



## Elizabeth City Campus

### Workforce Development, Public Services & Career Readiness and Continuing Education/Personal Enrichment Class Schedule

#### Fall Semester 2018

You can register for classes online, or by coming to our Elizabeth City Campus-John Woods Foreman Center or calling 252-335-0821 ext. 2250. To keep class costs low, we have a minimum number of students required for each class to be held. 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 Continuing Education class you would like to see us offer call 252-335-0821 ext. 2250. Visit us online at [www.albemarle.com/coned](http://www.albemarle.com/coned).

Register online at [mywebadvisor.albemarle.edu](http://mywebadvisor.albemarle.edu)



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](http://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.

Register online at [www.ed2go.com/coace](http://www.ed2go.com/coace)

## ELIZABETH CITY CAMPUS

### CERTIFICATION CLASSES

#### NC Vehicle Inspection (8hrs)

**AUT-3129A**

**48974**

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

**11/06 – 11/08 TTH**

**6 -10 p.m.**

**\$70**

**Jeff Nixon**

**Location: FC 121A**

#### Electronic Notary Public

**LEX-3875A**

**47776**

This course is designed to instruct existing NC 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. Must show ID and bring the 2016 E-Notary Manual to class.

**9/22**

**Saturday**

**9 a.m. - 1 p.m.**

**\$75**

**D. Gatling**

**Location: FC 121A**

**Notary Public Certification Training****MLS 3874C**

This course is designed to enable students to become a certified Notary Public. Students must show the instructor a valid photo ID and must be a HS/GED graduate. Certification testing is done at the end of the course. *Students are **required** to bring the 2016 Notary Manual with them to class.* Books are available at the Elizabeth City Campus Bookstore or may be purchased through the Secretary of State website.

<b>11/10</b>	<b>Saturday</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$70</b>	<b>D. Gatling</b>	<b>Location: FC 121A</b>
<b>12/15</b>	<b>Saturday</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$70</b>	<b>D. Gatling</b>	<b>Location: FC 121A</b>

## MEDICAL & HEALTH OCCUPATION CLASSES

**EMT****EMS-4200A**

This course is designed to enable the successful student to earn a certificate in Emergency Medicine. This course will guide you on the right path towards a career as an Emergency Medical Technician.

**Prerequisites:**

- ❖ Must be at least 17 years of age. High School students who are under 18 years of age may have to complete a minor release form.
- ❖ Complete the current reading and writing assessment test and score basic reading comprehension at the eleventh grade level.
  - Students producing an official high school transcript or college transcript illustrating successful completion of a college-level English course are exempt from the reading and writing assessment.
- ❖ Submit the enclosed Medical Evaluation Record with physical exam and immunization records including proof of:
  - Hepatitis A & B (3 dose series or titer)
  - Tetanus, Diphtheria, Pertussis (Tdap)
  - Measles, Mumps, Rubella (2 Dose Series)
  - Varicella (2 dose or immune titer)
  - Annual TB test. (If TB test results are positive, documentation must be provided from a physician clearing work in the healthcare field.)
- ❖ Pay the continuing education registration fee. Current fee is **\$180**. (Fee exemptions apply to individuals affiliated with qualified agencies/organizations. Please see the EMS Director to find out if you qualify. If fee exempt, the student must provide an exemption letter from the Agency Director stating that they are an active member. That letter must be presented to COA at the time of registration.)
- ❖ Pay COA the medical liability insurance fee of **\$6.50**.
- ❖ Pay the supply fee of **\$25**.
- ❖ Submit a Continuing Education Registration Form. This form will be emailed to you after the application packet is accepted. Registrations can also be completed in the Workforce Development and Continuing Education offices at the Elizabeth City, Dare County, and Edenton campuses once the application is accepted.

<b>TBD</b>	<b>MW</b>	<b>6 - 10 p.m.</b>	<b>\$70</b>	<b>B. Buttram</b>	<b>Location: C 108</b>
	<b>S</b>	<b>8 a.m. - 12 p.m.</b>			

**Medication Aide****PHM-4100A****46921**

The course will cover topics on medication administration for long term care. It is designed to meet the training requirements to become a Medication Aide. Upon successful completion, students will be eligible to take the state competency exam. Medication Aide Manual can be purchased at the Elizabeth City Campus Bookstore. You must have a high school diploma or GED.

<b>9/06 - 10/11</b>	<b>TH</b>	<b>5 - 9 p.m.</b>	<b>\$85</b>	<b>C. Baeza</b>	<b>Location: C 113</b>
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**Nurse Aide I Refresher (NEW!!)****NUR-3242A****49387**

The Nurse Aide I Refresher course is a 40 hour course consisting of classroom and lab review of basic nursing care performed by the Nurse Aide I. The goal is to build upon the experience and knowledge that the student has and to prepare the student to take the NC Nurse Aide I written exam and skills evaluation offered through PearsonVue. **Previous or out of state NA registry listing required.**

**11/12 – 12/05 MW 8:30 a.m. – 3 p.m.****\$125****M. Bohn****Location: C 113****Nurse Aide I (HYBRID)****NUR-3240C**

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, CPR, 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.

**Prerequisites:** Reading Placement test score or college level English. Nurse Aide Orientation attendance mandatory.

**Edenton-Chowan Campus:****11/05 – 02/13 MTW 8:30 a.m. – 12:30 p.m.****\$237.50****L. Hudgins****Location: EDN 304****Elizabeth City Campus:****TBD****Nurse Aide II (SEATED-EDENTON CAMPUS)****NUR-3241C**

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.

**COMING: SUMMER 2019****\$237.50****C. Ricks****Location: EDN 304****Pharmacy Tech****PHM-3250A****47821**

The course provides the student with the 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 they relate to disease with an emphasis on drug therapy, laws and regulations basic to a pharmacy practice. Manuals can be purchased in the Follett Bookstore on the Elizabeth City campus. **Please call for more information on prerequisites.**

**8/21 – 10/13 TTH 12 – 5 p.m.****\$180****A. Pierce****Location: C 109****S 9 a.m. – 2 p.m.****Phlebotomy****MLA-3022A****47980/48022**

This course will provide theory and lab experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Upon completion, you should be able to safely perform procedures necessary for specimen collections on patients in various healthcare settings. This course is class and lab only. No book required. No clinical. **Prerequisite: Must be a certified health care worker (CNA, Medical Assistant, LPN/RN, or EMT).**

**Elizabeth City Campus:****10/25-11/08 TH 9 a.m. - 4 p.m.****\$85****M. Rodriguez****Location: C 109****Edenton-Chowan Campus:****12/13-12/20 TTH 9 a.m. - 4 p.m.****\$85****M. Rodriguez****Location: EDN 305**

## OCCUPATIONAL DEVELOPMENT CLASSES

### Effective Teacher Training (HYBRID) EDU-3002A 47820

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

8/16 – 11/1 TH 6 – 9 p.m. \$156 L. Figgs Location: A 210

### CDL Written Exam Prep Training TRA-3605A

This program prepares students for 3 written Department of Motor Vehicles (DMV) tests, which include General Knowledge, Combination, and Airbrakes with an 80% or better. Tuition covers cost of drivers manual.

TBD- Please contact ext. 2250 to add name to waitlist.

### OSHA 10 Construction OSH-3013A

Due to the varying work duties performed at a construction job site, the potential for accidents is an unfortunate reality. However, taking unnecessary risk doesn't need to be the norm for you or your employees. OSHA 10 trained employees will receive the safety education necessary to guide everyday decisions that help them avoid injury and accidents. Upon successful completion, you will receive an OSHA card.

TBD- Please contact ext. 2250 to add name to waitlist.

## PERSONAL ENRICHMENT CLASSES

### ART CLASSES

### Painting- Acrylic CSP-4000D

This course will focus on acrylic techniques. Decorative painting using acrylics will also be covered. Art material needed: canvas (canvas paper), set of acrylic paints (most acrylic paints work just fine), and basic brushes (small, medium, and large).

TBD TWTH 9:30 a.m. – 12:30 p.m. \$40 M. Sawyer Location: C 222

### Painting CSP-4000D 47615

Welcome to the COA Painting Class. During the fall class, which is a 10 week course, you will work in your medium of choice. It is designed for the intermediate to advanced student, offering individual help and challenges for continued development of each individual's creative style of painting. Emphasis will be placed on designing and composing paintings. Participants will be encouraged to paint landscapes on location as weather permits. In class participants will paint from still life set ups, their own sketches, photographs, and imagination. In addition to the individual's usual painting supplies, a sketch book, drawing pad, watercolor pad, Prang watercolor set, tape, view finder, sharpie pen, palette knife, and eraser will be needed.

9/11 – 11/13 T 9 a.m. – 12 p.m. \$70 P. West Location: C 222

### Photography CSP-4000P 49345

Learn how to use your camera! A fun classroom/workshop setting that will give you the knowledge to use your camera the way it was meant to be. Learn how to use other settings other than AUTOMATIC to achieve better photos. Whether you are a beginner, novice, more advanced photographer, a want to be photographer, or just want to learn how to use that camera you bought and do not know what to do with it these hands on sessions are for you.

Suggested materials; Camera (can be point and shoot, DSLR or mirrorless) notebook. Camera flash if you have one (not required), extra SD card, charged camera batteries, Thumb (Jump drive), your imagination and enthusiasm.

11/17 – 12/15 S 9 a.m. – 12 p.m. \$70 G. Tick Location: FC 121A

### Ceramics Open Studio CSP-4000CF 47824/48573

Open studio welcomes students with previous ceramic experience to share space, equipment, and materials to create with clay. Open studio is recommended for those who are familiar with the ceramic process. There will be an open studio monitor present to assist in the studio. Please make sure to register prior to first day of class.

8/20 – 9/26 MW 9 – 11 a.m. \$95 C. Henninger Location: PLAB 1

10/01 – 11/07      MW 9 – 11 a.m.      \$95      C. Henninger      Location: PLAB 1

**Pottery: Wheel Throwing**      **CSP-4000BK**      **47557**

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 the class advances to throwing functional pieces of pottery: cups, mugs, and bowls. We will discuss glazes, surface design and decoration that can be used on finished work. Students will need to bring an apron and wear appropriate clothing. Registration includes supplies.

8/08 – 9/14      W 12:30 – 2:30 p.m.      \$95      J. Murray      Location: PLAB 1  
F 9 – 11 a.m.

**Pottery: Wheel Throwing II**      **CSP-4000BK**      **47714**

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 the class advances to throwing functional pieces of pottery: cups, mugs, and bowls. We will discuss glazes, surface design and decoration that can be used on finished work. Students will need to bring an apron and wear appropriate clothing. Registration includes supplies. **Must have taken Basic Wheel Throwing class to register.**

9/19 – 10/31      W 1 – 3 p.m.      \$95      J. Murray      Location: PLAB 1  
F 9 – 11 a.m.

## BAKING CLASSES

**Buttercream Cake Decorating**      **CSP-4000C**

In this class, you will learn to decorate buttercream 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. Please ask for supply list.

**TBD- Please contact ext. 2250 to add name to waitlist.**

## DRIVER IMPROVEMENT CLASSES

**Motorcycle Safety**      **CSP-4000M**

Learn in an atmosphere proven to reduce the risks of motorcycling. Most self-taught riders are unaware of the skills needed to minimize chances of accidents or injuries. You will be amazed with your newly-found skills and confidence. Even experienced riders have expressed appreciation for the skills they have learned.

Successful completion of this class will exempt you from the riding skills portion of the DMV Endorsement test, but you will still need to pass a written exam in order to earn that endorsement. Many insurance companies offer premium discounts for successful graduates of this course.

10/19-10/21      F 6 p.m. – 10 p.m.      \$160      G. Wyman      Location: FC 128  
S/SU 8 a.m. – 6 p.m.      Location: D PARK

11/02-11/04      F 6 p.m. – 10 p.m.      \$160      J. Shunk      Location: FC 128  
S/SU 8 a.m. – 6 p.m.      T. Shunk      Location: D PARK

**Experienced Motorcycle Safety**      **CSP-4000M**

The Experienced Rider Course will help you hone the physical and mental skills needed to ride safely. This full day of riding on a controlled course allows you to practice new skills or refine existing ones. You will use your own motorcycle and participants who pass the final skills test will receive a completion card.

8/25      S 8 a.m. – 5 p.m.      \$75      G. Wyman      Location: FC 128

**Safe Driver-DDC4 (4 hrs)****CSP-4000B**

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. You MUST be preregistered to attend class. You will receive a certificate after the class is finished.

10/15	M	9 a.m. – 1 p.m.	\$75	C. Griffin	Location: FC 121
11/07	W	5 – 9 p.m.	\$75	C. Griffin	Location: FC 121
12/05	W	5 – 9 p.m.	\$75	C. Griffin	Location: FC 121

**Attitudinal Dynamics of Driving-DDC-ADD (8 hrs.) CSP-4000ED**

This eight (8) hour class is designed to help you understand the connection between choices and consequences, and help you develop a plan to change your driving choices and behaviors. This course is designed for traffic violators and court referrals for drivers with excessive violations, or for drivers with poor driving habits. Price includes workbook. You MUST be preregistered to attend class. You will receive a certificate after the class is finished.

10/20	S	8 a.m. - 5 p.m.	\$100	C. Griffin	Location: FC 128
11/10	S	8 a.m. - 5 p.m.	\$100	C. Griffin	Location: FC 128
12/01	S	8 a.m. - 5 p.m.	\$100	C. Griffin	Location: FC 121B

## HUMAN RESOURCES DEVELOPMENT (HRD) / JOB SKILLS

**Basic Introduction to Computers (Edenton Campus) HRD-3005A 47914**

Students will learn basic computer skills necessary in the workplace or at home. The course consists of an introduction to basic computer skills and terminology and word processing using Microsoft Word, Access, PowerPoint, and Excel, how to send attachments, surf the World Wide Web, search and emails. Students will learn how to use basic computer tools to complete simple cut and paste tasks using the mouse and keyboard.

**May be fee waived.**

10/11 – 11/13	TTH	6 – 9 p.m.	\$75	R. Jackson	Location: EDN3 301
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**Income Maintenance Caseworker NCFAS (Phase 1) HRD-4000A 47304**

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with the Division of Social Services agencies. This course is Phase 1 of a two-phase program. Students must complete and pass this phase before enrolling in Income Maintenance Caseworker Phase 2. Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals. During the last week of class, students will be required to pay a \$36 NCRC testing fee.

8/21 – 10/25	TTH	6 – 8:30 p.m.	\$180	D. Mayfield	Location: FC 223
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**Income Maintenance Caseworker NCFAS (Phase 2)**

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAS application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. This is Phase 2 of a two-phase program. Students must have taken Phase 1: Introduction to Human Services to be eligible for this course along with the CRC. In addition to the registration fee, a \$5 technology fee also applies to this class.

\*\*\*Will be offered spring semester

## NC WORKS Career Center (Formerly Employment Office/ ESC)

HRD classes are fee waived for those who are unemployed, underemployed or have notification of a lay off. These courses are available to help job seekers prepare their resumes and learn job search strategies. Courses also provide development of communication skills and practice in classes offered every other week.

Current schedule for HRD Classes:

**Classes will meet every week September through December.**

**HRD 3001 Employability Skills**                      **Tuesday**      **9 a.m. - 12 p.m.**

**HRD 3002 Communication Skills**                      **Thursday**      **9 - 11 a.m.**

## 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](http://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.

Register online at [www.ed2go.com/coace](http://www.ed2go.com/coace)

## IMPORTANT INFORMATION

Administrative office hours will be Monday through Friday, 8 a.m. to 4:30 p.m.

We will be closed 9/03, 11/22 & 23, and 12/24-1/01 for the holidays.

**For weather related closings, please check local TV stations.**