



SYLVA, NORTH CAROLINA

Center for Business & Industry

Last updated 1/30/06



Winter 2005-05
Schedule of Classes

Customized Business Training

SCC's Center for Business and Industry is housed in the SCC Swain Center in Bryson City. The Center for Business and Industry provides training and services throughout the three-county area.



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SCC has made
a difference](#)

The Center for Business and Industry works with business, industry, not-for-profit and government organizations to provide a variety of training in business skills. Training includes computer skills, management, supervision, coaching, process improvement, customer service, fork lift training, safety, team building, ISO 9000, Spanish and other topics. This training can be provided on-site, at any SCC facility or in a retreat format.

[E-Commerce](#)

[Focused Industry Training](#)

[New & Expanding Industry
Training](#)

[REAL Entrepreneurship](#)

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E-Commerce

Whether you're looking to establish a Web presence for your business or starting your own on-line business, the Electronic-Commerce (e-commerce) certificate will give you the hands-on skills and the background knowledge you need to get started in this field.

New & Expanding Industry Funds

Working with an industrial training specialist, SCC can provide free work force training for new or expanding companies and assist in providing the skills training necessary for them to succeed. Many companies in the College's service area have benefited from these grants.

Who's eligible for training under this program?

You are... if your company creates at least 12 new production jobs in the state. Best of all, you can take advantage of this award-winning program at no charge.

Who pays for the training?

The State of North Carolina finances this program completely. There are no federal funds involved. The North Carolina legislature appropriates money directly to the Department of Community Colleges for the exclusive purpose of providing this innovative training benefit through Southwestern Community College to new and expanding companies.

Who determines the content of the training program?

We do-together. The final design is the result of a partnership between you and us. A Southwestern industrial training specialist will visit one of your existing operations to study the job skills, work schedules, production processes and any other pertinent variables. Then, in consultation with your production and training personnel, we will prepare a proposal based on your specific training needs.

How long does the training program last?

As long as it needs to. There are no arbitrary limits governing the length of a single course or the duration of an entire project. Length of courses is determined by the nature of the jobs and the skills they require. The duration of the project is determined primarily by your workforce size and your hiring schedule. Some programs can be completed in a few weeks; others may last a few years.

Who furnishes the instructors?

Typically, companies prefer to use some of their own experienced personnel as instructors. In other cases, Southwestern may assign some of its regular faculty or recruit special instructors. Regardless of where they come from, all instructors are paid by the state. There is even an allowance for instructors to travel to and from your existing locations.

**Must trainees be employed by the participating company while in training?**

Not necessarily. Our training service offers a variety of employment/enrollment options not found in many other states. Employees can be trained before they are hired (pre-employment training) or after they are hired (post-employment training). Usually, programs are designed to include both options. This versatility allows us to respond to almost any workplace situation. Our expert staff will help you select the approach that best suits your needs.

Are trainees paid during the training period?

The answer to this depends on whether you use pre-employment or post-employment training. During pre-employment classes, trainees are not paid. But by definition, post-employment classes are conducted after the trainees are hired and on your payroll. So, in neither case do we pay trainees' wages.

Does Southwestern provide any equipment?

Yes. We can provide standard equipment normally associated with vocational and technical training (lathes, welding machines, measuring instruments, computers, etc.). However, you are expected to furnish any equipment specialized to your particular products or processes.

Does Southwestern provide any training aids, such as videos and manuals?

We certainly do. Working closely with you, our specialists tailor materials to support your training goals. Since you will have sole ownership and control of these materials, you may be asked to share the costs.

How long may a company qualify for Southwestern's assistance?

Our workplace training service was developed to encourage companies to create more jobs for North Carolinians. So training will continue as long as you create new jobs. Any expansion that produces additional jobs will reactivate our training service, whether it is another shift, an enlarged plant or a new product line. We are here to help you grow.

Focused Industry Training

Where very specialized industrial training is required for a small number of workers, SCC may be able to provide affordable training through this program.

Who's eligible for training under this program?

You are... if your company produces a product.

Who pays for the training?

Your company pays what amounts to a nominal registration fee for each student (the amount of the fee depending on total training hours) and the State of North Carolina subsidizes the balance of the cost of training.

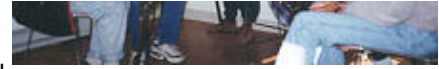
Who determines the content of the training program and length of training?

We do-together. Our Business and Industry Training Coordinator and the appropriate people from your plant work together to design the course.

Who furnishes the instructors?

SCC pays the cost of instruction. That instructor may be a trainer from an equipment company, from a university, or other expert.

**Must trainees be employed by**

the participating company while in training?

Yes. This program requires that all trainees be employed by you at the time of training.

Are trainees paid during the training period?

Some employers keep employees "on the clock" during training, others don't. This depends on your policies.

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REAL Entrepreneurship

On an annual basis, the Center for Business and Industry schedules a REAL Entrepreneurship class that is offered in a two-part format. The first portion of the class is a three-day retreat followed by evening classroom work. The course is intended for prospective business owners who want to jump start their businesses with a solid foundation of planning.

Small Business Counseling

Counseling for prospective or existing businesses is available on a no-fee basis through special grant funding. The Small Business Director can provide consulting services on a variety of topics. The services are available by appointment at any location convenient to the business owner or prospective owner.

Small Business Seminars

The Center offers many seminars throughout the service area on a variety of topic areas of interest to business owners, managers and employees. These are offered either free or for a small hospitality fee.

Small Business Resource Center

SCC 's Business Assistance Center in the Macon County Courthouse provides a resource center for small business owners. Resources include access to computer technology, business books and publications, video and audio tapes and Internet access.

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