are welcome. Please pre-register. Fee includes one 25 pound box of clay and use of glazes.

| | | | | |
|-----------------|-----------------|-------|---------------------|--------|
| 1/15-3/5 #49489 | T 9a.m.-12p.m. | \$130 | Instructor: R. York | PAB104 |
| 1/17-3/7 #49490 | TH 9a.m.-12p.m. | \$130 | Instructor: R. York | PAB104 |
| 1/23-3/13 | W 6-9 pm | \$130 | Instructor: R. York | PAB104 |

Genealogy Basics (Ed2Go)

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

Every Month \$70 Online Enroll at www.ed2go.com/coace

Basic Jewelry Making (24 hrs)

New techniques are taught each week that will build upon each other. Basic knowledge of tools and jewelry components will be learned and students will be able to make quality jewelry. Materials may be purchased at a discount from Cloud Nine Studios. You will make items you can take home. Come be a part of this fun and lively class.

TBA 6 - 9 p.m. \$70 Instructor: V. Flowers Cloud 9

Drawing (24 hrs) #49532

In class, students will learn basic principles of drawing. Students will learn what methods are best suited to them and will explore their creativity. Students will bring their own supplies. Please call to find out what supplies to purchase. Please pre-register.

1/16-3/8 W 10 a.m.-1 p.m. \$70 Instructor: R. York PAB207

Painting (24 hrs) #49531

In this 3-hour class, students will learn basic principles of painting in a variety of media over an 8-week period. Topics covered include different painting surfaces, painting tools and their use. Students will learn what methods are best suited to them and will explore their creativity. Students will supply their own paint brushes, canvases, rags, and paints. Please call to find out list of supplies. Please pre-register.

1/16-3/8 W 1:30-4:30 p.m. \$70 Instructor: R. York PAB207

ONLINE CLASSES



Interested in a class that you don't see on our schedule? Looking for online career training that is affordable and convenient? Check out Ed2Go! www.ed2go.com/coace. Ed2Go offers over 300 classes with new sessions starting each month! If you have questions, call 252-335-0821 ext. 2250

Pre-register online at www.ed2go.com/coace

FIRE ACADEMY

Please call 252-335-0821 ext. 2369 for information on Fire Academies.

BASIC SKILLS & ENGLISH AS A SECOND LANGUAGE (ESL)

Please call 252-335-0821 ext. 2991 to learn about earning your adult high school diploma (Formerly G.E.D.)

Please call 252-335-0821 ext. 2991 to learn about English as a Second Language (ESL).

SCHOLARSHIPS & FINANCIAL AID

There are several scholarships available to Dare County Residents for occupational and technical classes. Among them are SECU, Golden LEAF, and the Milton Jewell Scholarship provided by the Outer Banks Community Foundation (includes the Twiddy & Company Realtors Scholarship.) The NWDB has assistance for some classes; please call 252-480-3500 for information. All of these scholarships are needs based and you must complete and return an application.



IMPORTANT INFORMATION

Our Spring hours are Monday through Friday, 8 a.m. - 4:30 p.m.

For weather related closings, please check local TV stations or your email or phone if you have signed up for campus alerts.

Scheduled updated 11/29/2018. Call for the most up to date information.