

HOW TO SIGN UP

CONTINUING EDUCATION SCHEDULE OF SPRING CLASSES 2005

PRE-REGISTRATION

You may pre-register by calling the Continuing Education office nearest you. Designate which class you would like to take and leave your name, address and phone number.

- Jackson Campus: 586.4091, ext 426
- Cherokee: 497.7233
- Toll Free: 800.447.4091, ext 426
- Bryson City: 488.6413
- Franklin: 369.7331
- Cashiers: 743.6688

REGISTRATION

You can pay fees and complete registration forms during the first class session. Be sure to bring your social security number and proper fees to the first class.

LEGEND

Class days are denoted as follows:

M = Monday	Th = Thursday	Su = Sunday	MPR = Multi Purpose Room, Bradford Hall
T = Tuesday	F = Friday	TF = Technology Fee	PSTC = Public Safety Training Complex, Franklin
W = Wednesday	Sa = Saturday	ITV = Interactive Television	On-line Courses = Shaded Gray Color Block

COST

Costs vary depending on the area of continuing education as mandated by the State of North Carolina. There are no refunds on self-supporting classes. Course fees are listed after each program description. North Carolina residents 65 years of age or older are exempt from registration fees for classes in Continuing Ed except for self-supporting classes and technology fees.

ELIGIBILITY

Admission is open to adults who are at least 18 years-old and who are not enrolled in public school. Sixteen to 18 year-olds may enroll in some courses, when space is available and pending proper permission. Continuing Education Units (CEUs) of credit are available.

CENTER FOR BUSINESS & INDUSTRY

GENERAL COURSEWORK

Giggling Gorillas and Productive People: A giggle a day will keep the doctor away, the customers coming back, the employees producing more and profits soaring. Keeping good employees + keeping good customers = bigger profit. Learn to laugh at yourself, lower the stress levels of your business and enhance the energy of the business, classroom or office. As a result of taking this class you will develop a plan to model this behavior to your employees and encourage them to have fun with each other and the customers, clients, students or patients (15 hrs, 1.5 CEUs)

Macon ... TTh ... 3/8-3/24 3-5:30P R Babcock ... \$55

Heeling the Bulldog: Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers and customers? Join this class and get helpful information for understanding yourself, solving people problems and improving your relationships and productivity through enhanced skills in dealing with difficult people (15 hrs, 1.5 CEUs)

Macon ... TTh ... 3/8-3/24 6-8:30P R Babcock ... \$55

Spider Web Control: Do you get trapped in the spider web of problems of your employees, your students, your patients, your clients? Does it hamper your effectiveness as an employee or as a person? As a result of taking this course you will increase your effectiveness and productivity (both professional and personal) by understanding yourself better and doing a better job of providing for your professional and personal needs (15 hrs, 1.5 CEUs)

Macon ... TTh ... 4/5-4/21 3-5:30P R Babcock ... \$55

Taming the Time Tiger: Are you ever whipped at the end of a day spent throwing water on fires? Has your doctor recommended a change in job to reduce your blood pressure? As a result of taking this class you will learn to manage your stress and energy and turn time into a purring pussy cat that is your friend. By taming the time tiger and putting yourself in charge, you can enhance your energy and reduce your stress. You will accomplish more, without the antacid tablets, with enhanced professional and personal relationships. (15 hrs, 1.5 CEUs)

Macon ... TTh ... 4/5-4/21 6-8:30P R Babcock ... \$55 2

No habla Espanol?: Is a lack of knowledge of the Hispanic language and culture interfering with your ability to conduct business with customers or employees? In this course you will learn a little (une pocito) about both the language and culture of this ever increasing population. This basic Spanish course addresses the rudiments of the language and break down cultural barriers and enhance your relationships in business. (30 hrs, 3.0 CEUs) Book cost: approx \$25

Macon ... MW ... 4/4-5/4 6-9P S Guffey ... \$55

GENERAL TRAINING

Project Management—Tools, Principles and Practices: This workshop is offered by NC State Universities Industrial Extension Services (IES), and hosted by SCC. Learn how to:

- Manage projects to achieve schedule, cost, and performance objectives.
- Avoid the ten most common causes of project failure
- Use proven methods used to manage resources, develop a total project plan, and get buy in, even when they don't report directly to you
- Use the schedule to manage the project

This course is coming from Raleigh to western North Carolina on March 22-24 at the Bradford Hall, Conference Room 100 on the Jackson Campus. Instructor is Dr. James P. Lewis. Cost of the course is \$1,295/person. This registration fee includes the text, *Project Planning, Scheduling & Control*, by Dr. Lewis, a comprehensive 180-page workbook, (18 hrs, 1.8 CEUs/18 PDU) There is a minimum of 10 people required to run the course.

Managing Special Events: Learn to run an event you and your organization can be proud of. Learn the fundamentals of event management, including how to find and keep sponsors, making your participants and spectators happy, budgeting, controlling your venues, event checklists and recruiting the right people (7 hrs, 7CEUs)

Macon Bank
F ... 3/4 ... 8:30A-4:30P G Duff ... \$55

JACKSON CAMPUS • 447 COLLEGE DRIVE, SYLVA, NC 28779 • 586 4091 • (800) 447 4091 ext 426 • www.southwesterncc.edu

CASHIERS CENTER
(828) 743.6688 • FAX (828) 743.0458

CHEROKEE CENTER
(828) 497.7233 • FAX (828) 497.7135

SWAIN CENTER
(828) 488.-6413 • FAX (828) 488.2982