Southwestern Community College

Continuing Education
Spring 2005

Center for Business & Industry
2-5

Computer Education
6-8

Fire & Rescue Training
9-10

Healthcare Professions
10-13

Law Enforcement
14-15

Personal Development
16

Personal Enrichment
17-21

Professional Licensure & Certification
22-23

www.southwesterncc.edu
# How to Sign Up

## 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
- Toll Free: 800.447.4091, ext. 426
- Franklin: 369.7331
- Cherokee: 497.7233
- Bryson City: 488.6413
- 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
- T = Tuesday
- W = Wednesday
- Th = Thursday
- Su = Sunday
- F = Friday
- Sa = Saturday
- TF = Technology Fee
- ITV = Interactive Television

## 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

### No habla Español?:
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 PDUs) There is a minimum of 10 people required to run the course.
- Macon Bank
  - F ................ 3/4 ............ 8:30A-4:30P .. G. Duff ................ $55

**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
  - ..... 3/4-4/21  S. 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

**CONTINUING EDUCATION SCHEDULE OF SPRING EDUCATION CLASSES 2005**

**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.
**Manufacturing Certification Program:** This training program offers participants a NC State Certification upon completion. The (MCP) course is a competency-based training program designed to provide participants with the basic concepts of manufacturing by emphasizing the importance of quality and its role in company profitability and job sustainability. (96 hrs., 9.6 CEUs)

- Macon Center
  - TTh 5/10-8/25 6-9P Dr. Brost $275

**Air Conditioning & Refrigeration Recovery/Recycling Certification:** Designed for physical plant employees who are assigned to the maintenance of the facility’s HVAC systems. As a result of successfully completing this course, participants will be able to diagnose and service the HVAC system. They will study theory of heat, matter and energy, refrigeration and refrigerants, basic automatic controls, troubleshooting controls, compressors and condensers, air distribution and balance, refrigeration applied to air conditioning and load estimation. The certification exam will be offered at this class, $25 cost not included in registration fee. Book Fee is $68. (69 hrs., 6.9 CEUs)

- Macon Incubator Building
  - TTh 3/11-5/29 5-8P Dr. Brost $60

**Basic Electricity – Introduction to the overview of the principles of electricity.** Topics to include Ohm’s law, DC circuits, magnetism, elementary concepts of alternating current, capacitors and transformers. This course is the foundation for PLC course. (48-hours)

- Macon Incubator Bldg
  - MW 3/7-4/27 4-7P Dr. Brost $60

**Electrical Prep Course for NC State Exam:** Those individuals interested in preparing to take the state’s electrical exam can participate in a two day intense training course geared toward passing the state exam the first time. Contents to include general knowledge requirements for the maintenance of the facility’s HVAC systems. As a result of successfully completing this course, participants will be able to diagnose and service the HVAC system. They will study theory of heat, matter and energy, refrigeration and refrigerants, basic automatic controls, troubleshooting controls, compressors and condensers, air distribution and balance, refrigeration applied to air conditioning and load estimation. The certification exam will be offered at this class, $25 cost not included in registration fee. Book Fee is $68. (69 hrs., 6.9 CEUs)

- Macon Incubator Building
  - TTh 3/11-5/29 5-8P Dr. Brost $60

**Will My Business Idea Work?** Learn how your new venture will affect your social life and personal budget. Calculate how much income your business will need to produce to pay you a salary and grow profitably. Please bring a list of your monthly personal expenses to this course.

- Macon Center Room 103
  - T 3/8-6-9P R. Seagle $10

**Introduction to Programmable Logic Controllers:** This course provides instruction in automatic control systems, control devices, PC hardware and ladder logic, and PLC trouble shooting. (24 hours, 2.4 CEUs)

- Macon Incubator Bldg
  - M,W 5/16/13 4-7P Dr. Brost $55

**COMPETING WITH THE RETAIL GIANTS:** Designed specifically for small retailers, this course will help you gain a competitive edge in a market filled with big-box giants. If you think you need low prices or huge capital investments to remain competitive, think again. This course will challenge your beliefs and practices, and you’ll learn to look at your business, your customers and your competitors in a new way.

- Macon Center Room 103
  - T 5/17 6-9P R. Seagle $10

**Creating Systems That Work (So you can work less):** This course will give you the tools to turn your business into a well-oiled machine. Businesses that work smoothly have systems in place to make sure things get done consistently and correctly. Businesses of all sizes can benefit from the mastery of systems on how to handle virtually any business function. It’s time to stop fighting fires! Effective systems can help prevent them altogether. This seminar will also introduce processes for monitoring and continuously improving these systems for your business.

- Macon Center Room 103
  - T 5/17 6-9P R. Seagle $10

**Cash Flow Basics for Small Business:** Learn the difference between one-time and recurring expenses, and understand the cash flow statement and its uses. After this course, you’ll be able to build a cash flow projection that determines how much money you will have to borrow for your new venture to be successful.

- Macon Center Room 103
  - T 4/19 6-9P R. Seagle $10

**The Basics of Starting a Business:** This course begins with ways to create ideas for a small business and ends with the fundamentals of a business plan. Along the way, you’ll learn the 7 most important questions you must answer before starting a business, the 3 things you must do to catch and keep customers, the keys to successful marketing, the best ways to find good employees and much more.

- Macon Center Room 103
  - T 4/5 6-9P R. Seagle $10

**Air Conditioning & Refrigeration Recovery/Recycling Certification:** Designed for physical plant employees who are assigned to the maintenance of the facility’s HVAC systems. As a result of successfully completing this course, participants will be able to diagnose and service the HVAC system. They will study theory of heat, matter and energy, refrigeration and refrigerants, basic automatic controls, troubleshooting controls, compressors and condensers, air distribution and balance, refrigeration applied to air conditioning and load estimation. The certification exam will be offered at this class, $25 cost not included in registration fee. Book Fee is $68. (69 hrs., 6.9 CEUs)

- Macon Incubator Building
  - TTh 3/11-5/29 5-8P Dr. Brost $60

**Creating Systems That Work (So you can work less):** This course will give you the tools to turn your business into a well-oiled machine. Businesses that work smoothly have systems in place to make sure things get done consistently and correctly. Businesses of all sizes can benefit from the mastery of systems on how to handle virtually any business function. It’s time to stop fighting fires! Effective systems can help prevent them altogether. This seminar will also introduce processes for monitoring and continuously improving these systems for your business.

- Macon Center Room 103
  - T 5/17 6-9P R. Seagle $10

**Will My Business Idea Work?** Learn how your new venture will affect your social life and personal budget. Calculate how much income your business will need to produce to pay you a salary and grow profitably. Please bring a list of your monthly personal expenses to this course.

- Macon Center Room 103
  - T 3/8 6-9P R. Seagle $10

This training program offers participants a NC State Certification upon completion. The (MCP) course is a competency-based training program designed to provide participants with the basic concepts of manufacturing by emphasizing the importance of quality and its role in company profitability and job sustainability. (96 hrs., 9.6 CEUs)

- Macon Center
  - TTh 5/10-8/25 6-9P C. Smith $275

**Introduction to Construction Blue Print Reading:** Develop your blueprint reading skills for enhancing your ability to read residential construction drawings. Subjects to be taught are scaling, architectural symbols. (18 hrs. 1.8 CEUs)

- Macon Center
  - SaSu 4/16-4/17 8:30A-4:30P C. Poindexter $275

**Air Conditioning & Refrigeration Recovery/Recycling Certification:** Designed for physical plant employees who are assigned to the maintenance of the facility’s HVAC systems. As a result of successfully completing this course, participants will be able to diagnose and service the HVAC system. They will study theory of heat, matter and energy, refrigeration and refrigerants, basic automatic controls, troubleshooting controls, compressors and condensers, air distribution and balance, refrigeration applied to air conditioning and load estimation. The certification exam will be offered at this class, $25 cost not included in registration fee. Book Fee is $68. (69 hrs., 6.9 CEUs)

- Macon Incubator Building
  - TTh 3/11-5/29 5-8P Dr. Brost $60
ON-LINE BUSINESS & INDUSTRY COURSES

Registration and Information: If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity to gain skills without the structure of the traditional classroom. **These courses are all six week courses** and enable you to earn CEUs (based on your final exam).

Start Dates: A new section of every course in this schedule will begin on the following dates: **3/16, 4/20, or 5/18**. To review the course description and outlines, and to register for these classes, visit [www.ed2go.com/scc](http://www.ed2go.com/scc). For additional information, e-mail msutton@southwest.cc.nc.us

How to Get Started:
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, choose the name and password to access your course. After orientation you will be sent a registration form via email. Print out, sign and return by mail to Southwestern Community College, 23 Macon Avenue, Franklin, NC 28734 or fax (828) 349.9692 with payment at least seven days before class starts.

All courses that have an * are Self-Supporting classes.

**ENTERTAINMENT INDUSTRY CAREERS**
- Get Funny! .......................................................... $89*
- Get Paid to Travel .............................................. $89*
- Introduction to the Computer Game Industry ........ $89*
- Marketing Tools for Actors ................................ $89*
- Songwriting Success ........................................... $89*
- Theme Park Engineering ..................................... $89*
- You Can Write for Television ............................... $89*
- Your Screenwriting Career ................................... $89*

**BUSINESS PLANNING & ENTREPRENEURIAL COURSES**
- Business Planning for the Retired ....................... $55 + $5 TF
- Caring for Children ........................................... $89*
- Creating a Successful Business Plan .................... $55 + $5 TF
- Growing Plants for Profit .................................. $55 + $5 TF
- Learn to Buy and Sell on eBay ............................. $89*
- Publish It Yourself ............................................. $89*
- Secrets of the Caterer ........................................ $89*
- Special Event Planning ....................................... $55 + $5 TF
- Start and Operate Your Own Business ................... $55 + $5 TF
- Start Your Own Consulting Practice ....................... $55 + $5 TF

**SALES & MARKETING**
- Business and Marketing Writing .......................... $89*
- Principles of Sales Management ........................... $89*
- Professional Sales Skills .................................... $55 + $5 TF
- Effective Selling .............................................. $55 + $5 TF

**ACCOUNTING**
- Accounting Fundamentals I ................................ $55 + $5 TF
- Accounting Fundamentals II ............................... $55 + $5 TF
- Creating a Successful Business Plan ..................... $55 + $5 TF
- Introduction to QuickBooks ................................ $55 + $5 TF
- Performing Payroll in QuickBooks ......................... $55 + $5 TF
- QuickBooks for Contractors ............................... $55 + $5 TF

BUSINESS ADMINISTRATION & MANAGEMENT
- Administrative Assistant Applications ................ $55 + $5 TF
- Administrative Assistant Fundamentals ............... $55 + $5 TF
- Building an Ethical Business ............................... $89*
- Customer Service Fundamentals .......................... $55 + $5 TF
- Distribution and Logistics Management ............... $55 + $5 TF
- Employment Law Fundamentals ........................... $55 + $5 TF
- Fund of Supervision and Management I ................ $55 + $5 TF
- Fund of Supervision and Management II ............... $55 + $5 TF
- Hire Smart ....................................................... $55 + $5 TF
- Introduction to Business Analysis ....................... $89*
- Managing Technical Professionals ....................... $89*
- Manufacturing Applications ............................... $89*
- Manufacturing Fundamentals ............................. $89*
- Mastery of Business Applications ....................... $89*
- Mastery of Business Fundamentals ....................... $55 + $5 TF
- Principles of Sales Management ......................... $89*
- Project Management @ e-Speed ............................ $55 + $5 TF
- Project Management Applications ....................... $55 + $5 TF
- Project Management Fundamentals ..................... $55 + $5 TF
- Purchasing Applications ................................... $55 + $5 TF
- Purchasing Fundamentals .................................. $55 + $5 TF
- Six Sigma: Total Quality Applications ............... $55 + $5 TF
- Six Sigma: Total Quality Fundamentals ............... $55 + $5 TF
- Successful Construction Business Mgt. ............... $55 + $5 TF
- Supply Chain Management Applications ............... $55 + $5 TF
- Supply Chain Mgt. Fundamentals ....................... $55 + $5 TF
- Understanding Human Res. Function ................. $55 + $5 TF
- Supply Chain Mgt. Fundamentals ....................... $55 + $5 TF
- Understanding Human Res. Function ................. $55 + $5 TF

PERSONAL FINANCE & WEALTH BUILDING
- Build Your Own Mutual Fund for Pennies ............... $89*
- Buy or Lease Your Car Like a Pro ......................... $89*
- Introduction to Stock Options ............................ $89*
- On-line Investing .............................................. $89*
- Personal Finance ............................................. $89*
- Quicken for Windows ........................................ $55 + $5 TF
- Stocks, Bonds, and Investing: Oh, My! ................. $89*
- Real Estate Investing ......................................... $55 + $5 TF
- The Analysis and Valuation of Stocks ................... $89*
- Where Does All My Money Go? ......................... $89*

**LAW & LEGAL CAREERS**
- Employment Law Fundamentals ......................... $55 + $5 TF
- Evidence Law .................................................. $89*
- Evidence, Legal Interviewing & Investigation ........ $89*
- Introduction to Criminal Law ............................. $89*
- Legal Authority & Research ............................... $179*
- Legal Documents & Analysis ............................. $179*
- Legal Term., Process, Ethics, Tort & Con. Law ....... $179*
- LSAT Preparation - Part 1 ................................ $89*
- LSAT Preparation - Part 2 ................................. $89*

**CONTINUING EDUCATION SCHEDULE OF SPRING CLASSES 2005**

Call your nearest SCC Center to pre-register for classes.
Eighth-Annual REAL Retreat
Rural Entrepreneurship Through Action Learning
February 24-26

Your business has run a few laps... it’s time for a pitstop

Fuel Up
Re-energize yourself with fresh new ideas for running your business.

Change the Tires
For added traction and speed, develop a plan for getting ahead of your competition.

Wash the Windshield
Gain a new vision for the future of your business by clarifying your goals and objectives.

Tune Up
Develop and implement systems for continuous improvement.

REGISTRATION & HOSPITALITY FEE:
Track A: $95 (Payable to MMF)
New Businesses and Startups - Less than one year old
Track B: $95 (Payable to SCC)
Existing Businesses - More than one year old

Mail all payments to:
Business Assistance Center
447 College Drive
Sylva, North Carolina 28779

ACCOMODATIONS: Historic Fontana Village
Call 800.849.2258 for registration and payment information.
Single Package: $164
Two Nights - Single Occupancy
Double Package: $120
Two Nights - Double Occupancy
Both packages include meals, tax and gratuities.

Eighth-Annual REAL Retreat – Is your Business ready for a PITSTOP?
Is the business running you instead of you running it? Are you racing around most all the time? Come join SCC’s Business Assistance Center Group to get FUELED UP! A CHANGE OF TIRES, A TUNE UP, and this course will even WASH THE WINDSHIELD for a new vision for the future of your business. This fast-paced course is for the business owners who have run a few laps of the track and may need to develop new skills to manage the business or refine existing skills to keep up with the competition. If your business is 12 months old or older enter the training program on TRACK B.

Are you a ROOKIE looking to start your own business? Then TRACK A is the program for you. This training course is for businesses less than a year old and for people who are considering opening a business. You will gain the foundation skills to develop a business plan while discovering what it takes to operate a small business in your community, over the internet, or nationally.

Professionals who have previous business ownership experience, business counseling experience, and market knowledge will be working to help prepare you for the RACE that lies ahead and help you remain on track.

Participants will divide into two groups: Those who have existing businesses with 12 or more months’ operations and those who are exploring starting a small business. This year’s program theme is motor sports RACING. SCC will combine efforts with Mountain MicroEnterprise Fund, NC REAL Enterprises, and area Chambers of Commerce.

This is our 8th Annual REAL retreat at the Historic Fontana Village. We encourage you to stay with us at “The Historic Fontana Inn” in Fontana Dam. At this retreat location you can focus your energies on your business idea, network with instructors and participants, keep yourself in a friendly, non-traditional learning environment and concentrate on your business dreams. Gear-up and get ready for a fast, fun and financially rewarding time! Call your local SCC office for our information invitation or ask to speak with one of the instructors.

Th, F, Sa ....... 2/24-2/26 . 9A-6P .......... K. Corbeil, R. Seagle
$95 plus Hospitality

Co-sponsored by:
Southwestern Community College
Mountain MicroEnterprise Fund - MMF
Area Chambers of Commerce
NC REAL Enterprises
Which Computer Class Should I Select?
This quiz will help you decide which computer classes are most appropriate for you.

How to properly shut down the computer.  
___ Uncertain  ___ Know

When to use the backspace key versus the delete key.  
___ Uncertain  ___ Know

When to click rather than double click.  
___ Uncertain  ___ Know

How to shut down the computer when it crashes.  
___ Uncertain  ___ Know

Difference between a scroll bar and a tool bar.  
___ Uncertain  ___ Know

Difference between minimizing a file and closing a file.  
___ Uncertain  ___ Know

Difference between the Save and Save As commands.  
___ Uncertain  ___ Know

How to move a file from one file folder to another.  
___ Uncertain  ___ Know

How to open a minimized file window.  
___ Uncertain  ___ Know

Where to insert a CD into the computer.  
___ Uncertain  ___ Know

How to find a file that was saved.  
___ Uncertain  ___ Know

How to create a folder.  ___ Uncertain  ___ Know

What the various mouse pointer shapes mean.  
___ Uncertain  ___ Know

Difference between Windows and application software.  
___ Uncertain  ___ Know

How to delete files.  ___ Uncertain  ___ Know

Know (Total number of answers)  ___

12–15 You are ready to take any of the non-beginner courses
8–11 You are ready for: An Introduction to Computer Applications, An Introduction to MS Office Pro, Computer Literacy for Beginners–MS Office Pro, or Windows Disk & File Management
0–7 You should take: ABCs of the Computer or An Introduction to Computers & Keyboarding

Computer Education

CONTINUING EDUCATION SCHEDULE OF SPRING CLASSES 2005

BEGINNERS COURSES

ABCs of the Computer: Designed and recommended for the new computer user. Learn the computer basics including: proper shut down of the computer, mouse use and maintenance, use of the keyboard, identification and use of icons, windows and menus; how to name, save, retrieve, and revise a document; control panel tools; hardware and software vocabulary; basics of file management; how to use some of the system tools and how to install and remove hardware and software. There’s no need to feel threatened or left behind when it comes to computer skills. This interactive course will provide you with the foundation skills that will allow you to learn and grow. (36 hrs., 3.6 CEUs)

- Macon Center
  TTh ............. 3/1-4/7 ........... 5-8P .................... $60 + $5 TF
  MWF ............ 4/4-4/29 ........... 1-4P .................... $60 + $5 TF
  TTh ............. 4/12-5/19 ........... 5-8P .................... $60 + $5 TF

An Introduction to Computer Applications: Prerequisite: basic computer skills and a typing speed of at least 20 words per minute. Once you have the foundation skills of the computer, you are ready to explore and put that computer to work. In this interactive course you will learn the basics of internet, e-mail, word processing, spreadsheets and photo editing. (36 hrs., 3.6 CEUs)

- Macon Center
  MWF .......... 3/2-3/30 ........... 1-4P ..................... $60 + $5 TF
  WF ............. 3/4-5/27 ........... 7:30-9P ................ $60 + $5 TF

Computer Literacy for Beginners–MS Office Pro: For the student with mousing and keyboarding skills (type at least 25 words per minute), this course includes an introduction to basic computer terminology, the Internet, Windows 98 and the MS Office Professional 2000 suite of software. (36 hrs., 3.6 CEUs)

- Cashiers Center
  TTh ............. 3/15-3/31 ........... 2-5P ..................... $55 + $5 TF

Keyboarding: Prerequisite: basic computer skills. We recommend that you take our on-line course in keyboarding. Visit www.ed2go.com/scv. This will allow you to complete the course at your leisure and give you those keyboarding skills necessary to learn more about the computer without struggling to find the “D” key. (24 hrs., 2.4 CEUs)

Windows Disk & File Management: Prerequisite: basic computer skills and 20 wpm. Discover how to retrieve missing files and delete, copy and move files. Learn how to add and remove items from your start button, work with the startup group and create/delete desktop icons and other shortcuts to your favorite programs and documents. (24hrs., 2.4 CEUs)

- Cashiers Center
  TTh ............. 3/15-3/31 ........... 2-5P ..................... $55 + $5 TF

Windows XP: Whether you’re new to Windows or an experienced PC aficionado, there’s a lot to learn in the all-new Windows XP. This course covers all the basic skills and concepts needed to use a computer. Learn to work with text, pictures, photos, sound, music, create shortcuts, customize the interface and take full advantage of the Internet. (24 hrs., 2.4 CEUs)

- Cashiers Center
  Th ............. 3/29-4/7 ........... 5:30-8:30PM ......... $60 + $5 TF
  MWF ............ 5/2-5/27 ........... 7:30-9P ................ $60 + $5 TF

- Macon Center
  MWF .......... 5/1-5/27 ........... 9A-N ..................... $60 + $5 TF

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
## COMPUTER EDUCATION

### COMPUTERIZED ACCOUNTING

**Quick Books Pro 2003:** Learn how QuickBooks makes it easy to: set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates and generate reports.

(36 hrs., 3.6 CEUs)

- **Cashiers Center**
  - **TTh** ............ 4/12-5/19 ............ 2-5P ............. $60 + $5 TF
  - **Macon Center**
    - **Sa** ........... 4/2-5/7 ............ 9A-4P ............. $60 + $5 TF

### CAMERAS & SCANNERS

**Cameras & Scanners:** Learn how to download, save, edit, e-mail and put to use photographs from digital cameras in this interactive course that will utilize Photoshop Elements. Bring your camera to class, or if you don’t have one, get assistance in buying one. (24 hrs., 2.4 CEUs)

- **Macon**
  - **T** ................. 3/29-5/3 ............. 9:30A-1:30P ............. $55 + $5 TF
  - **Cashiers Center**
    - **Su** .............. 4/3-5/8 ............ 2-5P .................. $55 + $5 TF

**Photoshop Elements:** Learn ways to edit digital photos: touch up, scale, adjust color, contrast, brightness and size for use on the Internet, e-mail or printing. Using Photoshop Elements. Photoshop Elements is the scaled down and affordable version of Photoshop. Must have basic computer skills. (18 hrs., 1.8 CEUs)

- **Cashiers Center**
  - **MW** .............. 4/4-4/20 ............ 9A-N .................. $55 + $5 TF

### INTERNET

**Ebay: Buying and Selling:** Prerequisite: basic computer skills, Internet access and e-mail account. Become part of the global market of E-bay, an on-line auction for pros and amateurs alike. Whether you’re a collector, a bargain hunter or looking for a part-time business to run out of your home, E-Bay may be the answer. (9 hrs., 0.9 CEUs)

- **Cashiers Center**
  - **MWF** ............ 3/7-3/16 ............ 9A-N ............. $55 + $5 TF
  - **Sa** .............. 3/5-3/19 ............ 9A-3P ............. $55 + $5 TF

**Internet Basics:** Prerequisite: basic computer skills and Internet access. In this course you will learn who the Internet Service Providers are, Internet security, downloading, searches, book marking, safe purchasing and e-mail. (15 hrs, 1.5 CEUs)

- **Macon Center**
  - **MW** .............. 3/28-5/4 ............ 2-5P .................. $60 + $5 TF

### ON-LINE GENERAL COMPUTER COURSES

**SPREADSHEETS**

- **Excel:** Excel is a spreadsheet application that is a part of the MS Office Suite. This course covers the basics of the computer spreadsheet environment. Topics include creating and organizing data spreadsheets, entering data, creating formulas, data analysis using Excel’s “Wizards” and creating and customizing charts using data that has been generated during the session. (36 hrs., 3.6 CEUs)

  - **Cashiers Center**
    - **MWF** ............ 3/7-3/16 ............ 9A-N .................. $55 + $5 TF

### THE INTERNET

- **Achieving Top Search Engine Positions** ........ $55 + $5 TF
- **Getting Organized with Outlook** ............... $55 + $5 TF
- **Introduction to the Internet** .................... $55 + $5 TF
- **Introduction to Outlook 2002** ................... $55 + $5 TF
- **Learn to Buy and Sell on eBay** ................... $55 + $5 TF

### WEB PAGE DESIGN

- **Achieving Top Search Engine Positions** ........ $55 + $5 TF
- **Advanced Web Pages** ............................ $55 + $5 TF
- **Creating Cascading Style Sheets** ............... $55 + $5 TF
- **Creating Web Pages** .............................. $55 + $5 TF
- **Designing Effective Websites** ................... $55 + $5 TF
- **Equal Access Through Style Sheets** ............. $55 + $5 TF
- **FrontPage 2000** .................................. $55 + $5 TF
- **Intermediate Web Pages** ......................... $55 + $5 TF
- **Introduction to Dreamweaver MX** ............... $55 + $5 TF
- **Introduction to Microsoft FrontPage 2002** .... $55 + $5 TF
- **Introduction to XML** ............................. $55 + $5 TF
### WEB GRAPHICS AND MULTIMEDIA
- Creating Web Graphics w/Paint Shop Pro 8 ..... $55 + $5 TF
- Drawing for the Absolute Beginner .......... $55 + $5 TF
- Introduction to Flash MX ................. $55 + $5 TF
- Imaging for the Web Using Fireworks MX .... $55 + $5 TF
- Intro to Macromedia Director MX 2004 .... $55 + $5 TF

### WEB PROGRAMMING
- CGI Programming .......................................... $55 + $5 TF
- Creating Cascading Style Sheets ............ $55 + $5 TF
- Intermediate Java 2 Programming ......... $55 + $5 TF
- Introduction to Java 2 Programming .......... $55 + $5 TF
- Introduction to JSP Programming .......... $55 + $5 TF
- Introduction to XML .................................. $55 + $5 TF
- Java for the Absolute Beginner .......... $55 + $5 TF
- JavaScript Programming......................... $55 + $5 TF

### BASIC COMPUTER LITERACY
- 101 Tips and Tricks for the iMac & Macintosh $55 + $5 TF
- Computer Skills for the Workplace ........ $55 + $5 TF
- Introduction to Windows XP ................. $55 + $5 TF
- Keyboarding ........................................ $55 + $5 TF
- Windows File & Disk Management .......... $55 + $5 TF
- Working With Your Macintosh ............. $55 + $5 TF

### COMPUTER APPLICATIONS
- Access-Intermediate ............................... $55 + $5 TF
- Access-Introduction ................................ $55 + $5 TF
- Excel-Intermediate .................................. $55 + $5 TF
- Excel-Introduction .................................. $55 + $5 TF
- Intermediate Microsoft Access ............. $55 + $5 TF
- Intermediate PowerPoint ...................... $55 + $5 TF
- Introduction to Crystal Reports 10 ........ $55 + $5 TF
- Introduction to Microsoft Publisher .......... $55 + $5 TF
- Introduction to Outlook ....................... $55 + $5 TF
- Introduction to PowerPoint .................. $55 + $5 TF
- Introduction to QuickBooks .................. $55 + $5 TF
- Microsoft Project ................................. $55 + $5 TF
- Quicken for Windows ........................... $55 + $5 TF
- Using AppleWorks 6 ............................... $55 + $5 TF
- Word–Advanced ..................................... $55 + $5 TF
- Word–Intermediate ................................. $55 + $5 TF
- Word–Introduction ................................... $55 + $5 TF

### DESKTOP PUBLISHING & IMAGING
- Design Projects for Adobe Illustrator CS ...... $55 + $5 TF
- Design Projects for Adobe Illustrator 10 ...... $55 + $5 TF
- Intermediate Photoshop 7 ..................... $55 + $5 TF
- Introduction to Microsoft Publisher 2002 .... $55 + $5 TF
- Introduction to Photoshop 6 ................... $55 + $5 TF
- Introduction to Photoshop 7 ................... $55 + $5 TF

### COMPUTER TROUBLESHOOTING & NETWORKING
- Creating a Home or Small Office Network..... $55 + $5 TF
- Intermediate Networking ....................... $55 + $5 TF
- Introduction to Networking ................... $55 + $5 TF
- Introduction to PC Troubleshooting .......... $55 + $5 TF

### COMPUTER PROGRAMMING & DATABASE MANAGEMENT
- C++ for the Absolute Beginner .................. $55 + $5 TF
- C# Programming the Absolute Beginner ....... $55 + $5 TF
- Computer Graphics Programming w/OpenGL$55 + $5 TF
- Creating User Requirements Documents .... $55 + $5 TF
- Intermediate Oracle ................................ $55 + $5 TF
- Introduction to Database Development ...... $55 + $5 TF
- Introduction to Oracle ......................... $55 + $5 TF
- Introduction to Perl Programming .......... $55 + $5 TF
- Introduction to SQL .............................. $55 + $5 TF
- Introduction to Sybase ........................... $55 + $5 TF
- Introduction to the Computer Game Industry $55 + $5 TF
- Introduction to VBA ............................... $55 + $5 TF
- Introduction to Visual Basic .NET ............. $55 + $5 TF
- Managing Technical Professionals .......... $55 + $5 TF
- Network+ Certification Prep ................... $119*
- Project Management @ e-Speed ............... $55 + $5 TF
- Visual Basic 6.0 - Introduction ............... $55 + $5 TF

### CERTIFICATION PREP
- Advanced A+ Certification: Hardware/OS II ........ $119*
- Basic A+ Certification: Hardware I ............. $119*
- Intermediate A+ Certification: Operating Systems $119*
- MCSE Certification 1 ................................ $119*
- MCSE Certification Prep 2 .................... $119*
- MCSE Certification Prep 3 .................... $119*
- MCSE Certification Prep 4 .................... $119*
- MCSE Certification Prep 5 .................... $119*
- MCSE Certification Prep 6-Exam 70-221 ........ $119*
- MCSE Certification Prep 7-Exam 70-222 ........ $119*
- Network+ Certification Prep .................. $119*
- PMP Certification Prep I ....................... $119*

### DIGITAL PHOTOGRAPHY & DIGITAL VIDEO
- Digital Photography OUTPUT! .................... $55 + $5 TF
- Discover Digital Photography ................. $55 + $5 TF
- Mastering Digital Photography: Photographing People .......... $55 + $5 TF
- Photoshop Elements for the Digital Photographer $55 + $5 TF
- Secrets of Better Photography ................. $89*
**FIRE & RESCUE TRAINING**

**SPECIAL TRAINING OPPORTUNITIES**

**Aircraft Emergencies:** This class is designed for fire and rescue personnel who would be responding to a small aircraft emergency. Class discussion will include: preplanning, special hazards to consider, types of aircraft, suppression practices and procedures to follow in rescuing the crash scene. Call SCC to pre-register by 3/25.
- Jackson .......... F/Sa...... 4/1 .... ....... 6-10P .................. $55
- Franklin Fire Dept. .......... T .......... TBA ...... 6-9P ................ $50

**Basic Skills for Junior Fire and Rescue Personnel:** For those interested in learning about fire and rescue skills needed to work and/or volunteer in the fire and rescue industry. Anyone 16-21 years of age may enroll with approval of their High School Principal. Franklin Fire and Rescue Department and Public Safety Training Complex. Call the PSTC if you are interested in participating in this program, 369-0591.
- Franklin Fire Dept. .......... T .......... TBA ...... 6-9P ................ $50

**Fire and Rescue Training Officer Information Workshop:** A sharing session of training needs and ideas. Review and update Fire and Rescue Department and Public Safety Training Complex. Call the PSTC if you are interested in participating in this program, 369-0591.
- Franklin Fire Dept. .......... T .......... TBA ...... 6-9P ................ $50

**Fire, Rescue, EMS Instructor Training:** This class will prepare certified fire, rescue and/or emergency medical service personnel who want to become approved as an instructor in North Carolina. This class will present basic instructional methodology information that is required to teach with the NC Community College System and NC Department of Insurance. Call SCC to pre-register.
- PSTC ............... MWSaSu TBA .... 6-10P

**Rescue Technician (RT) Series:**
- PSTC ............... M ............ 2/28 ............... 6:30-8:30P
- PSTC ............... M ............ 3/7 ............... 6:30-8:30P
- PSTC ............... M ............ 3/14 ............... 6:30-8:30P
- PSTC ............... M ............ 3/21 ............... 6:30-8:30P

**RT: VMR: Basic Rescue Equipment**
- 2/24 ............... T .......... 1-10P ............ Cherokee FD
- 2/25 ............... F .......... 9A-6P ............ Cherokee FD
- 3/1 ............... M .......... 9A-6P ............ Cherokee FD
- 3/8 ............... M .......... 9A-6P ............ Cherokee FD
- 3/15 ............... M .......... 9A-6P ............ Cherokee FD
- 3/22 ............... M .......... 9A-6P ............ Cherokee FD
- 3/29 ............... M .......... 9A-6P ............ Cherokee FD
- 4/5 ............... M .......... 9A-6P ............ Cherokee FD
- 4/12 ............... M .......... 9A-6P ............ Cherokee FD
- 4/19 ............... M .......... 9A-6P ............ Cherokee FD
- 4/26 ............... M .......... 9A-6P ............ Cherokee FD

**RT: VMR: Extrication**
- 3/8, 3/15, 4/12
- 4/19, 4/26
- 5/6, 5/13
- 5/20, 5/27

**RT: VMR: Basic Rescue Equipment**
- 2/12 ............... T .......... 9A-6P ............ Cherokee FD
- 3/12 ............... T .......... 9A-6P ............ Cherokee FD
- 4/12 ............... T .......... 9A-6P ............ Cherokee FD
- 5/12 ............... T .......... 9A-6P ............ Cherokee FD

**RT: VMR: Extrication**
- 3/8, 3/15, 4/12
- 4/19, 4/26
- 5/6, 5/13
- 5/20, 5/27

SCHEDULE OF SPRING CLASSES 2005

**CONTINUING EDUCATION**

**FIRE AND RESCUE DEPARTMENT BASED TRAINING**

**Alarka Fire Dept.**
- EMS Cont. Ed. (Swain Center) .......... 3/17, 4/21, 5/19

**Balsam Fire Dept.**
- EMS Cont. Ed. .......... 3/7
- EMS Cont. Ed. .......... 4/4
- EMS Cont. Ed. .......... 5/2

**Bryson City Fire Dept.**
- EMS Cont. Ed. (Swain Center) .......... 3/17, 4/21, 5/19
- Ladders .......... 2/22
- Overhauls .......... 3/7
- Fire hose, appliance, & streams .......... 3/29-4/5
- Water supply .......... 4/12
- Practical Day .......... 4/23

**Burningtown/Iota Fire & Rescue Dept.**
- EMS Cont. Ed. .......... 3/8
- Fire prevention, ed. and cause, FFI/II .......... 3/31-4/14
- EMS Cont. Ed. .......... 4/12
- Building construction, FFI .......... 5/5-5/19
- EMS Cont. Ed., Cowee .......... 5/10

**Canada Fire Dept.**
- EMS Cont. Ed. .......... 4/25
- EMS Cont. Ed. .......... 5/23

**Cherokee Fire Dept.**
- EMS Cont. Ed. .......... 4/25
- EMS Cont. Ed. .......... 5/23

**Clarks Chapel Fire & Rescue Dept.**
- Overhauls, FFI/II .......... 3/10-3/17
- Basic pump operations, DO .......... TBA

**Cowee Fire & Rescue Dept.**
- Fire Behavior, FFI/II .......... 3/10-3/17
- Portable fire extinguishers, FFI .......... 3/31-4/7
- Flammable liquids .......... 4/21-4/28
- Personal protective equipment, FFI .......... 5/5-5/26
- EMS Cont. Ed., Cowee .......... 5/10

**Cullowhee Fire Dept.**
- CPR Re-certification .......... 3/14-3/21
- EMS Cont. Ed. .......... 3/15
- EMS Cont. Ed. .......... 4/19
- EMS Cont. Ed. .......... 5/17

**Franklin Fire and Rescue Dept.**
- EMS Cont. Ed., PSTC .......... 3/1
- Emergency vehicle operator/emergency response .......... April

**Technical Rope Rescue:** For experienced rescue personnel.
- PSTC/TBA ... 4/1-4/4 ... 8A-6F ...... $60

**Call your nearest SCC Center to pre-register for classes.**
FIRE & RESCUE TRAINING

HEALTH-CARE PROFESSIONS

Glenville-Cashiers Rescue Squad .... Thursday, 6:30-8:30P
- EMS Cont. Ed .......................................................... 3/7
- Personal Protective Equipment, FFI ........ 3/17-3/31
- EMS Cont. Ed .......................................................... 4/4
- RT: General: Incident Planning .................... 4/14-4/21
- EMS Cont. Ed .......................................................... 5/2
- RT: General Search ............................................... 5/5-5/19

Highlands Fire & Rescue Dept ........ Tuesday, 7-10P
- Fire Prevention, Education, & Cause, FFI/II ... 3/6-3/29
- EMS Cont. Ed .......................................................... TBA

Mountain Valley Fire & Rescue Dept .... Tuesday, 7-10P
- Smooth Bore Nozzle Appliances ................. TBA
- EMS Cont. Ed PSTC .............................................. 3/1
- EMS Cont. Ed PSTC .............................................. 4/5
- EMS Cont. Ed PSTC .............................................. 5/3

Nantahala Fire & Rescue Dept ........ Thursday, 7-10P
- EMS Cont. Ed .......................................................... 3/9
- Foam Fire Streams, FFI ........................................ 3/3-3/17
- EMS Cont. Ed .......................................................... 4/13
- EMS Cont. Ed .......................................................... 5/11
- Swiftwater Rescue .................................................. 6/9-6/23

Otto Fire & Rescue Dept ........ Wednesday, 7-10P
- Personal Protective Eq, FFIII ....................... 2/24-3/17
- Fire Prevention, Ed. and Cause, FFI/II .......... 3/24-4/14
- Sprinklers, FFI/II ..................................................... 4/21-5/12
- EMS Cont. Ed .......................................................... 5/19

Qualla Fire Dept ................ Monday/Tuesday, 7-10P
- Rescue, FFI/II ......................................................... 2/19-2/22
- EMS Cont. Ed .......................................................... 3/14
- Fire Hose, Streams, Appl., FFI/II .................. 4/5-4/26
- EMS Cont. Ed .......................................................... 5/11
- Water Supplies, FFI/II ........................................... 5/10-5/31
- EMS Cont. Ed .......................................................... 5/9

Savannah Fire Dept ................ Monday, 7-10P
- EMS Cont. Ed .......................................................... 3/21
- EMS Cont. Ed .......................................................... 5/16

Sealy Mtn. Fire & Rescue Dept .......... Tuesday, 7-10P
- EMS Cont. Ed .......................................................... 3/22
- CPR .............................................................. 4/19-4/26
- EMS Cont. Ed .......................................................... 5/24

Sylva Fire Dept ................ Monday, 7-10P
- Fire Alarms & Communications, FFI ............ 2/28-3/21, skip 3/7
- EMS Cont. Ed .......................................................... 3/7
- EMS Cont. Ed .......................................................... 4/4
- Hazardous Materials – Awareness/Operations 4/11-5/9, skip 5/2
- EMS Cont. Ed .......................................................... 5/2
- Fire Control, FFI/II ............................................... 5/23-6/20, skip 6/6

West Macon Fire & Rescue ........ Thursday, 7-10P
- Pumps, Introduction ......................................... TBA
- EMS Cont. Ed PSTC .............................................. 3/1
- EMS Cont. Ed PSTC .............................................. 4/5
- EMS Cont. Ed PSTC .............................................. 5/3

West Swain Fire Dept ................ Tuesday, 7-10P
- EMS Cont. Ed At Swain Center .................... 3/17, 4/21, 5/19
- Salvage, FFI ......................................................... 4/19-4/26
- Overhaul, FFI/II .................................................... 5/17-5/24

CONTINUING EDUCATION
SCHEDULE OF SPRING CLASSES 2005

NURSING

Nursing Assistant: The Nursing Assistant (NA) Program offers 167 hours of orientation (1 hr.) classroom (100 hrs.), clinical experience (48 hrs.), CPR training (12 hrs.) and testing (6 hrs.). Successful completion of the course involves missing no more than six hours of class, meeting all clinical and CPR hours and passing the competency exam. Graduates are then registered on the North Carolina Department of Facilities Services NA Registry.

NA I's can work under the direction of a licensed person, performing basic nursing techniques on clients who are sick or who have chronic health problems. One hundred and sixty-five tasks are necessary including personal care, turning, transferring, assisting with walking, lifting, exercising, feeding, administering enemas, taking blood pressures and vital signs, changing clean dressing and caring for the body after death. The tasks require the ability to see and hear accurately. Students are required to be able to perform fine motor skills with their hands.

Those who are interested should call their local SCC Center to pre-register. A detailed orientation is provided at the first class. Students must pay $82 to SCC for registration and malpractice insurance and $57.46 to the College Bookstore for the required text. Students should bring their Social Security card and driver’s license to the first class. Also, if a third party is paying, an authorization letter should be sent on the first day of class.

PPD test must be administered within three months of the first day of clinical.

- Cashiers/Highlands Hospital MW 3/7-6/14
  Theory: 9A-3:30P Clinical: 8A-2:30P
- Franklin High School/Britthaven MTTh 5/23-8/25
  Theory: 5-9P (MTTh) Clinical: 8A-2:30P (TTh)
- Jackson/Mtn. Trace 5/31-9/6 (TW) 9A-3:30P
- Swain/Mtn. View MTh 6/6-10/20
  Theory: 5-9P Clinical: 5-9P (MTh) 8A-4:30P (Sa)

Nurse Aide 2: Upon completion of this 168-hour course (80 classroom, 80 clinical, 6 testing) the student will have the basic skills and knowledge of oxygen therapy, foley implantation, sterile dressing change, IV fluid assistance activities, tube feeding, suctioning, tracheostomy care, ostomy care and urinary catheterizations. They will be listed on the NA II registry upon satisfactory completion and passing of the state exam. Pre-requisites: Proof of HS Diploma or GED and current listing on the NA I registry with the state of NC. Also must provide a copy of SS card, driver’s license, NA I letter, current CPR American Heart Health Care Provider card and proof of PPD Tuberculin test within 3 months of first class. Book cost approx. $45.96.

- Jackson 3/1-5/17
  Theory: 5-9P (TW) Clinical: 8A-4:30P (Th)

Nurse Aide I Refresher Course: The SCC NA I Refresher course will be offered to NA I's who were previously listed on the North Carolina Nurse Aide I Registry within the past three years without any allegations of abuse, neglect or misappropriation of a patient’s belongings and who have let their listing expire for appropriate reasons as to be determined by the program coordinator. Verification of the listing must be obtained prior to admission. A copy of their Social Security card and a photo ID is required. The refresher course will consist of 15 hours of instruction in the classroom and lab and three hours of testing consisting of a multiple choice written/oral exam, a set of vital signs on a live subject and demonstration of five randomly-drawn skills. All SCC Competency Evaluation policies will be complied with for the NA I Refresher Program. Book cost approx. $40
EMERGENCY MEDICAL SERVICES TRAINING
Training dates subject to change. Please call SCC PSTC, 369-0591 to confirm schedule.

Advanced Cardiac Life Support (ACLS): ACLS is designed for experienced healthcare professionals including EMT-Paramedics, RNs, PAs and physicians. The course focuses on advanced emergency procedures used in treating patients suffering myocardial infarction and other critical cardiac syndromes. Pre-requisites include current CPR provider certification.
- PSTC ................ TBA ...... June/TBA ......... 8A-5P ............. $55
- Swain ........... Su/Se/Ju .... 4/16-4/17

Basic Trauma Life Support–Basic: This class emphasizes injury prevention and basic and advanced trauma management. Offered for EMT-Intermediates, Paramedics, RNs PAs and MDs, the class covers advanced treatment of the trauma patients, as well as basic management.
- Swain ........... Su ........ 3/12-3/13 ......... 8A-5P ............. $55
- Glenville-Cashiers EMS , SuSa 3/5-3/6 .. 8A-5P ............. $55

CPR-Healthcare Provider–American Heart Association Health Care Professional CPR: This course is geared for health care professionals, lifeguards, emergency personnel, and other persons interested in learning adult, child and infant techniques for pulmonary resuscitation, cardiac resuscitation, foreign body airway obstruction for conscious and unconscious victims.
- PSTC .............. Th ......... 2/10-11-12 ........ 8A-5P ............. $50
- PSTC .............. Th ......... 5/12-13-14. .... 8A-5P ............. $50

EMT Basic–OnLine: Prepares student to provide emergency medical care at basic life support level with an ambulance service or other specialized service. Prerequisites: CPR certification from American Heart Association at Health Care Provider level or Professional Rescuer level from Red Cross. Includes on-line assignments, programs and class participation. Several Saturdays scheduled for practical skills and testing. State written exam required for completion. Call SCC’s PSTC at 369.0591 for application packet. Begins Feb. 19 - June 18, on the Jackson Campus with an academic grade level test given on which a 10th-grade level must be achieved. Cost $65. Book Cost: $85 (approximate); mal-practice insurance $35.50 if not affiliated.

12 Hour Medical Continuing Education: This block of instruction will provide the 12 hours of medical continuing education required for first Responder, Medical Responder and EMT-Basic re-certification (24hours) with North Carolina OEMS. All state and local mandated topics will be taught. Lack of pre-enrollment will result in cancellation of 12-hour classes. Pre-register by: 3/7
- Jackson Campus 3/14, 3/15, 3/16 6-10P

Balsam/Willetts/Oche Fire Dept. Continuing Education (CE)
- M ............. 3/7 ............. 7-10P
- M ............. 4/25 ............. 7-10P
- M ............. 5/23 ............. 7-10P

Canada Fire Dept. CE
- M ............. 4/4 ............. 7-10P
- M ............. 5/17 ............. 7-10P

Cowee/Burningtown Fire Dept. CE
- M ............. 3/14 ............. 6-9P
- M ............. 4/19 ............. 6-9P
- M ............. 5/23 ............. 6-9P

Cullowhee Fire Dept. CE
- M ............. 3/14 ............. 7-10P
- M ............. 4/19 ............. 7-10P
- T ............. 5/17 ............. 7-10P

Glennville-Cashiers BLS CE
- M ............. 3/15 ............. 6-9P
- M ............. 4/4 ............. 6-9P
- M ............. 5/2 ............. 6-9P

Glennville-Cashiers ALS CE
- T ............. 3/15 ............. 7-10P
- T ............. 4/19 ............. 7-10P
- T ............. 5/17 ............. 7-10P

Macon County Continuing Education (All EMS Welcome) FR/MR/EMT-B: PSTC
- M ............. 3/14 ............. 7-10P
- M ............. 4/11 ............. 7-10P
- M ............. 5/9 ............. 7-10P

Nantahala Fire and Rescue Dept. CE
- W ............. 3/9 ............. 7-10P
- W ............. 4/13 ............. 7-10P
- W ............. 5/11 ............. 7-10P

Qualla Fire Dept. CE
- M ............. 3/14 ............. 7-10P
- M ............. 4/11 ............. 7-10P
- M ............. 5/9 ............. 7-10P
HEALTH-CARE PROFESSIONS

Savannah Fire Dept. CE: (Bi-Monthly)
- M .................. 3/21 ....................... 7-10P
- M .................. 5/16 ....................... 7-10P

Scaly Mountain/Sky Valley CE
- T .................. 3/22 ....................... 7-10P
- T .................. 4/19 & 4/26 ............. 7-10P (CPR)
- T .................. 5/24 ....................... 7-10P

Sylva Fire Dept. CE
- M .................. 3/7 ....................... 7-10P
- M .................. 4/4 ....................... 7-10P
- M .................. 5/2 ....................... 7-10P

Swain County First Responders/Medical Responders/Basic EMT
CE: Swain Center
- Th .................. 3/17 ....................... 6:30-9:30P
- Th .................. 4/21 ....................... 6:30-9:30P
- Th .................. 5/19 ....................... 6:30-9:30P

Swain County ALS CE: Swain Center
- Th .................. 3/3 ....................... 6:30-9:30P
- Th .................. 4/7 ....................... 6:30-9:30P
- Th .................. 5/5 ....................... 6:30-9:30P

ON-LINE HEALTH CARE COURSES
Registration and Information: If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity to gain skills without the structure of the traditional classroom. These courses are all six week courses and enable you to earn CEUs (based on your final exam).

Start Dates: A new section of every course in this schedule will begin on the following dates: 3/16, 4/20, or 5/18. To review the course description and outlines, and to register for these classes, visit www.ed2go.com/scc. For additional information, e-mail msutton@southwest.cc.nc.us.

How to Get Started:
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, choose the name and password to access your course. After orientation you will be sent a registration form via email. Print out, sign and return by mail to Southwestern Community College, 23 Macon Avenue, Franklin, NC 28734 or fax (828) 349.9692 with payment at least seven days before class starts.

All courses that have an * are Self-Supporting classes.

HEALTH CARE, NUTRITION, & FITNESS
Assisting Aging Parents ............................................. $89*
Become a Veterinary Assistant ................................. $55 + $5 TF
Food and Fitness to Fight Cancer .............................. $55 + $5 TF
Introduction to Natural Health and Healing ................ $89*
Luscious, Low-Fat, Lightning-Quick Meals ................. $89*
Outdoor Survival Techniques ................................... $89*

CONTINUING EDUCATION
SCHEDULE OF SPRING CLASSES 2005

Become a Medical Coding Specialist
On-Line Coding Classes begin April 18.
Study at home or office via computer.

COURSE DESCRIPTION
The Basic to Advanced Online Coding Classes are open to the individual interested in gaining insurance coding skills for an entry-level job, to the coder who desires educational enrichment through earning CEUs and to the coder who is preparing for the AAPC Coding Certification Exam.

Insurance Coders may work in hospitals, for insurance companies and at home or at clients’ sites as a consultant upon completion of the program, based on their previous experience in the medical field. Some people will enter the work force as an entry level Coder while others with prior experience as a seasoned Coder may fill many different jobs throughout the physician office.

Those who successfully complete the certification exam (after completion of the six courses) will be known as Certified Professional Coders, using the credential “CPC” after their name. Instructions for scheduling the AAPC Certification Exam will be provided with information in the AAPC Certification Exam Review course.

These 11-week courses (39 hours) begin on April 8 and end on July 1. They are offered via the Internet. Students must have access to a computer and an e-mail account. Upon completion of each course, participants will receive a certificate for the appropriate number of contact hours (CEUs). Application has been made for AAMA-approved CEUs ($5 additional CEU fee payable to AAMA for non-members). If official documentation of completion is required, a Continuing Education Transcript can be requested. To pre-register, call (828) 488.6413 or e-mail scotts@southwest.cc.nc.us

- Cost for each course is $60, plus course materials and $5 Technology Fee.
- Students must pre-register by April 1, to ensure time to receive course materials.
- To pre-register, call (828) 488.6413 or e-mail scotts@southwest.cc.nc.us

COURSES
Medical Terminology (Online): Serves as a foundation for all other medical training courses. Over 1000 words and terms are defined in 33 chapters outlined by body systems. Words are pronounced through your computer speaker. The CD-ROM used also contains a comprehensive audio medical dictionary. This 11-week course (39 hours) is offered via the Internet. Students must have access to a computer and an e-mail account. Cost for the course is $60 plus course materials. Students must pre-register by April 1 to ensure time to receive course materials. Call (828) 488.6413 to pre-register or e-mail scotts@southwest.cc.nc.us.

Course Materials: CD-ROM $45
- Distance Learning
  4/18-7/1 ...... B. Hess ............... $60 + $5 Technology Fee

12

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
HEALTH-CARE PROFESSIONS

Medical Coding (Online): Prepares students for entry-level jobs in insurance coding in a doctor’s office or other medical facility. This course includes ICD-9 CM Coding, CPT Coding, Medicare Fraud & Abuse and Evaluation & Management. This 11-week course (36 hours) is offered via the Internet. Students must have access to a computer and an e-mail account. Cost for the course is $60 plus course materials. Students must pre-register by April 1 to ensure time to receive course materials. Call (828) 488.6413 to pre-register or e-mail scotts@southwest.cc.nc.us.

Course Materials: CD-ROM, $45; ICD-9 Manual, $65 (approx); and CPT Manual, $55 (approx)
- Distance Learning
  4/18-7/1 ...... B. Hess .................. $60 + $5 Technology Fee

Medical Billing (Online): Prepares students with entry-level accounting skills necessary for jobs in a doctor’s office or other medical facility. This course includes Front Office Management, Filing Part B HCFA 1500, filing Part A HCFA 1450, Medicare, Medicare Billing Problems and Patient Record Keeping using MediSoft, Medicare as Secondary Payer, Medicare & Home Health and Medicare and Women’s Health. This 11-week course (39 hours) is offered via the Internet. Students must have access to a computer and an e-mail account. Cost for the course is $60 plus course materials. Students must pre-register by April 1 to ensure time to receive course materials. Call (828) 488.6413 to pre-register or e-mail scotts@southwest.cc.nc.us.

Course Materials: CD-ROM, $45
- Distance Learning
  4/18-7/1 ...... B. Hess .................. $60 + $5 Technology Fee

Advanced Coding ICD9 (Online): This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by major body system chapters as found in the ICD-9-CM manual. Each chapter is organized by (1) Issues, (2) Coding Clarification, (3) Physician Documentation Issues and (4) Coding Scenarios. Real life coding problems illustrating the issues are presented with ICD-9-CM solutions. This 11-week course (39 hours) is offered online via the Internet. Students must have access to a computer and an e-mail account. Cost for the course is $60 plus course materials. Students must pre-register by April 1 to ensure time to receive course materials. Call (828) 488.6413 to pre-register or e-mail scotts@southwest.cc.nc.us.

Course Materials: CD-ROM, $45; and ICD-9-CM Manual, $65 (approx)
- Distance Learning
  4/18-7/1 ...... B. Hess .................. $60 + $5 Technology Fee

Advanced Coding-CPT (Online): This course is organized according to the sections in the CPT book. Frequently asked questions from real life situations are answered. This course provides advanced coding problems with their solutions. The main emphasis is on Evaluation and Management and Surgery codes. A five-step outline is used to help you code the exercises/scenarios in the problems. Detailed medical history reports, including post-operative reports, are provided from which CPT codes are determined. This 11-week course (39 hours) is offered via the Internet. Students must have access to a computer and an e-mail account. Cost for the course is $60 plus course materials. Students must pre-register by April 1 to ensure time to receive course materials. Call (828) 488.6413 to pre-register or e-mail scotts@southwest.cc.nc.us.

Course Materials: CD-ROM, $45; and CPT Manual, $55 (approx)
- Distance Learning
  4/18-7/1 ...... B. Hess .................. $60 + $5 Technology Fee

AAPP Certification Exam Review: This online course is designed to prepare the student to take the Certified Professional Examination administered by the American Academy of Professional Coders. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1 & 2) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding and Use of Modifiers. This 11-week course (39 hours) is offered via the Internet. Students must have access to a computer and an e-mail account. Cost for the course is $60 plus course materials. Students must pre-register by April 1 to ensure time to receive course materials. Call (828) 488.6413 to pre-register or e-mail scotts@southwest.cc.nc.us.

Course Materials: CD-ROM, $45; ICD-9-CM Manual, $65 (approx); and CPT Manual, $55 (approx)
- Distance Learning
  4/18-7/1 ...... B. Hess .................. $60 + $5 Technology Fee

CEU APPROVAL / CERTIFICATE
Upon completion of each course, participants will receive a College certificate for the appropriate number of contact hours (CEUs). Application has been made for AAMA-approved CEU’s. ($5 additional CEU fee payable to AAMA for non-members). If official documentation of completion is required, a Continuing Education Transcript can be requested from the Registrar.

COURSE SCHEDULING
These courses begin on April 18 and students must pre-register by April 1.

Further Information
Contact: Scott Sutton at SCC
Phone: (828) 488.6413
E-mail: scotts@southwest.cc.nc.us
More Info: http://www.dlearn.com

Refund Policies
- No refunds for self-supporting classes.
- Classes which meet four times or fewer: 75% refund granted provided student drops on first meeting
- Classes which meet five times or more: 75% refund granted provided student drops before attending 20% of the classes.
- Insurance: No refund granted if student has attended one or more classes.

Continuing Education Schedule of Spring Classes 2005
CERTIFICATION TRAINING

Basic Law Enforcement Training (BLET): The North Carolina Basic Law Enforcement Training is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs. The course is comprised of 33 separate blocks of instruction. The commission mandated course, upon completion, will enable the graduate to be certified to work as a sworn law enforcement officer in the State of North Carolina. Students must meet all BLET admission requirements. Contact the SCC Public Safety Training Complex, 369-0591, or visit the College’s web page for a packet of information. Class size: minimum 10, maximum 30. Some night and weekend classes will also be required. All admission requirements must be completed prior to first class orientation meeting. Book costs approximate $275. Student insurance optional. Supplies approximate cost $50. Uniform shirts and physical training attire also required. Applications must be submitted a minimum of two weeks before the session begins. Attendance at the orientation on April 26, 9AM is required. Additional information can be found at: www.southwesterncc.edu/pubsafety/blet

- PSTC ...... MTWThSa ....... 4/26, 5/9-8/26 .......... 8A-6P ............ $65
- www.southwesterncc.edu/pubsafety/blet

Basic Radar Certification Training: A 40 hour certification course for Officers seeking certification to operate RADAR in North Carolina. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, BLET certified. Deputies must be in compliance with the Sheriffs’ Standards Commission. Student and/or agency must provide an approved RADAR (s) for practice and testing, patrol vehicle and current RADAR training manual. Additional information can be found at: www.southwesterncc.edu/pubsafety/radar.

- PSTC ...... MTWThSa ....... 4/26, 5/9-8/26 .......... 8A-6P ............ $65

Basic Radar Re-Certification Training: A 16 hour re-certification course for officers seeking re-certification to operate RADAR in North Carolina. Must be currently certified or certification has not been expired more than one year. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, BLET certified. Deputies must be in compliance with the Sheriffs’ Standards Commission. Student must provide an approved RADAR (s) for practice and testing, patrol vehicle and current RADAR training manual. Additional information can be found at www.southwesterncc.edu/pubsafety/radar.

- PSTC ...... MTWThSa ....... 8/1, 8/22-5-2006 .......... 6-10P .......... $65

National Park Service Seasonal Law Enforcement Ranger Training (NPS): A basic training program designed to prepare Seasonal Park Rangers to perform law enforcement in areas administered by the National Park Service. The sessions are 11 weeks in duration. Successful graduates are eligible to receive a seasonal law enforcement commission which enables the bearer to carry firearms, make arrests, investigate violations of the Code of Federal Regulations and assist in the execution of warrants. There are currently 12 existing training centers that are approved for the more than 300 parks, monuments and other facilities of the Park Service in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, the Virgin Islands and Guam. Admission information and application can be found at: www.southwesterncc.edu/pubsafety/nps

- PSTC ...... T ....... 4/13-4/19 .......... 8A-5P ............ $65

NC General Instructor Training: The class will provide the information necessary to teach, plan, prepare, present and evaluate the block of instruction in accordance with the systems approach. The student will be able to: develop a lesson plan for a 90-minute block of instruction, construct a test appropriate to the 90-minute block of instruction, teach the block of instruction and complete a written examination. This course employs discussion, programmed text, demonstration and practice. Participants will need to bring any supplies and equipment needed for their presentations. This class is for potential Law Enforcement Instructors and also is approved for Fire, Rescue and EMS Instructors. Please call the PSTC if you are interested in participating in this training.

- PSTC ...... MTWThF ...... April ......................... 8A-6P .......... $60

Private Protection Services Firearms Training: This course is offered under the guidelines and requirements set forth by the Private Protection Services Board for those seeking a permit as an Armed Security Guard. This is a 32-hour course that covers all the requirements set forth in the NC Administrative Code 12 NCAC 07D.0807. Topics covered in this course include: legal issues, handgun safety, handgun operation and maintenance, handgun fundamentals, night firing and practical operations of the firearm. Students will be required to pass a written exam, qualify with his/her firearm both day and night with a minimum of 80%. Student and/or agency is required to provide 500 rounds of practice ammo, 200 rounds of qualification ammo, weapon for practice and qualification, duty belt, holster and magazine carriers, ear and eye protection and appropriate range clothing. For more information contact the PSTC at (828) 369.0591 or email: cdowdle@southwest.cc.nc.us.

- PSTC ...... MTWThSa ...... 5/16-5/19 .......... 8A-5P .......... $60

Private Protection Services Firearms Re-qualification Training: This course is offered under the guidelines and requirements set forth by the Private Protection Services Board for those seeking a re-qualification permit as an Armed Security Guard. This is an 8-hour course that covers all the requirements set forth in the NC Administrative Code 12 NCAC 07D.0807. Topics covered include: legal limitations and night firing. Students will be required to pass a written exam, and qualify with his/her firearm both day and night with a minimum of 80%. Student and/or agency is required to provide qualification ammo (100 rounds minimum), weapon for qualification, duty belt, holster and magazine carriers, ear and eye protection and appropriate range clothing. For more information contact the SSC Public Safety Training Complex at (828) 369.0591 or email: cdowdle@southwest.cc.nc.us.

- PSTC ...... MTWThSa ...... 5/16-5/19 .......... 8A-5P .......... $60

Radar/Time Distance Re-Certification Training: A 16-hour re-certification course for officers seeking re-certification to operate RADAR/ TD in North Carolina. Must be currently certified or certification has not been expired more than one year. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer certified by NC CJ Commission or NC Sheriffs' Commission. Student must provide approved RADAR (s) for practice and testing, patrol vehicle and current RADAR training manual.

- PSTC ...... MTWThSa ...... 5/16-5/19 .......... 1-10P .......... $50

CONTINUING EDUCATION

SCHEDULE OF SPRING CLASSES 2005

JACKSON CAMPUS • 447 COLLEGE DRIVE, SYLVIA, NC 28779 • 888.4091 • (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

(828) 743.6688 • FAX (828) 743.0458

(828) 497.7233 • FAX (828) 497.7135

(828) 488.6413 • FAX (828) 488.2982

(828) 743.6688 • FAX (828) 743.0458

(828) 497.7233 • FAX (828) 497.7135

(828) 488.6413 • FAX (828) 488.2982

14
LAW ENFORCEMENT

Telecommunicator Certification Course: This is 47-hour course that will provide participants with the entry-level knowledge and skills to practice as an emergency services Telecommunicator. North Carolina certification testing upon successful completion of the course. Topics covered during this course will include: civil liability, systems and equipment, overview of emergency services, communications resources, call reception, prioritization and resource allocation, broadcast techniques, rules and procedures and training practicum. Student and/or agency must provide Telecommunicator student manual. Call the SCC Public Safety Training Complex, (828) 369.0591 to pre-register. Additional information can be found at www.southwesterncc.edu/pubsafety/telecomm.

PSTC ...... MTWThF ...... 6/13-6/30 .................. 6-10P ............ $60

NON-CERTIFICATION TRAINING

Armed Transport Officer: This class is designed for sworn Detention Officers employed by a Law Enforcement Agency who wish to perform armed transport duties. Topics and skills taught during this 80 hour class will include: firearms, defensive driving, medical issues, gun retention, plus more. Must call by Feb. 17 to pre-register. Class will not be held if enrollment is not sufficient. Class will also meet some evenings.

PSTC ...... MTWThF ...... 6/13-6/30 .................. 6-10P ............ $60

Basic, Intermediate and Advanced SWAT Training: These training programs are designed for officers who have SWAT responsibilities or are members of an existing unit and have the approval of agency supervisor.

PSTC ...... MTWTh ...... 3/8-3/10 .................. 8A-5P ............ $60

Rapid Deployment Training: Immediate Response to Active Shooters: This training will provide law enforcement officers with technical and tactical skills in order to effectively respond to an active shooter incident in any public setting. The class will involve lecture, discussion and practical exercises. Must be a sworn law enforcement officer to participate. Call the SCC Public Safety Training Complex, (828) 369.0591, to schedule this training for your agency.

Taser Training: (for Law Enforcement Personnel): Learn the basics of the taser, an important tool for use in enforcement situations. Topics to be discussed are, basic operation, safety, human factors, use of force continuum and much more. The class will consist of lecture, group interaction and practical exercises.

PSTC ...... Sa ...... 7/9 .................. 8A-3P ............ $50

Tactical Handgun Operations: This training is designed for officers interested in improving his/her handgun operational skills. This is a 40-hour course that will cover the basic operations of the duty weapon while emphasizing tactical operations under emergency situation conditions. Training will cover mental and physical demands. Students will need to supply the following items: 600 rounds of practice ammo, duty belt, duty weapon with three magazines, ear and eye protection with billed baseball type cap, ballistic vest and appropriate clothing. Class enrollment is limited to 20 officers. Pre-registration is needed by 4/18.

PSTC/SCC Firearms Range

.................. MTWTh ...... 4/25-4/29 .................. 9A-6P ............ $60

Terrorism: LEO Response to Weapons of Mass Destruction: Success in deterring, preventing, preparing for and responding to a terrorist attack in the United States involving conventional or unconventional weapons of mass destruction (WMD) depends on the establishment and maintenance of a robust crisis and consequence management infrastructure. Emergency responders who arrive first on the scene must be adequately trained, equipped, exercised and funded to ensure they have the ability to effectively respond and conduct relief and recovery operations as part of an interagency team. The goal of this class is to prepare representatives of federal, state and local law enforcement agencies to perform safely and effectively during incidents involving WMD. Must be a sworn law enforcement officer and must pre-register to participate in this training.

NEW IN-SERVICE Training Requirements from the NC Criminal Justice Education and Training Standards Commission for NC Police Officers: Effective January 2005, the new in-service NC law enforcement officer training requirements as outlined in the NC Administrative Code will require that every officer be certified with in-service training annually. The topics for this requirement are outlined in the Code and include the following: Hazardous Materials, Blood Borne Pathogens, Legal Update, Juvenile Minority Sensitivity, Ethics, Firearms Training and Qualification and a topic of the department’s choice. SCC will work with all agencies to meet these training requirements. One day each month will be designed as an In-Service Training Day. Call the PSTC, (828) 369.0591, to pre-register or for additional information.

In-Service Driver Training: During the one-day refresher class, driving skills and situational judgment dexterity will be refined and strengthened. This class will meet North Carolina’s mandated in-service training requirements as the department’s topic of choice. Call the SCC Public Safety Training Complex, (828) 369.0591 to schedule this training for your agency.

In-Service Firearms/FATS/SLIM; In-Service Driving/SkidCar: Training will be scheduled upon request of the law enforcement agency. SCC provides the training required for re-certification and designs training to meet the needs or law enforcement professionals. Call the Public Safety Training Complex for information and to schedule training.

Call your nearest SCC Center to pre-register for classes.
PERSONAL DEVELOPMENT

HRD - JOB BASICS AND BEYOND
Human Resources Development (HRD) Program. “Survival in the World of Work: It's a Jungle Out There!”

HRD instructors will guide you in:
- Career Assessment:
  1. Assess your interests, skills and work values with inventories and activities.
  2. Match them with the best jobs and careers for you.
  3. Explore education/training and employment opportunities through various job search techniques.
- Employer Expectations: Identify and match your strengths with employer expectations for job success. Develop job-keeping and advancement skills
- Interviews: Turn that stressful interview into an adventure and BAG that dream job!

SCHEDULE FOR ABOVE: To enroll in a course, call one of the phone numbers listed below. All HRD materials are furnished.
- ESC/Job Link, Bryson City, 488-2149
  Th ........................... 1-4P ............. Allen
- ESC/Job Link, Franklin, 369-9534
  M ........................... 2-4:30P ........ Ruppert
- ESC/Job Link, Sylva, 586-4063
  W ........................... 1-4:30P ........ Ruppert

GED TEST SCHEDULE
Cost for the test is $7.50. You must first enroll in a GED preparatory class. For more information, call the counseling office at (828) 586.4091, ext. 486. Please remember that SCC offers a wide variety of GED preparation classes at no charge. Applications are due seven days before the scheduled test.
- Cashiers Center ............ April 7, 8  .......... 8:15A-1P
- Cherokee Center ............ May 6, 13  .......... 8:15A-1P
- Jackson Campus ............. March 15, 16  4:15-9P
  April 19, 20  .......... 4:15-9P
- Macon Center .............. March 3, 4  .......... 8:15A-1P

LITERACY & GED PREPARATION
Adult Basic Skills, GED Preparation and Adult High School: Classes are offered on all levels from beginning reading to GED preparation and Adult High School Diploma. Classes are interactive and use adult learning techniques. Individualized instruction, open entry, multiple class locations and times make these classes customer friendly and facilitate student success. If you or someone you know needs to complete his or her education, call the SCC Center nearest you. All literacy classes are free. You can start classes at any time and do not need to wait for the beginning of the new semester.

GED On-Line
How to get started: Attend Orientation. Call for Appointment 1-800-447-4091, ext. 248 or ext. 361

CHEROKEE
Basic Skills/GED Prep/Adult High School (AHS)
- Cherokee Center ............ 8A-2:45P  .......... MTWTh .......... Vickers

Basic Skills/GED Prep
- Cherokee Center ............ 5:30-7:30P  Th .......... Kennedy
- Dora Reed Child Care Ctr.  6-9P .......... M .......... Jordan

CHEROKEE continued
English as a Second Language
- Cherokee Center ............ 6-9P .......... MWThSu Krisciokaityte

JACKSON COUNTY
Basic Skills/GED Prep/Adult High School (AHS)
- Jackson Campus, Founders Hall, Room 112
  8A-3P  .......... MTWTh .......... Roche, Duncan
  8A-2P  .......... Th .......... Roche, Duncan
  5-9P  .......... MW .......... Pasetti, Plaster
- Cashiers Center ............ 6-8P  .......... MW .......... Stroud
- Jackson County Family Resource Center
  6-8P  .......... TW .......... Steckelberg

Basic Skills/GED Prep
- Jackson County Family Resource Center
  6-8P  .......... TW .......... Steckelberg

MACON COUNTY
Basic Skills/GED Prep
- Macon Center
  8A-N  .......... MTWTh .......... deMaintenon, Hammad
  5-8P  .......... TTh .......... deMaintenon, Jacobs, Calloway, Welch
- Peggy Crosby Center, Highlands
  5-8P  .......... Th .......... Scott

English as a Second Language
- Macon Center ............. 5:30-8:30P  .. MW .......... Ruppert, Deeks
- St. Francis Catholic Church
  7-9P  .......... TTh .......... Deeks, Dieckmann, Edmonds
- Macon Program for Progress
  6:30-8P .................. MTh ........ Johnson, Ottaway

SWAIN COUNTY
Pre-GED/GED Prep/Adult High School (AHS)
- Swain Center .............. 9:30A-3P  .......... MTWTh .......... Allen

Basic Skills/GED Prep
- Swain County Family Resource Center
  6-8P  .......... MW .......... Sutton

English as a Second Language
- Marianna Black Public Library
  8-9A  .......... MTW .......... Hines
- Swain County Middle School
  6-8P  .......... T .......... Hines
- Swain County Family Resource Center
  6-8P  .......... Th .......... Brewer

*AHS (Adult High School): Earn adult high school credits and receive your adult high school diploma. For more information, call Joan Moulton at 586.4091, ext. 361.
ARTS AND CRAFTS

Dream Catchers: Learn the legend of the Dream Catcher as you handcraft your own Native American Dream Catcher. Using a hoop, leather, sinew, beads and feathers. Cost of materials $5 extra.

Self-Supporting
- Cashiers ......... Th ......... 5/26 ......... 6-8P ......... M. Jennings .... .... $15

Introduction to Earth Painting: WNC is known world-wide for its dazzling array of colorful gemstones and minerals. Learn how to transform locally abundant materials into a textured (and often sparkly) “primitive” paint with stunning natural color. Focus on experimentation and creative instinct. Visit the website at: http://home.earthlink.net/~earthpainter. Self-Supporting
- Jackson, Oaks Hall, 116
   Sa .............. 4/2-4/232-5P ... L. Sachsenheimer .............. $100

Intro to Upholstery: If you are interested in upholstery as a hobby or as a possible career, this class will get you started as you learn to upholster an ottoman. Experience techniques in cutting and sewing upholstery fabrics, and final assembly of your ottoman. You may also bring your own ottoman to upholster if you prefer. Each student will be responsible for materials including ottoman frame. Self-Supporting
- Cashiers ........ FSa .... 3/4-3/12 .............. F. Stewart ......... $125
   (F: 6-9P; Sa: 9A-4P)

Intro to Woodworking: This class is for the beginner to intermediate woodworker. After a review of shop and tool safety, students can choose from several projects provided by the instructor, or a project of the student’s choice that has been approved by the instructor. Projects will be chosen at the first class. Instructor will advise regarding materials that the student will purchase prior to the second class. Class size is limited to 8 students. Self-Supporting
- Swain High School
   .................. Th ......... 4/7-5/12 6-9P ........ R. Arvey ........ $80

Oil Workshop: You will learn how to block in a painting, looking for basic shapes and values. Work from there by layering in color, focusing on temperature and value of colors creating contrasts. Self-Supporting
- Macon
   MT ........ 4/11-4/12 .... 10A-3:30P ........ S. Jaeger-Cornell .. $95

Pottery: This class will consist of throwers and hand builders of all levels. Lab includes electric kiln for firing. Clay available for purchase in class for $10 per bag; also students need to purchase basic pottery tool kit available at WCU bookstore for $8.25. Bring towel, gallon bucket in class for $10 per bag; also students need to purchase basic pottery tools. Self-Supporting
- Cashiers ........ FSa ...... 6/10-6/11 9A-4P ......... R. Taylor ........ $125

Soap and Bath Salts: Come and learn how much fun it is to make soaps and bath salts. Go home with several bars of soap and two small bags of bath salts, which you can use or give as friendship gifts. Color and scent your projects as you desire. Cost of materials $5 extra. Self-Supporting
- Cashiers
   Th .............. 6/2 .............. 6-8P ........ M. Jennings .... $15

Watercolor: Advanced beginners, intermediate and up. Review of basic design principles. Wet on wet watercolor technique. Limited palette to encourage an understanding of mixing colors. Preliminary sketching of original landscape scenes and still life expected by students prior to painting. Each session will include a watercolor demonstration, individual painting time and critique. Works executed outside of class time may be submitted for critique during the 2nd and 3rd session. Supply list will be mailed. Self-Supporting
- Jackson, Oaks Hall, 107
   T .............. 3/22-4/26 ........ 6-9P ........ P. Haddock ....... $125

DANCE

Basic Ballroom and Social Dance: Learn basic steps involved in popular ballroom and social dances. (waltz, foxtrot, rumba, cha cha and tango). The classes are designed for beginners. Couples are encouraged but singles are permitted. Wear comfortable leather sole shoes. Self-Supporting
- Jackson, Bradford Hall, MPR
   T .............. 3/22-4/26 ........ 7-8:30P .... S. Persons ....... $50

Call your nearest SCC Center to pre-register for classes.

17
**GENERAL INTEREST**

**ABC’s of Grantwriting:** Grant dollars are available to tenacious non-profits, community-based organizations and faith-based institutions that know how to ask and who to ask. Learn about the grantsmanship process and how to increase your chance for success—from foundation research and cultivation to the development and writing of a proposal. This one day grantwriting workshop will feature: the important elements of a grant proposal including the cover letter, summary statement, statement of problem or need, objectives, evaluation, the budget and future funding; and a proposal critiquing exercise and review of a well-written proposal. Participants will learn about the typical questions funders ask when considering a proposal and criteria use. *Self-Supporting*

- Jackson, Balsam Center, 148B  
  F .......... 3/11 ...... 9A-4:30P ............ R. Peebles .... $125
- Jane Woodruff Bldg-HC Hospital  
  W .......... 4/13 ...... 9A-4:30P ............ R. Peebles .... $125

**A Day with a Naturalist:** Spend a day with a naturalist exploring the varied natural heritage of the Cashiers-Highlands region of the Blue Ridge. Begin the day visiting one of the most dramatic overlooks from a geologic perspective in the Blue Ridge country. Learn about the geologic origins of the Appalachians in general and the Southern Appalachians in particular. Visit a true mountain bog, spectacular waterfalls and high-elevation cove and northern hardwood forests, identifying distinctive birds, trees and wildflowers. Along the way, discuss the mysterious origins of grassy balds and the factors behind fall color while learning non-technical methods for bird and plant identification. All walks will be short and moderate from pre-designated vehicle stops. Bring binoculars and any appropriate field guides. Newcombs Wildflower Guide is recommended. *Self-Supporting*

- Cashiers ........ Sa ...... 4/23 ...... 9A-3P ...... G. Ellison .... $50

**Birding Basics:** The Cashiers-Highlands area of the Blue Ridge mountains is one of the most interesting birding areas in eastern North America. Not only do you find birds typical of the southeastern United States, but the high elevation region also serves as a breeding ground for many species more typically found far to the north like black-capped chickadees, pine siskins, rose-breasted grosbeaks, golden-crowned kinglets, red-breasted nuthatches, ravens, and Appalachian sub-species of slate-colored juncos and black-throated blue warblers. The instructor will teach non-technical and easily learned methods for identifying birds by sight and by their distinctive vocalizations. The group will car pool to pre-designated stops, Walks will be short and moderate. Bring binoculars and your favorite bird guide. *Self-Supporting*

- Cashiers ........ Sa ...... 5/21 ...... 9A-3P ...... G. Ellison .... $50

**Cake Decorating:** Learn the basics of cake decorating for seasons, holidays, and other special occasions. Proper use of different decorating tips and utensils will be explored. Learn the art of writing on cakes, creating flowers, and designing borders. Frosting recipes included. Supply list will be mailed to students prior to first class. *Self-Supporting*

- Jackson, Bradford Hall, Kitchen (1st Floor)  
  M ......... 3/28-5/2 ...... 6:30-8:30P ..... G. Broughton .. $55

**Calligraphy:** A hands-on course in the art of beautiful writing. Learn the Italic alphabet and, by the end of the course, be able to write invitations, envelopes, signs, certificates, poems, etc. *Self-Supporting*

- Jackson, Bradford Hall, 202  

**Container Gardening:** Enjoy fresh herbs and vegetables? Becky Lipkin will lead this hands-on workshop and discussion on growing herbs and vegetables in containers. Participants will plant a container with a variety of culinary annual and perennial herbs, as well as vegetables. Care instructions and recipes will be included. Material Fee: $10. *Self-Supporting*

- Cashiers  
  M ......... 5/2 .......... 6-8P .......... B. Lipkin ........ $15
- Jackson, Bradford Hall, 201  
  T .......... 5/3 .......... 6-8P .......... B. Lipkin ........ $15

**Creative Writing:** During this 6-week course, students will study and apply fundamentals of three popular genres: poetry, non-fiction, and fiction. The course will focus on current trends in genres, invention and workshop techniques, generating and revising texts, and aspects of the publishing industry. Students will produce texts weekly for a working portfolio. Students are also encouraged to bring outside writing samples for discussion. *Self-Supporting*

- Swain  
  M ......... 3/28-5/2 ...... 6-8P .......... Cartwright-Denison . $50

**Fundraising 101:** Perfect for the newcomer to fundraising, this course will cover the most effective and successful methods of raising money. Discover the nuts and bolts ideas and activities to help you fundraise. Learn about current trends in giving, annual giving programs, direct mail, prospecting new donors, and managing your donor base. Be guided from “the ask” to the acknowledgement and find that fundraising is a simple process anyone can learn. *Self-Supporting*

- Jane Woodruff Bldg-HC Hospital  
  W .......... 4/7 ............ 9A-4:30P ...... R. Peebles .... $125

**Fun with Puff:** Puff pastry is so versatile that you will wonder why you waited so long to learn about its many uses. Use it in making desserts, hors d’oeuvres, and main dishes. Cost of ingredients and resulting goodies will be divided equally among participants. *Self-Supporting*

- Jackson, Bradford Hall, Kitchen  
  WTh .......... 6-7/2 .............. 6:30-8:30P .. Broughton .... $20

**Low Salt Herbal Pantry:** Learn how to create culinary gardens and how to use those herbs in place of salt in everyday cooking. You will discover how to prepare tasty delights from herbal spreads to soup and pasta to tickle the taste buds. Many low salt recipes will be shared and lots of delectable treats will be prepared and eaten. Students will take home a sample of Becky’s Scarborough Herb and Spice blend. Material Fee: $10. *Self-Supporting*

- Jackson, Bradford Hall, 201  
  T .......... 4/12 .............. 6-8P .......... B. Lipkin .... $15
PERSONAL ENRICHMENT

Herb Workshop: Start, care for, harvest, preserve and use herbs. Local organic gardening educator Lu Vail will lead this fun and informative class. Loads of hands-on activities and goodies to take home. A lovely way to spend a Saturday morning. Class size limited to 25 students. Self-Supporting
- Macon
  Sa ........... 4/16 ............. 10A-1P .......... L. Vail ........... $30

If Teapots Could Talk: Learn about the world of tea including tasting several varieties of tea from a home economist. In the first class learn about the art of tea, tea drinking and suitable accompaniments. The second class will involve preparing and participating in a tea party. Cost of tea and accompaniments will be divided by class members. Self-Supporting
- Cashiers
  T............. 5/31-6/7 ........... 3-5P ............ M. Jennings ... $25

Instant Piano for Hopelessly Busy People: Learning to play the piano need not be a tortuous regimen of scales, exercises, note-reading, counting and theory. Take a few hours to learn how to play the piano the way the pros do—with chords. Save time and money with this innovative approach that shows the easy way to play several songs right in class—then develop techniques at home using the 60-minute workbook CD provided by the instructor. This is a beginning course in chord piano techniques that also works for those who play traditional piano. The course uses the same learning techniques as the public television program “Play Piano in a Flash.” You’ll be playing your favorite songs soon after this one session. For a free pamphlet on reading treble clef quickly & easily, send self-addressed, stamped #10 envelope to SMI, 31 Killian Road, Asheville, NC 28804. Self-Supporting
- Jackson, Balsam Center, Auditorium
  Th .......... 3/31 ............. 6-9P .......... D. Belcher ....... $38

Intro to Black & White Photography: This course will introduce the basics of black and white photography and darkroom procedures: how to use a manual camera, basic composition of photographs, developing black and white film and printing black and white photographs. 35mm camera is required (automatic cameras are permitted, but SLRs are preferred). Each student will be responsible for paper and class will share cost of chemicals. Supplies are extra. Self-Supporting
- Jackson, Oaks Hall, 114
  TTh ........ 4/5-4/28 ........... 6-9P ............ B. Rouda ...... $125

Intro to Leadership Development: This highly interactive course is designed to meet the needs of employees and community persons who wish to engage in developing their leadership knowledge and skills. Participants will learn about themselves as leaders and gain valuable listening and communication strategies used by effective leaders. Experience in building skills for leading small group meetings at work or in the community will be offered. During the session, participants will gain skills for influencing others and providing leadership of others in business or community settings. Self-Supporting
- Jane Woodruff Clinic/HIC Hospital ........................................... $125
  F ........... 3/18 ............. 10A-4P ........ M. Katzenmeyer

Intro to Organic Gardening: Learn the basic principles and methods for successful organic gardening. This six-week course offers participants information ranging from soil preparation to pest management and disease prevention, without using harmful chemicals. Students will create a personal journal to use as a reference and record-keeping tool. A materials list will be provided on the first day of class. Self-Supporting
- Cashiers
  T............. 4/19-5/24 ........... 6-8P ............ L. Vail ........... $60

Learning About Emotional Intelligence: Participants will gain understanding of how EI can enhance interpersonal relationships, productivity and effectiveness on the job. Studies show persons with high levels of emotional intelligence often outperform their counterparts. Self-Supporting
- Cashiers
  Th........... 5/19 ............. 2-5P ........... Katzenmeyer .... $125

Managing A Multicultural Workplace: This workshop is designed to help participants in developing communication, interpersonal, and group facilitation skills that will help them more effectively supervise and manage individuals from different cultural backgrounds. The workshop builds awareness of key cultural differences, focuses on key course-cultural communication skills, enhances skills in building relationships across cultures and provides strategies for developing a high performance multicultural team. Who should attend: Supervisors, managers, and leaders who want to better understand the changing nature and needs of the workforce. Participants will gain an understanding of how specific cultural differences affect communication, interpersonal relationships, and teamwork in the workplace. Participants will gain strategies for resolving on-the-job conflicts and misunderstandings and learn how to motivate foreign-born employees. Michael Caudill is president of InterCultural Advantage, a consulting practice that helps clients manage the problems and opportunities of cultural diversity. Self-Supporting
- Jackson, Bradford Hall, 201
  Th........... 4/7-5/26 ........... 6-8P ........... L. Vail ........... $80

Situational Leadership: Managers and leaders in this session will learn how to focus on performance and development in the work setting. The Situational Leadership model provides insights about guiding subordinates and peers so that competence is developed, commitment is gained, and talented individuals stay with the organization. The role of the Situational Leader is to provide whatever it takes—goals, direction, training, support, feedback, and recognition—to develop employees’ skills, motivation, and confidence to produce on the job. The result is an organization where people feel more empowered, engaged, and open to new challenges. Cost of materials approx. $34. Self-Supporting
- Cashiers
  T ........... 6/14 ............. 6-9P ........... Katzenmeyer .... $125
PERSONAL ENRICHMENT

Spring Dahlia Workshop: Buddy Dean offers hands-on instruction for growing these old-fashioned beauties. From pom-poms to dinner-plates, dahlias have been the pride of local gardeners for generations. Starter plants and materials for growing them will be provided at the class and prize-winning plants of all of the dahlia types can be purchased to grow this summer. Garden tours will be offered in the fall. Self-Supporting
- Jackson, Bradford Hall, 201
- T ................. 4/26 ................. 6-9P ............ B. Dean ........ $15
- Cashiers
  - F ................. 4/29 ................. 9A-N ............ B. Dean ........ $15
  - Macon
  - Sa ................. 4/30 ................. 9A-N ............ B. Dean ........ $15

Sushi and California Rolls: This isn’t about raw fish! Sushi really means “wrapped in rice.” Learn some alternatives to raw fish as you “dress up” your spring and summer menus with bite sized bits of bliss. Cost of ingredients and resulting goodies will be divided equally among participants.
- Jackson, Bradford Hall, Kitchen
  - WTh ...... 5/11-5/12 ...... 6:30-9P .......... G. Broughton ...... $25

LANGUAGE
CEUs available for all language classes
Advanced Spanish Level 1: The first of four advanced courses, ASL1 is designed for students who want to communicate proficiently with native Spanish speakers, regardless of their origins. Prerequisite: Intermediate Spanish 3 or its equivalent. The course will include: in-depth attention to some previously studied tenses; introduction to the future perfect and conditional perfect tenses; refinements on the use of adjectives and additional information about the subjunctive. Self-Supporting
- Jackson, Bradford Hall, 201
  - M ............. 4/11-6/20 ............ 6-9P .......... A. Rainone .... $80

Beginning Spanish: This course will introduce the student to the basics of Spanish, focusing on everyday occurrences common to the tourist or for communication with Spanish speakers in our country. Self-Supporting
- Cashiers
  - M ............. 4/4-5/23 ............ 6-8:30P .......... S. Cashion ...... $65

Beginning Spanish Level 2: BSL2 is designed for those who have completed BSL1 or its equivalent. The course includes: continuation of grammar studies, conversation practice, and a continuing video series presentation. The video series consists of 52 half-hour episodes of a story in Spanish about a missing person. Students will listen to native speakers as the story line moves from Mexico to Spain to Argentina to Puerto Rico and then back to Mexico. Self-Supporting
- Jackson, Oaks Hall, 204
  - M ............. 4/11-6/20 ............ 6-9P .......... G. Rainone ...... $80

Conversational Italian Level 2: This will be a review of Level 1 with a focus on conversation. Self-Supporting
- Cashiers
  - M ............. 4/4-5/23 ............ 6-8:30P .......... L. Cardon ...... $75

CONTINUING EDUCATION
SCHEDULE OF SPRING CLASSES 2005

Introduction to Sign Language: This course teaches the native language of the hearing-impaired population. Family members, co-workers, future interpreters, teachers, friends, and other service providers are encouraged to attend. Book cost approx. $30 extra. Self-Supporting
- Swain
  - M ............. 4/4-5/23 ............ 6-8P ............ B. Hernes ...... $50

Latin American Spanish Level 3: An in-depth study of Latin American Spanish, with emphasis on developing proficiency in writing, reading, and speaking at an intermediate level. Class conducted largely in Spanish. Self-Supporting
- Macon
  - Th .......... 3/3-5/19 ............ 7:30-9P ...... C. Smith .......... $60

Sign Language for Beginners: Emphasis placed on everyday conversation and vocabulary that will allow a novice to communicate with a deaf friend or family member. The instructor will incorporate ASL and PSE. Class will be relaxed with hands on learning tools such as games, puzzles and videotapes. Book is approx. $12. Self-Supporting
- Macon
  - Th .......... 4/7-5/12 ............ 6-8P ............ K. Hasbrouck .. $65

SAFE DRIVING
Basic Rider Course: Covers the fundamentals needed to become a safe and responsible motorcyclist. Includes the physical and mental skills important for operating a motorcycle, ways to minimize risk and how to handle special riding situations. During the riding sessions, participants develop skills in straight line riding, stopping, turning, shifting, stopping quickly, cornering and swerving. Must pre-register and submit payment of $175. Class filled as payment is received. Sixteen classes will be held in 2005. Classes meet from 6-10 p.m. on Fridays and on Saturday and Sunday from 8 a.m.-5 p.m. (Class ending times may vary with student skills). Two weekday classes will be conducted. No refunds. Self-Supporting
- March ........... 3/18, 3/19, 3/20
- April ........... 4/8, 4/9, 4/10
- May ............. 5/6, 5/7, 5/8
- June ........... 5/20, 5/21, 5/22

Defensive Driving Training: Developed by the Safety & Health Council of NC, this course helps students become safer drivers. Learn the difference between good driving and defensive driving, common driving errors, how to drive safely in changing road conditions, how emotions, alcohol and drugs affect driving, and more. Check with your insurance company for possible rate credits. Call the SCC Public Safety Training Center to preregister or for more information. No refunds. Self-Supporting
- PSTC ........... TBA .......... TBA .......... 6-10P .......... $35
PERSONAL ENRICHMENT

WELLNESS & PATIENT EDUCATION

10 Steps to a Healthy You: Health is a personal experience. In this course define what it means for you to be healthy and how to create that in your life. Look at the nervous and immune system, stress, nutrition, diet, herbs, exercise and complimentary approaches to medicine. The course will be presented by Dr. Goldwasser and guests of the community. Self-Supporting
· Jackson, Oaks Hall, 104 ......................................................... $30
  T............. 3/29-5/3 ........................ 6:30-8:30P .. Goldwasser

Yoga: This is a beginning yoga class taught in the iyengar tradition focusing on gently moving into beginning poses with compassion and awareness to proper alignment. Participants will learn to modify the postures to fit their individual bodies and learn various sequences to create a home practice. Self-Supporting
· Jackson, Bradford Hall, MPR
  T............. 3/29-5/3 ........................ 5:30-6:50P .. Chapple ........ $60

ON-LINE PERSONAL ENRICHMENT COURSES

Registration and Information: If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity to gain skills without the structure of the traditional classroom. These courses are all six week courses and enable you to earn CEUs (based on your final exam).

Start Dates: A new section of every course in this schedule will begin on the following dates: 3/16, 4/20, or 5/18. To review the course description and outlines, and to register for these classes, visit www.ed2go.com/scc. For additional information, e-mail msutton@southwest.cc.nc.us

How to Get Started:
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, choose the name and password to access your course. After orientation you will be sent a registration form via email. Print out, sign and return by mail to Southwestern Community College, 23 Macon Avenue, Franklin, NC 28734 or fax (828) 349.9692 with payment at least seven days before class starts.

All courses that have an * are Self-Supporting classes.

LANGUAGES

• Beginning Braille .......................................................... $89*
• Beginning Conversational French ................................ $55 + $5 TF
• Speed Spanish ................................................................. $55 + $5 TF

WRITING COURSE

• Becoming a Grant Writing Consultant ......................... $89*
• Beginner’s Guide to Getting Published ......................... $89*
• Business and Marketing Writing ................................. $89*
• Correcting Oral and Written Errors .............................. $89*
• Crafting Your Short Fiction ........................................... $89*
• Effective Business Writing .............................................. $89*
• Fundamentals of Technical Writing .............................. $89*
• Grammar Refresher for Writers ................................. $89*
• Introduction to Journaling ............................................ $89*
• Introduction to Internet Writing Markets ...................... $89*
• Pleasures of Poetry ........................................................ $89*
• Publish It Yourself .......................................................... $89*
• Research Methods for Writers ....................................... $89*

CONTINUING EDUCATION

SCHEDULE OF SPRING CLASSES 2005

Songwriting Success .......................................................... $89*
The Craft of Magazine Writing ........................................ $89*
The Keys to Effective Editing ......................................... $89*
Travel Writing ................................................................. $89*
Write Like a Pro ............................................................ $89*
Write Your Life Story ..................................................... $89*
Writerific 2: Advanced Creativity Training for Writers .......... $89*
Writerific: Creativity Training for Writers ...................... $89*
You Can Write for Television .......................................... $89*
Your Screenwriting Career ............................................. $89*

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grantwriting .......................................................... $89*
Advanced Grant Proposal Writing ................................ $89*
Becoming a Grant Writing Consultant ......................... $89*
Get Grants! ..................................................................... $89*
Introduction to Nonprofit Management ......................... $55 + $5 TF
Writing Effective Grant Proposals ................................ $89*

TEST PREP

GMAT Preparation .......................................................... $89*
GRE Preparation-Part 1 ................................................. $89*
GRE Preparation-Part 2 ................................................. $89*
LSAT Preparation-Part 1 ................................................. $89*
LSAT Preparation-Part 2 ................................................. $89*
SAT/ACT Preparation-Part 1 ............................................ $89*
SAT/ACT Preparation-Part 2 ............................................ $89*

FAMILY & PERSONAL ENRICHMENT

Achieving Success with Difficult People ......................... $89*
After The Marriage Ends ............................................... $89*
Assisting Aging Parents ................................................. $89*
Creating a Healthier Home ............................................ $89*
Film Literacy for Everyone ........................................... $89*
Genealogy Basics ............................................................ $89*
Goodbye to Shy ............................................................. $89*
Interpersonal Communication ....................................... $89*
Keys to Effective Communication ................................ $89*
Merrill Ream Speed Reading ........................................ $89*
Outdoor Survival Techniques ....................................... $89*
Songwriting Success ...................................................... $89*
Stress S.O.S. for Women ............................................... $89*
Your Screenwriting Career ............................................. $89*

CHILD CARE & PARENTING

Caring for Children .......................................................... $89*
Enhancing Language Development in Childhood ............. $89*
Guiding Kids on the Internet ........................................... $89*
Parenting: The First Five Years ....................................... $89*
Ready, Set, Read! ............................................................ $89*
Solving Discipline Problems at Home ......................... $89*
Understanding Adolescents .......................................... $89*

ART, HISTORY, PSYCHOLOGY, & LITERATURE

Appreciating European Art ............................................ $89*
Drawing for the Absolute Beginner ................................ $89*
History of Women Writers ........................................... $89*
Film Literacy for Everyone ........................................... $89*
Jungian Psychology ....................................................... $89*
Music Made Easy ............................................................ $89*

MATH, PHILOSOPHY, & SCIENCE

Great Themes in Philosophy ........................................... $89*
Introduction to Algebra .................................................. $89*
Philosophy for the New Millennium ......................... $89*
Theme Park Engineering ................................................. $55 + $5 TF

JACKSON CAMPUS • 447 COLLEGE DRIVE, SYLVA, NC 28779 • 586.4091 • (800) 447.4091 ext. 426 • www.southwesterncc.edu

BUSINESS ASSISTANCE & DEVELOPMENTAL CENTER • (828) 349.1278
MACON CENTER • (828) 369.7331 • FAX (828) 349.9692
PUBLIC SAFETY TRAINING COMPLEX • (828) 369.0591 • FAX (828) 369.2428
Certified Pool Operator (CPO): (16 hrs.) Get your 16-hour certification through the National Swimming Pool Foundation (NSPF). Costs are $135 registration fee to SCC, $35 (approx.) book fee, and $30 fee to NSPF, when you pass the in-class exam. Students must pre-register by May 5. Self-Supporting.
- Jackson, Bradford 100
  F SaSu ......... 6/3-6/4 ........... 8A-5P ......... D. Claxton .... $135

Cosmetology Continuing Education: (8 hrs.) The continuing education requirement for all licensees (Cosmetologist, Manicurist and Esthetician) is eight hours per year. Cosmetologists may complete up to 24 hours of continuing education for each year of the licensing cycle, beginning October 2004 and ending on the 30th day of September 2007. This course, entitled “Know Your State Board” is designed for the cosmetologist, manicurist, and esthetician.
- Jackson, Bradford Hall, 100 ...................................................... 8A-5:30P ...... C.Gregory/R.McCall  $50

Electrical Contractor License Renewal: (8 hrs.) Provides contractors with updated information on changes in the National Electric Code, the NC Code, local utility requirements, new materials, procedures, and related code equipment. This course (when offered during the fiscal year 2004-2005) meets the requirements of the North Carolina State Board of Examiners of Electrical Contractors for eight contact hours of continuing education credit. This course is not sponsored by the Board.
- Jackson, Bradford 100
  Sa ............. 3/19 ..................... 8A-5P ........... J. Morgan ....... $50

Electrical Level II Standard Inspection Course: (30 hrs.) This course is designed for the education and training of the Electrical Level II code enforcement official who has the responsibility of inspecting electrical installations in all types of construction up to 60,000 square feet in size. With successful completion of the Electrical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level II State examination for inspector certification.
- Jackson, Bradford 100
  SaSu ........... 7/9-7/17 ........... 8A-5P .......... J. Morgan ...... $55

EPA Refrigeration Recycling/Recovery: (12 hrs.) The certification exam will be offered at the end of this class at a cost of approximately $25 per students. Deadline for pre-registration is May 25.
- Swain TTh .... 6/14-6/23 .......... 6-9P .......... J. Atzenhoffer $55

Food Safety and Sanitation ServSafe® Certification: (16 hrs.) Prepare your employees for safe food preparation, serving, and storage in the National Restaurant Association course. The ServSafe® course book with exam is approximately $80. The exam will be given at the end of the course.
- Jackson, Bradford 100
  Th .............. 4/19-5/12 ........... 6-9P ........... C. Davis ...... $55

Mechanical Level II Standard Inspection Course: (24 hrs.) This course is designed for the education and training of the Mechanical Level II code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction up to 60,000 square feet in size. With successful completion of the Mechanical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level II State examination for inspector certification.
- Jackson, Bradford 100

Notary Public: (6 hrs.) This course covers the qualifications, procedures, and certification for becoming a notary. The required textbook, Notary Public Guidelines for North Carolina may be purchased in class for approximately $21.
- Cashiers MW .......... 3/14-3/16 .... 6-9P .......... S. France ...... $50
- Jackson, Bradford Hall, 201
  TTh .............. 4/5-4/7 ......... 6-9P .......... S. France ...... $50
  Swain Sa ........... 4/9 ................ 9A-4P ................... B. Bateman ... $50
  Macon TTh .......... 5/3-5/5 ......... 6-9P .......... S. France ...... $50

Plumbing Contractors License Renewal: (6 hrs.) This course has been approved by the North Carolina State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors for continuing education credit. This course is not sponsored by the Board. (Review of NC Code Chapter 2 [All-P-FP], 8A-10A; Review of NC Code Chapter 5 [All-P-FP], 10A-12N; Review of NC Code Chapter 10, 1-3P [All-P]) Students should bring a copy of the 2000 International Plumbing Code with 2002 NC Revisions, pencil or pen, and a highlighter.
- Jackson, Bradford 100
  Sa .............. 3/12 .................. 8A-3P ........ D. Cox ...... $50
PROFESSIONAL LICENSURE & CERTIFICATION

Residential Building Contractor Exam Preparation: (56 hrs.) This is a preparatory course for taking the state general contractor’s license exam. Class includes information on the types and format of questions, applicable laws, and study guidelines. Study material cost is approximately $450.

· Jackson, Bradford 100
  M ........................ 5/9-8/8 .............. 6-10P ........... J. Morgan ...... $60
  (plus one Saturday class on 6/11; 8A-5P)

Tanning Bed Certification: (8 hrs.) This class is mandated by the state for anyone who works with tanning beds. **Self-Supporting.**

· Jackson, Bradford 100 .................. 
  Sa ........................ 4/2 ..................... 9A-6P ...... M. Rollins ..... $60

ON-LINE TEACHER RECERTIFICATION COURSES

Registration and Information: If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity to gain skills without the structure of the traditional classroom. **These courses are all six week courses** and enable you to earn CEUs (based on your final exam).

Start Dates: A new section of every course in this schedule will begin on the following dates: 3/16, 4/20, or 5/18. To review the course description and outlines, and to register for these classes, visit www.ed2go.com/scc. For additional information, e-mail msutton@southwest.cc.nc.us

How to Get Started:
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, choose the name and password to access your course. After orientation you will be sent a registration form via email. Print out, sign and return by mail to Southwestern Community College, 23 Macon Avenue, Franklin, NC 28734 or fax (828) 349.9692 with payment at least seven days before class starts.

All courses that have an * are Self-Supporting classes.

<table>
<thead>
<tr>
<th>COURSES FOR TEACHING PROFESSIONALS</th>
<th>_________89*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to Z Grantwriting ..................</td>
<td>_________89*</td>
</tr>
<tr>
<td>Big Ideas in Little Books .............</td>
<td>_________89*</td>
</tr>
<tr>
<td>Conquer Your Stress! ..................</td>
<td>_________89*</td>
</tr>
<tr>
<td>Creating Web Graphics with Paint Shop Pro 8, $55 + $5 TF</td>
<td>_________89*</td>
</tr>
<tr>
<td>Creating Web Pages I ..................</td>
<td>_________89*</td>
</tr>
<tr>
<td>Enhancing Language Development in Childhood ....</td>
<td>_________89*</td>
</tr>
<tr>
<td>Get Assertive ..........................</td>
<td>_________89*</td>
</tr>
<tr>
<td>Guiding Kids on the Internet ..........</td>
<td>_________89*</td>
</tr>
<tr>
<td>Intermediate PowerPoint 2002 ..........</td>
<td>_________89*</td>
</tr>
<tr>
<td>Introduction to PowerPoint 2002 ......</td>
<td>_________89*</td>
</tr>
<tr>
<td>Leadership ............................</td>
<td>_________89*</td>
</tr>
<tr>
<td>PowerPoint 2000 - Introduction ......</td>
<td>_________89*</td>
</tr>
<tr>
<td>PowerPoint in the Classroom ..........</td>
<td>_________89*</td>
</tr>
<tr>
<td>Solving Classroom Discipline Problems</td>
<td>_________89*</td>
</tr>
<tr>
<td>Speed Spanish ..........................</td>
<td>_________89*</td>
</tr>
<tr>
<td>The Classroom Computer ...............</td>
<td>_________89*</td>
</tr>
<tr>
<td>Understanding Adolescents ............</td>
<td>_________89*</td>
</tr>
<tr>
<td>Using the Internet in the Classroom ..</td>
<td>_________89*</td>
</tr>
<tr>
<td>Windows File &amp; Disk Management ......</td>
<td>_________89*</td>
</tr>
</tbody>
</table>

CONINUING EDUCATION SCHEDULE OF SPRING CLASSES 2005

Batchelder Joins EMS Program as Public Safety Facilitator/Instructor

Chris Batchelder certainly got a harried introduction in September to her new home in Western North Carolina and her post as SCC Public Safety EMS Facilitator/Instructor.

“My first two nights here were when Frances hit,” she said. “That weekend was my first involvement with an SCC Fire School and then Ivan came through the next weekend.”

But Batchelder is a determined woman. It would take more than a couple of hurricanes to knock her off course.

Prior to coming to SCC, Batchelder did triple duty as EMS Instructor for a busy hospital in Burlington, WI, as a part-time EMS Instructor for Gateway Technical College, and as an EMS Instructor at a hospital in Waukegan, IL. Interestingly, it was at GTC that she earned an A.A.S. degree. She later completed a B.S. from Cardinal Stritch University.

“My AAS came 16 years prior to my BS in Accounting and Business,” Batchelder said; “but my love for helping people and community led me to work in EMS and to teach EMS courses.”

As SCC’s Public Safety EMS Coordinator/Instructor, Batchelder is in charge of EMS training for the college’s service area of Jackson, Macon and Swain counties and the Qualla Indian Boundary. She joins the college in its commitment to help students achieve their needs for certification and re-certification, through a broad spectrum of update classes.

“We provide basic EMS, Cardio Pulmonary Resuscitation (CPR), CPR Instructor, Advanced Cardio Life Support (ACLS), Advanced Life Support (ALS), Basic Trauma Life Support (BTLS) and other courses,” Batchelder stated. “Our primary customers are the members of area fire departments and ambulance services. Significantly, this includes in excess of 21 agencies in the region for which we coordinate EMS training in continuing education classes.”

In order to fulfill the need for classes, SCC employs between 30 and 50 EMS instructors, according to Batchelder. “We may use some only once a year but some teach numerous courses for us,” she said.

“My goal is to meet and exceed the minimum standard state requirements,” she asserted. “Also we’re exploring the idea of adding additional courses. We hope to add a National Registry Refresher Course. This course is 30 to 48 hours long, depending on the area of study, and would be taken every two years. Currently, in order to meet the state requirements we offer training courses each month.”

Batchelder also hopes SCC can offer advanced specialty courses in the future. These could include Pediatric Emergencies for Pre-Hospital Providers (PEPP), Advanced Medical Life Support (AMLS), and Pre-Hospital Trauma Life Support (PHTLS).

“We’ll see what the future brings,” she said. “Although the schedule is check-full of classes to be offered for the 21 or more agencies that need refresher classes each month, we also plan to look to future needs of the region.”

Batchelder joins the college in its commitment to help students achieve their needs for certification and re-certification, through a broad spectrum of update classes.

“We provide basic EMS, Cardio Pulmonary Resuscitation (CPR), CPR Instructor, Advanced Cardio Life Support (ACLS), Advanced Life Support (ALS), Basic Trauma Life Support (BTLS) and other courses,” Batchelder stated. “Our primary customers are the members of area fire departments and ambulance services. Significantly, this includes in excess of 21 agencies in the region for which we coordinate EMS training in continuing education classes.”

In order to fulfill the need for classes, SCC employs between 30 and 50 EMS instructors, according to Batchelder. “We may use some only once a year but some teach numerous courses for us,” she said.

“My goal is to meet and exceed the minimum standard state requirements,” she asserted. “Also we’re exploring the idea of adding additional courses. We hope to add a National Registry Refresher Course. This course is 30 to 48 hours long, depending on the area of study, and would be taken every two years. Currently, in order to meet the state requirements we offer training courses each month.”

Batchelder also hopes SCC can offer advanced specialty courses in the future. These could include Pediatric Emergencies for Pre-Hospital Providers (PEPP), Advanced Medical Life Support (AMLS), and Pre-Hospital Trauma Life Support (PHTLS).

“We’ll see what the future brings,” she said. “Although the schedule is check-full of classes to be offered for the 21 or more agencies that need refresher classes each month, we also plan to look to future needs of the region.”
Continuing Education
Schedule of Spring Classes 2005

24

“With new computers and the added software, people who sign up for computer classes at the Center will now have the best to learn on,” Graham said. “We’re excited that we can provide such good equipment for our students to use.”

For more information about the SCC off-campus computer lab nearest you: in Bryson City, phone 488.6413; in Cashiers, phone 743.6688; in Cherokee, phone 497.7233; and in Franklin, phone 369.7331.

Express Your Creativity,
ENROLL IN A POTTERY CLASS

Get your hands dirty with the great feel of clay this spring by signing up for a pottery class being offered by SCC at Blue Ridge School.

BRS art teacher and painter Gale Garrett has taught pottery for 14 years and will share her considerable expertise with both wheel thrown and hand built pieces.

“This is an introductory course but is open to both those who have never taken pottery and those who have experience,” Garrett said. “I’ll cover the basics of working with clay, design elements, and glazes; then students can decide whether they want to work on the wheel or want to work on hand-built pieces – or both.”

The class is scheduled on Tuesday evenings from March 15 through May 10. Cost is $100 in this self-supporting class. To preregister or for more information, phone the SCC Cashiers Center at 743.6688.

The computer labs at SCC’s off campus centers recently took a giant technological step forward with the addition of brand-new computers and current software.

“Not only that, we’ve also upgraded the servers,” Hank Shuler, SCC director of Extension Education, said. “The computers are now much faster.”

According to Shuler, new computers were installed at SCC centers in Bryson City, Cashiers, Cherokee, and Franklin over the Christmas break. SCC Computer Center personnel spent part of their holidays installing the equipment and software so that it would be available as soon as people returned from the holidays.

Cashiers Center director, Beth Graham, is delighted with the upgrade. “Our old computers were just too slow. At times, it was frustrating for us and people who signed up for computer courses. The new computers are much easier to use and they are more efficient.”

Another big plus for users will be the new software. In addition to the latest versions of Word, Excel, Access, and PowerPoint, the new computers are loaded with Photoshop Elements, Quick Book Pro (accounting software), Office Front Page, and Office Publisher.

SCC Off-Campus Centers Upgrade with NEW COMPUTERS & SOFTWARE