FALL WORKFORCE Continuing Education

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Farm School

6th Annual Appalachian Farm School will be held in January.

Southwestern

Appalachian Farm School Basic Law Enforcement Officer Graduation Boots, Blue Jeans & Bling Gala

828.339.4425 www.southwesterncc.edu/workforce-innovations

CLASS LISTINGS

- **3** College & Career Readiness
- 4 Personal Enrichment
- 6 Heritage Arts
- 9 Professional Licensure
- **10** Small Business Center
- **18** Workforce Education
- 20 Online Workforce Education
- 22 Public Safety Training

GENERAL INFORMATION

CONTACT INFORMATION

CONTACT IN ONFATION	
Toll Free Number	1.800.447.4091
General Information	339.4426
College & Career Readiness	339.4272
Defensive Driving	339.4656
Emergency Medical Services	306.7044 OR 306.7053
English Language(ESL)/Civics	339.4620
Fire and Rescue	306.7045
GED & HiSet Testing	339.4486
Heritage Arts	366.2005
Law Enforcement	306.7043 OR 306.7046
Job & Career Preparation	366.2023
Motorcycle Rider	306.7041 OR 306.7040
Nursing Assistant	339.4305 OR 339.4331
Personal Enrichment	339.4657
Professional Licensure	339.4657
Small Business Center	339.4211 OR 339.4426
Transcripts	339.4426 OR 339.4206
Workforce Education	339.4218

REGISTRATION FEES

Registration fees are due at the time of registration. Students are not enrolled until all registration fees are paid. Registration fees, supplies fees, technology fees, insurance fees, and book fees, if required, are listed with each course listing.

ELIGIBILITY

Admission is open to adults who are at least 18 years old and who are not enrolled in public school. 16-18 year olds may enroll in some courses. Students under 18 years of age may enroll in summer classes specifically for the younger student. Only individuals who have registered and paid may attend class.

REFUND POLICY

Registration fee refunds are granted only under the following circumstances:

- A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100-percent refund if an applicable class is canceled.
- After the respective class begins a 75-percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10-percent point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
- A 100-percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75-percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- Self-supporting classes are not eligible for refunds.

CONTINUING EDUCATION CREDIT

For occupational extension classes, Continuing Education Units (CEUs) are allowed. One CEU may be given for each 10 contact hours of participation in class.

DISCLAIMER

The classes presented in this publication should not be considered a contract between SCC and any student. Changes or errors may occur for various reasons. A minimum number of students may be required before a class can be conducted. Pre-registered students will be contacted if changes or class cancellation is necessary.

Please visit www.southwesterncc.edu/workforceinnovations/class-schedule for the most current class schedule.



Have you received a minor traffic citation or ticket recently? If you have, you may be eligible to complete a four-hour defensive driving course. By completing the course, drivers could save money on their insurance, keep points off their licenses and sharpen their driving skills.

For more info, visit www.southwesterncc.edu/dd or call 828.339.4426.

WEBSITE

Scan the QR code below for more information on our Workforce Continuing Education classes.



Southwestern Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Southwestern Community College.

Identification Statement: An Equal Opportunity Institution • Printed July 2019. Issue 3 447 College Drive, Sylva, NC 28779 50,000 copies of this publication were printed at a cost of 18¢ each. SCC sells ads in its class schedules to help offset printing costs. For advertising information, please contact us at 828.339.4000. Distributed free, published 3 times a year.

COLLEGE & CAREER READINESS

College and Career Readiness classes are held at convenient times and locations each week to meet the needs of adults with busy lives. **For more information:** visit www.southwesterncc.edu/college-and-career-readiness

HIGH SCHOOL EQUIVALENCY

For questions or to register, contact Donna Wilson at 828.339.4272 or d_wilson@southwesterncc.edu Jackson County Classes

Location: SCC, Oaks Hall, room 104 MW • 9A - 12P Location: SCC, Oaks Hall, room 104 M,W • 6 - 9P Location: Mountain Projects T.Th • 4:30 - 7:30P

Swain County Classes

Location: SCC Swain Center, room 101 T,Th • 5:30 - 8:30P Location: Cherokee, Ginger Lynn Welch, conf. room T,Th • 9A - 12P T,Th • 6 - 9P

Macon County Classes

Location: Macon Annex, room 101 M,T,W,Th • 8:30A - 12:30P Location: Macon Campus, room 228 M,Th • 5 - 8P

High School Equivalency (GED/HiSET)

SCC offers free classes in Jackson, Macon, and Swain counties to prepare you for the high school equivalency tests. Sign up to test by going to www.GED.com or www.hiset.ets.org. Just a few easy-to-follow steps will create a GED® or HiSET account. Select SCC as your test center, select the date and time you want to test, pay online and then you are ready to test!

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828.339.2900 | www.balsamwest.net

JOB AND CAREER PREPARATION (HRD)

For questions or to register, contact Melanie Price at 828.366.2023 or m_price@southwesterncc.edu

The course is structured on an open-entry, open-exit basis to meet the customized needs of the participants, is self-paced and provides lecture as well as individual attention. During the lab, participants assess and identify job interests, learn advanced job-search techniques, learn to make their resumes stand out, develop interviewing skills, discover the importance of social media and networking, earn their Career Readiness Certificate and much more. The course is free to the unemployed. Walk-ins are welcome. Come by at any time during lab hours to register.

Jackson County Classes

Location: SCC, Oaks Hall, room 104 T • 9A - 2P

Swain County Classes

Location: SCC Swain Center, room 111 W • 9A - 2P

Macon County Classes

Location: Macon Annex, room 104 T,Th • 9A - 12P

ENGLISH LANGUAGE ACQUISITION/ CIVICS

For questions or to register, contact Jennifer Yowell at **828.339.4620** or **j_yowell@southwesterncc.edu**

CLASES DE INGLES (ELA)

Jackson County Classes Location: SCC, Oaks Hall, room 105 M,T,W • 9A - 12P Location: SCC, Oaks Hall, room 105 M,W • 6 - 9P Location: Saint Mary's Church T • 7 - 9P Location: Cashiers Good Sheperd Church T • 6 - 8:30P

Macon County Classes

Location: Macon Annex, room 105 M,W • 9A - 12P Location: SCC Macon Campus, room 108 M,W • 6 - 9P

PERSONAL ENRICHMENT

Contact: Brian Hollands, 828.339.4657 or b_hollands@southwesterncc.edu. Registration: www.southwesterncc.edu/workforce-innovations/ personal-enrichment

BUSINESS

QuickBooks self-supporting Course Code: CSP 4000 Course Hours: 16 Cost: \$75 Location: Jackson Campus, Founders Hall, room 125 Dates/Times: T,Th • Oct. 22 - Nov. 19 • 5:30 - 7:30P Instructor: T. Vernon Learn QuickBooks accounting software, Desktop or Online.

COMPUTERS

Basic Email *self-supporting* Course Code: CSP 4000 • Course Hours: 8 Cost: \$45 Location: Macon Campus, room 106 Dates/Times: M,W • Aug. 19 & 26, Sept. 4 & 9 • 6 - 8P

Instructor: S. Hanson

This course includes everything to know about Email! *This class is strictly for beginners, so there's no reason to worry about being unable to keep up!

Basic Facebook Self-Supporting

Course Code: CSP 4000 • Course Hours: 8 Cost: \$45

Location: Macon Campus, room 106 Dates/Times: M • Sept. 16 - Oct. 7 • 6 - 8P Instructor: S. Hanson

This course includes everything to know about Facebook and social media sites! *This class is strictly for beginners, so there's no reason to worry about being unable to keep up!

CRAFTS

Basic Sewing Self-Supporting Course Code: CSP 4000 • Course Hours: 15 Cost: \$75 + \$25 in materials Location: Jackson Campus, Burrell Building, room 302 Dates/Times: M • Sept. 9 - Oct. 7 • 5:30 - 8:30P Instructor: M. Buscher Learn basic sewing techniques, terminology, seams and

fabric types. Machines available for use, or bring your own machine.

Intermediate Sewing Self-Supporting

Course Code: CSP 4000 • Course Hours: 15 Cost: \$75 + \$25 in materials Location: Jackson Campus, Burrell Building, room 302 Dates/Times: M • Oct. 21 - Nov. 18 • 5:30 - 8:30P Instructor: M. Buscher Learn more advanced sewing and stitches. Machines

available for use, or bring your own machine.

LANGUAGE

Beginning Italian self-Supporting Course Code: CSP 4000 Course Hours: 16 Cost: \$85 Location: Jackson Campus, Burrell Building, room 303 Dates/Times: Th • Sept. 5 - Oct. 24 • 5:30 - 7:30P Instructor: L. Costantino This course will introduce students to the basic vocabulary and grammar of the Italian language and Italian culture.

Spanish 2 Self-Supporting

Course Code: CSP 4000 Course Hours: 16 Cost: \$85 Location: Jackson Campus, Burrell Building, room 303 Dates/Times: T • Aug. 27 - Oct. 15 • 5:30 - 8:30P Instructor: L. Costantino This course will build upon the basic vocabulary and grammar of the Spanish language learned in Beginning Spanish.

Advanced Spanish Self-Supporting

Course Code: CSP 4000 Course Hours: 16 Cost: \$85 Location: Jackson Campus, Burrell Building, room 303 Dates/Times: M • Oct. 7 - Nov. 25 • 5:30 - 7:30P Instructor: L. Costantino This course will build upon the basic vocabulary and grammar of the Spanish language learned in Intermediate Spanish.

Spanish for Medical Professionals Self-Supporting

Course Code: SEF 3001 Course Hours: 16 Cost: \$85 Location: Jackson Campus, Burrell Building, room 303

Dates/Times: T • Oct. 29 - Dec. 17 • 5:30 - 7:30P Instructor: L. Costantino

Whether you're new to the Spanish language or need a refresher, this fun and interactive course will provide healthcare professionals with the fundamental tools needed to effectively communicate with their Spanish-speaking patients and families. Learners will practice the basics of the language, gain an understanding of the culture and learn how to ask questions crucial to healthcare while acquiring general medical concepts and terminology.

MUSIC

Demystifying the Guitar Self-Supporting Course Code: CSP 4000 Course Hours: 12

Cost: \$60 Location: Jackson Campus, Burrell Building, room 302 Dates/Times: T • Sept. 1 - 29 • 6 - 9P Instructor: W. McRae

This class is for all levels of experience. Students will learn to tune, basic musical math of the 12 note scale, how to set these up on your guitar with or without a capo, master rhythm, and much more.

PERSONAL ENRICHMENT

Makin' Mountain Music on Guitar Self-Supporting

Course Code: CSP 4000 Course Hours: 12 Cost: \$60 Location: Swain Center, room 114 Dates/Times: T • Oct. 8 - 29 • 6 - 9P Instructor: W. McRae (Banjo, Mandolin, Dobro, etc.) This course will explore

fundamental musical concepts using well-known music standards. Learn how to have fun applying rhythm and melody to traditional mountain music! This course can span skill levels from beginners to advanced players.

PHOTOGRAPHY

Beginning to Intermediate Digital Photography Self-Supporting Course Code: CSP 4000 Course Hours: 18 Cost: \$120 Instructor: M. Turlington Join professional photographer, Matthew Turlington to learn about camera menus, lighting, focus, editing photos, and more. Students will need to bring a DSLR camera, owner's manual & tripod to class. Jackson Campus, Burrell Building, room 303 Th • Nov. 7 - Dec. 19 • 5:30 - 8:30P Macon Campus, room 108 T • Nov. 5 - Dec. 10 • 5:30 - 8:30P

Lightroom/Digital Photography Self-Supporting

Course Code: CSP 4000 Course Hours: 14 Cost: \$100 Location: Macon Campus, room 108 Dates/Times: T,Th • Nov. 5 - 26 • 9 - 11A Instructor: D. Campbell Continue to sharpen your technique and delve into Lightroom software. In this class you'll both take pictures and edit those images in Lightroom.

SPEAKING AND WRITING

Capturing History Self-Supporting Course Code: CSP 4000 Course Hours: 10 Cost: \$50

Location: Jackson Campus, Balsam Building, room 215 Dates/Times: Th • Sept. 5 - Oct. 3 • 6 - 8P Location: Macon Campus, room 106 Dates/Times: Th • Nov. 7 - Dec. 12 • 6 - 8P Instructor: M. Baker

Students will learn how to find, interview, record and write the stories of people from the mountains, or anywhere else for that matter. Students will also learn how to capture and preserve history for generations to come.

Introduction to Voiceovers *self-supporting* Course Code: CSP 4000 Cost: \$49 Location: Online/On-Demand class Explore the fun, rewarding possibilities of the voiceover industry! A one-time, 90-minute, introductory class.

Better COMMUNICATION in Social Media™

Self-Supporting Course Code: CSP 4000 Cost: \$145 Location: Online/On-Demand class This course is a 6-week practical online writing course that gives students lifelong adult/community education, personal enrichment, workforce training or ESL. To learn more visit: www.worlitop.com/bcism Classes start the first day of each month.

WELL-BEING

Introduction to Healing Plants Self-Supporting Course Code: CSP 4000 Course Hours: 2.5 Cost: \$29/ All materials provided Location: Jackson Campus, Burrell Building, room 303 Dates/Times: Aug. 22 • 5:30 - 8P Location: Macon Campus, room 106 Dates/Times: Aug. 29 • 6 - 8:30P Instructor: R. Winchester Learn how to identify and prepare medicinal plants commonly found in the Western North Carolina mountains.

WINE

Wine Tasting Self-Supporting Course Code: CSP 4000 Course Hours: 8 Cost: \$65/Includes wine sampled in class Location: Jackson Campus, Bradford Hall, Conf. Center Dates/Times: M • Sept. 16 - Oct. 7 • 5:30 - 7:30P Instructor: W. Dunn

Learn about how wine is made, styles of wine, how to store and serve wine, evaluating wine, pairing wine with food, and more. Must be 21 or older to enroll.



HERITAGE ARTS

Don't see a time that fits your schedule?

Give us a call! We can set up a class to meet your needs. To learn more information call 828.366.2005 OR email j_marley@southwesterncc.edu.

CERAMICS & POTTERY

Hand Building

Course Code: PRC 3104 • Course Hours: 24, 2.4 CEU Cost: \$70/Cost of materials not included Location: Swain Center, room 123 Dates/Times: M,W • Aug. 19 - Sept. 30 • 10A - 12P M,W • Oct. 30 - Dec. 12 • 10A - 12P Instructor: J. Marley Students will concentrate on hand building from strips, slabs, extrusions and chunks. Prerequisite: None.

Intro to Clay Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$20/Cost of materials is included Location: Swain Center, room 125 Dates/Times:Aug. 31, Sept. 28, Oct. 26, Dec. 7 • 10A - 12P Instructor: J. Matthews Students will have the opportunity to hand build several pieces of pottery and try working with clay. Prereq: None.

Intro to Wheel Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$20/Cost of materials is included Location: Swain Center, room 125 Dates/Times: Aug. 31, Sept. 28, Oct. 26, Dec. 7 • 1 - 3P Instructor: J. Matthews Students will have the opportunity to try out the potter's

wheel and throw several pieces. Prereq: None.

Pottery Bowls

Course Code: PRC 3104 • Course Hours: 48, 4.8 CEU Cost: \$125/Cost of materials not included Location: Swain Center, room 125 Dates/Times: T,Th • Aug. 20 - Oct. 24 • 10A - 1P Instructor: K. Hubbs Students will create a variety of bowls for a variety of uses. Prereq: Beginning Wheel and/or instructor's permission.

Pottery Boxes

Course Code: PRC 3104 • Course Hours: 66, 6.6 CEU Cost: \$180/Cost of materials not included Location: Swain Center, room 125 Dates/Times: T,Th • Aug. 20 - Dec. 12 • 1 - 4P Instructor: J. McKee Students will explore creating the box by utilizing multiple methods. Prereq: Beg. Wheel or instructor's permission.

Pottery Boxes, Short Session

Course Code: PRC 3104 • Course Hours: 33, 3.3 CEU Cost: \$125/Cost of materials not included Location: Swain Center, room 125 Dates/Times: T,Th • Nov. 5 - Dec. 12 • 1 - 4P Instructor: J. McKee For intermediate to advanced students. See Pottery Boxes description. Prereq: Beg. Wheel or instructor's permission.

Salt Fired Pottery

Course Code: PRC 3104 • Course Hours: 96, 9.6 CEU Cost: \$180/Cost of materials not included Location: Swain Center, room 125 Dates/Times: T,Th • Aug. 20 - Dec. 12 • 6 - 9P Instructor: J. McKee For intermediate to advanced students. Learn how to salt fire your pottery! Prereq: Intermediate Wheel or instructor's permission.

Beginning Wheel

Course Code: PRC 3104 • Course Hours: 96, 9.6 CEU Cost: \$180/Cost of materials not included Location: Swain Center, room 123 Dates/Times: T,Th • Aug. 20 - Dec. 12 • 6 - 9P Instructor: E. Delfield Students will learn to center clay on a wheel, turn, trim, and glaze basic forms. Prerequisite: None.

Alternative Firing Methods

Course Code: PRC 3104 • Course Hours: 15, 1.5 CEU Cost: \$70/Cost of materials not included Location: Swain Center, room 123 Dates/Times: M • Aug. 19 - Sept. 16 • 10A - 1P OR M • Sept. 30 - Oct. 28 • 10A - 1P Instructor: J. Matthews Students will explore a variety of low-fire methods for finishing pottery. Prerequisites: None.

Pottery Tools

Course Code: PRC 3104 • Course Hours: 36, 3.6 CEU Cost: \$125/Cost of materials not included Location: Swain Center, room 102 Dates/Times: M,W • Sept. 16 - Oct. 28 • 2 - 5P Instructor: S. Coe The design and construction of simple tools for use in the

studio will be the focus of this course. Prerequisites: Intermediate Wheel and/or instructor's permission.

Electric Lamps

Course Code: PRC 3104 • Course Hours: 39, 3.9 CEU Cost: \$125/Cost of materials not included Location: Swain Center, room 125 Dates/Times: T,Th • Oct. 29 - Dec. 12 • 10A - 1P Instructor: K. Hubbs Students will create a variety of forms to use as a base for a lamp. Participants will cover basic wiring and electrical. Prereq: Beginning Wheel and/or instructor's permission.

Make a Mug Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$26/Cost of materials included Location: Swain Center, room 125 Dates/Times:

Nov. 1 **OR** Dec. 6 • 10A - 12P **OR** Nov. 26 • 6 - 8P **Instructor:** J. Marley

Stop in for this short class and make a mug! Participants will assemble a hand built mug and decorate the exterior. Prereq: None.

HERITAGE ARTS

Basic Wheel Throwing

Clay Basics Self-Supporting

Instructor: |. Marley

Nov. 1 - 28 • 1 - 3P

Instructor: J. Marley

Instructor: K. Taylor

Instructor: K. Taylor

Instructor: S. Coe

Course Code: PRC 3104 · Course Hours: 24, 2.4 CEU

An introduction to using the potter's wheel. Prereq: None.

Course Code: CSP 4000 · Course Hours: 2, 0 CEU

Dates/Times: Sept. 24, Oct. 22, Nov. 26 • 10A - 12P

Registration: Cashiers Senior Center, 828.745.6856

Independent Study Ceramics Self-Supporting

Cost: \$65/Cost of materials not included

Dates/Times: Th • Sept. 5 - 26, Oct. 3 - 24,

sites: Portfolio review or Beginning Wheel.

Cost: \$18/Cost of materials not included

Location: Swain Center, room 125

CREATIVE INTERESTS

Location: Swain Center, room 114

Dates/Times: Sept. 4 • 10A - 12P

garden. Must be 16yrs of age.

Intro to Weaving Self-Supporting

Cost: \$18/All materials provided

Location: Swain Center, room 114

weaving. Prerequisite: None.

Medicinal Herbs Self-Supporting

Create a variety of hand built pottery in this series of short

classes. Cost of materials included. Prerequisite: None.

Course Code: CSP 4000 · Course Hours: 1.6, 0 CEU

Students will get open access to the studio and can meet

weekly with the instructor to review progress. Prerequi-

Course Code: CSP 4000 · Course Hours: 2, 0 CEU

Learn about the useful and helpful plants growing in your

This short class will teach students the basics of loom

Course Code: CSP 4000 · Course Hours: 2.5, 0 CEU

Students will use a variety of jewelry tools to cut, punch

and solder a ring and pair of earrings. Prerequisite: None

Course Code: CSP 4000 · Course Hours: 2, 0 CEU

Dates/Times: Sept. 25 or Oct. 16 • 10A - 12P

Hammered Sterling Jewelry Self-Supporting

Dates/Times: Oct. 8 or Nov. 18 • 6 - 8:30P

Cost: \$21/Cost of materials not included

Location: Swain Center, room 114

Instructor: A. Gernandt

Cost: \$70/Cost of materials not included

Dates/Times: M,W • Nov. 4 - Dec. 18 • 2 - 5P

Location: Swain Center, room 123

Location: Swain Center, room 125

Dates/Times: Aug. 20 • 10A - 12P

Location: Cashiers Senior Center, room 4

Opening Your Intuition Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$21/Cost of materials included Location: Swain Center, room 114 Dates/Times: Oct. 10 or Nov. 13 • 6 - 8P Instructor: A. Gernandt In this 2-hour class, students will learn to use several tools that lead to self-empowerment in acquiring information. Prereq: None.

Live Wreaths Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$18/Cost of materials not included Location: Swain Center, room 114 Dates/Times: Oct. 30 • 10A - 12P Instructor: K. Taylor Create your own decorative wreath! Participants will learn the basic process; types of plants and materials to select, and arranging and assembling the wreath. Prereq: None

Salt & Sugar Scrubs Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$18/Cost of materials not included Location: Swain Center, room 114 Dates/Times: Dec. 4 • 10A - 12P Instructor: K. Taylor Learn how to make effective salt and sugar scrubs and how to use them. Prerequisite: Must be 16 years old.

GLASS & METAL

Beginning Glass

Course Code: PRC 3104 • Course Hours: 24, 2.4 CEU Cost: \$145/Cost of materials is included Location: Jackson County Green Energy Park Dates/Times: T,F • Sept. 3 - 27 • 4 - 7P Instructor: C. Johnson An introduction to glass blowing and the glass studio. Prerequisite: None.

Intermediate Glass

Course Code: PRC 3104 • Course Hours: 48, 4.8 CEU Cost: \$275/Cost of materials is included Location: Jackson County Green Energy Park Dates/Times: T,F • Oct. 1 - Nov. 26 • 4 - 7P Instructor: C. Johnson Students will build on the skills learned In Beginning Glass and explore more complex forms and processes in the creation of glass art. Prerequisite: None.

Blacksmithing 101

Course Code: PRC 3104 • Course Hours: 24, 2.4 CEU Cost: \$130/Cost of materials not included Location: Jackson County Green Energy Park Dates/Times: T • Sept. 3 - Oct. 8 • 9A - 1P Instructor: B. Martin Learn the basics of blacksmithing and incorporate those skills into an array of projects. Prerequisite: None.

HERITAGE ARTS

Bladesmithing 101

Course Code: PRC 3104 • Course Hours: 24, 2.4 CEU Cost: \$130/Cost of materials not included Location: Jackson County Green Energy Park Dates/Times: W • Sept. 4 -Oct. 9 • 9A - 1P Instructor: B. Martin

Students will forge a series of blades, learn how to approach sanding/grinding/edge geometry, how to properly heat treat, sharpening, etc. Prerequisite: None.

PRINTMAKING & LETTERPRESS

Stencil a Shirt for Halloween Self-Supporting
Course Code: CSP 4000 • Course Hours: 2, 0 CEU
Cost: \$24/Materials Provided.
Location: Swain Center, room 110
Dates/Times: Oct. 10 • 6 - 8P
Instructor: A. Kirtley
Bring a shirt and learn how to make stencils to create your own custom Halloween themed t-shirts! Prereq: None.

Cherokee Language Printing Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$26/Cost of materials is included Location: Swain Center, room 110 Dates/Times: Oct. 11 • 10A - 12P Instructor: J. Marley This class will explore printing in the Cherokee language. A great class for all ages. Prereq: None.

Greeting Cards & Postcards Self-Supporting

Course Code: CSP 4000 • Course Hours: 4, 0 CEU Cost: \$35 Prereq: None. Location: Swain Center, room 110 Dates/Times: Nov. 9 • 10A - 2P Instructor: A. Kirtley Students will design and print their own holiday themed greeting cards and postcards using letterpress printing.

2020 Calendar Self-Supporting

Course Code: CSP 4000 • Course Hours: 4, 0 CEU Cost: \$30 Location: Swain Center, room 110 Dates/Times: Dec. 14 • 10A - 2P Instructor: A. Kirtley Students will make a 2020 calendar and create a large lino block print to accent their calendar. Prereq: None.

Independent Study Print Self-Supporting

Course Code: CSP 4000 • Course Hours: 1, 0 CEU Cost: \$40/Cost of materials not included Location: Swain Center, room 110 Dates/Times: Sept. 5 - 26 OR Oct. 3 - 24 OR Oct. 31 - Nov. 28 • 8:30 - 9A Instructor: J. Marley Self-directed, independent study for experienced individuals. Prereq: Review of previous experience.

PHOTOGRAPHY

Photographing Old Barns

Course Code: PHO 3001 • Course Hours: 16, 1.6 CEU Cost: \$70/Cost of materials not included Location: Swain Center, room 114 Dates/Times: M,W • Sept. 4 - 30 • 9 - 11A Instructor: H. Campbell Learn tips and tricks for lighting, capturing detail, and creating atmosphere. Students will edit their photos in the computer lab at the Swain Center. Prerequisites: None.

Fall Color Photography

Course Code: PHO 3001 • Course Hours: 16, 1.6 CEU Cost: \$70/Cost of materials not included Location: Swain Center, room 114 Dates/Times: M,W • Nov. 4 - Dec. 2 • 9 - 11A Instructor: H. Campbell Create a portfolio of one of the most beautiful seasons in the mountains! Topics covered will include panorama, detail shots and editing. Prerequisites: None.

PAINTING & DRAWING

Beginning Drawing

Course Code: CSP 4000 • Course Hours: 10, 0 CEU Cost: \$88/Cost of materials not included Location: Swain Center, room 114 Dates/Times: M • Sept. 9 - Oct. 7 • 1 - 3P Instructor: J. Marley

Students will explore the basics principles of drawing, work on a variety of projects to sharpen skills and develop confidence. Bring a sketchbook, pencils, vine charcoal and erasers. Prereq: None.

Caricature Self-Supporting

Course Code: CSP 4000 • Course Hours: 2, 0 CEU Cost: \$22 Dates/Times: Sept. 12 • 3 - 5P OR 6 - 8P Instructor: D. Cape

Students will learn how to identify and exaggerate facial characteristics that make individuals unique and carica-tures so exciting. Prerequisite: None.

Beginning Painting Self-Supporting

Course Code: CSP 4000 • Course Hours: 10, 0 CEU Cost: \$88/Cost of materials not included Location: Swain Center, room 114 Dates/Times: M • Oct. 21 - Nov. 18 • 1 - 3P Instructor: J. Marley A great class for beginners seeking to expand their knowledge and understanding of painting. Prerequisites: None.

Sketching Outside Self-Supporting

Course Code: CSP 4000 • Course Hours: 1, 0 CEU Cost: \$10 Location: Swain Center, room 114 Dates/Times: Sept. 13 OR Oct. 25 • 12 - 1P Instructor: J. Marley Explore a variety of subjects found in nature. All ages welcome. Prerequisite: None

PROFESSIONAL LICENSURE

Contact: Brian Hollands, 828.339.4657 or b_hollands@southwesterncc.edu. **Registration:** www.southwesterncc.edu/workforce-innovations/ professional-licensure

Notary Public Education

Course Code: MLS 3874 Course Hours: 7 **Cost:** \$70 Location: Jackson Campus, Burrell Building, room 303 Aug. 29 • 9A - 5P Sept. 24 • 9A - 5P Oct. 22 • 9A - 5P Dec. 3 • 9A - 5P Location: Macon Campus, Cecil Groves Center, room 212 Aug. 20 • 9A - 5P Sept. 17 • 9A - 5P Oct. 17 • 9A - 5P Nov. 19 • 9A - 5P Instructor: R. Cedrone This course covers the qualifications, procedures and certification for becoming a notary. *Before class, students must

cation for becoming a notary. *Before class, students <u>must</u> purchase and read through the 2016 Notary Public Guidelines for North Carolina, available in the SCC Bookstore or online through the UNC-CH School of Government.

Electronic Notary Public Education

Course Code: MLS 3874 Course Hours: 4 Cost: \$70 Location: Jackson Campus, Burrell Building, room 303 Dates/Times: Aug. 15 • 9A - 5P Instructor: R. Cedrone This course is designed for commissioned Notaries who want to become commissioned as Electronic Notaries.

Electrical Contractors' License Renewal Education

Course Code: ELC 3016 Course Hours: 8 Cost: \$70 Location: Macon Campus, room 212 Dates/Times: T • Oct. 1 - 8 • 5:30 - 9:30P Instructor: J. Buchanan This course meets the requirements of the NC State Board of Examiners of Electrical Contractors for eight hours of continuing education credit.

FOOD SERVICE

ServSafe Manager Self-Supporting Course Code: SEF 3001 Course Hours: 8 Cost: \$75

Location: Jackson Campus, Founders Hall, room 125 Dates/Times: M,T • Sept. 30 - Oct. 1 • 8A - 1P Instructor: P. Jones

Students must purchase the ServSafe Manager Course book and exam voucher (7th Edition) from the National Restaurant Associate prior to the course. Registration for this course will close 10 days prior to the course start date.

MOTOR VEHICLES

Escort Vehicle CE Course Code: AUT 3004 Course Hours: 4 To be added to the waitlist call: 828.339.4657 This course is designed to meet the training requirements set by the NC Department of Transportation for recertification of Oversize-Overweight load escort vehicle drivers.

NC Auto Safety Inspection Certification

Course Code: AUT 3129 Course Hours: 8 Cost: \$70 Dates/Times: M,T • Aug. 26 - 27 • 6P-10P M,T • Oct. 7 - 8 • 6P-10P M,T • Nov. 11 - 12 • 6P-10P M,T • Dec. 9 - 10 • 6P-10P Location: Jackson Campus, Summit Building, room 127 Instructor: R. Frady This course covers the inspection rules and procedures of a public inspection station.

REAL ESTATE

Real Estate General Update Self-Supporting Course Code: SEF 3001 Course Hours: 4 Cost: \$55 Location: Jackson Campus, Burrell Building, room 102A Dates/Times: Oct. 1 • 8:30A - 12:30P Instructor: T. Daniels CE BIC Update Course #9920. For Non-BICs/Eligible ONLY.

Real Estate Broker in Charge Update Self-Supporting

Course Code: SEF 3001 Course Hours: 4 Cost: \$55 Location: Jackson Campus, Burrell Building, room 102B Dates/Times: Oct. 1 • 8:30A - 12:30P Instructor: T. Daniels CE BIC Update Course #8820. BICs & BICs-Eligible ONLY.

Real Estate Elective: Ethics Self-Supporting

Course Code: SEF 3001 Course Hours: 4 Cost: \$55 Location: Jackson Campus, Burrell Building, rm. 102 A&B Dates/Times: Oct. 1 • 1:30 - 5:30P Instructor: T. Daniels CE Elective Course #3117. For All Licensees.

WASTEWATER OPERATOR CE

Wastewater Operator CE Self-Supporting Course Code: SEF 3001 Course Hours: 6 Cost: \$70 Location: Macon Campus, room 212 Dates/Times: Oct. 14 • 9A - 4P Instructor: B. Deal Continuing Ed. for NCDEQ / WPCSOCC license renewal. Southwestern Community College's Small Business Center (SBC) is proud to serve small business owners and entrepreneurs with complimentary seminars, a resource center, and one-on-one counseling. As part of a network of experienced SBC's across North Carolina, we're dedicated to helping small businesses thrive. Our SBC understands the unique challenges that local businesses encounter, and we're ready to offer professional advice and instruction.

For more information about your local SBC, to reserve your seat or to request one-on-one confidential counseling visit www.southwesterncc.edu/sbc or contact us at 828.339.4426. Pre-registration required. There is no charge for these seminars.

GENERAL BUSINESS SEMINARS

Get Your Business Online with GoogleOct. 39 - 10ASBCFranklin Chamber

Using Data to Drive Business Growth

Oct. 3 10:15 - 11:30A SBC Franklin Chamber

Build Your Business' Website Using WordPress CMS Oct. 10 1 - 4P B.Sassmann Jackson

Build a Blog with WordPress

Oct. 17 1 - 4P B.Sassmann Jackson	Oct. 17	1 - 4P	B.Sassmann	Jackson
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Driving Traffic to Your Business' Website Using Google Pay Per Click				
Oct. 24 1 - 4P	B.Sassmann	Jackson		
Sales and Use Tax				
Oct. 29 2 - 4P	NCDOR	Jackson		

Using Analytics to Develop Your Business PlatformOct. 311 - 4PB.SassmannJackson

Your Small Business Taxes

Nov. 19 2 - 4P NCDOR Jackson

NON-PROFITS

Boot Camp for Building Nonprofit Capacity

Learning to Share Your Sandbox: Creating Effective Partnerships Aug. 21 9A - 12P M.Pearce Franklin Chamber

How to Fully Fund your Overhead

Aug. 21 1 - 4P M. Pearce Franklin Chamber

Laying the Groundwork for a Successful Strategic Planning Process

Aug. 22 9A - 12P M. Pearce Franklin Chamber

Crafting your Ask

Aug. 221 - 4PM. PearceFranklin Chamber

QUICKBOOKS

QuickBooks – Intro to QuickBooksOct. 165 - 8PA. Sisk-MorrisJackson

QuickBooks Desktop Essentials for Small Business Oct. 22 9A - 4P A. Sisk-Morris Jackson

QuickBooks Online Essentials for Small Business Oct. 24 9A - 4P A. Sisk-Morris Jackson



SCC's Small Business Center now offers online small business seminars at the touch of your fingertips! SCC SBC OnDemand provides flexible training opportunities at a time and location that is convenient for you. Visit **www.southwesterncc.edu/sbc** to access online content on topics including Business Planning Basics, Small Business Taxes, Human Resources, and more.



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BOOTCAMPS, SUMMITS & LUNCHEONS

BOOTCAMPS

Imagine IF - Business Plan Boot Camp Location: Jackson

Dates/Times: Sept. 6 • 8A - 12P This half-day workshop is designed for current and prospective small business owners that are interested in creating or strengthening their business plans. During this workshop, attendees will walk through each section of a business plan, key strategies for development and leave with a greater understanding of the resources available to assist with the business planning process.

Can Your Business Idea Make Money? Location: Jackson

Dates/Times: Sept. 9 • 4 - 8P

When starting a business, one of the most critical things that owners/managers need to learn is sound financial management. Managing cash flow, credit and other aspects of a company's operations can mean the difference between success and failure. Effective cash flow management maximizes profits rather than revenue. This course will help you develop financial knowledge and create a financial plan that will help your small business succeed and flourish.

Know Your Numbers, Don't Ignore Them Location: Jackson

Dates/Times: Sept. 9 • 8A - 12P

A financial plan is a forecast for the future performance of a business, usually prepared using spreadsheet software. Small businesses can benefit greatly from taking the time to do a financial plan at least annually. This course will teach existing small business owners how to create a financial plan. This plan will help to better manage cash flow by preparing for situations that could result in cash shortages, such as seasonal fluctuations in revenues. You will learn how to set goals and choose strategies to help your small business grow.

Marketing Boot Camp 101

Location: Jackson

Dates/Times: Sept. 25 • 4 - 8P

When starting a business, it is important to market well, so that your business is recognized in the community. This course will teach you how to create a marketing plan that fits your business, and allows you to market smarter not harder.

Fuel Your Brand and Jump Start Your Sales Location: Jackson

Dates/Times: Sept. 30 • 8A - 12P

This Boot Camp has been specifically designed for existing small business owners at every growth stage. This Boot Camp has specifically been created for business owners who are not quite large enough to have a marketing resource on staff.

Build Your Brand Boot Camp Location: Franklin Chamber Dates/Times: Oct. 28 • 9A - 5P

You have a Business, but do you have a BRAND? This is more than the theory, this is a Hands On Boot camp Style Training with NC's #1 Small Business Facilitator Chisa Pennix-Brown, MBA who will cover developing your brand kit, creating graphics using Canva, Desygner, and Adobe Spark, plus Content Creation. Attendees should bring their own laptops or tablets and chargers.

SUMMITS

HR Summit Location: Jackson Dates/Times: Nov. 13 • 9A - 5P

Human Resources is probably one of the more complicated aspects of running a business, yet it's incredibly important. The complexities of working with people aren't managed on a spreadsheet, and often you don't have the knowledge or tools to handle these situations the best way. Your employees are one of your greatest assets. Attend this one-day event to learn how to protect and manage them as such, while also inspiring leadership and innovation and keeping your company on the right track.

Agribusiness Summit

Location: Jackson

Dates/Times: Dec. 2 • 9A - 5P

Experience a one-day conference developed specifically with food, beverage and agriculture based businesses in mind. Keeping pace with the agribusiness industry and the issues impacting growth and sustainability is a full-time job. Join us and reflect on how to make your existing agribusiness or idea stronger and deepen your understanding of what it takes to be successful for the long term.

LUNCHEON

Energy Savings for Your Small Business Luncheon Location: Jackson

Dates/Times: Sept. 10 • 11A - 1P

In this Lunch and Learn event, we will discuss grant funding opportunities for lighting and insulation upgrades, solar PV renewable energy systems, and more through the USDA Rural Energy for America Program (REAP). We will also discuss what tax incentives and utility rebates/programs may be available in your area that help your business pay for energy upgrades, including the Duke Smart Saver and Small Business Energy Saver Program. This seminar is for all small businesses, including food based, farm operations and value added producers.

SMALL BUSINESS CENTER

ONLINE TRAINING OPPORTUNITIES



MindSpark

Live Webinar from 12 - 1P every Wednesday of each month. Aug. 7 – Branding with a Bang! Sept. 4 – Building Your Business Around Your Community Oct. 2 – Make an Offer They Can't Refuse Nov. 6 – Simple, Effective Customer Service Tips Dec. 4 – Apps for Small Business

The Business of Agritourism in NC Location: Live Webinar

Dates: T,Th • Nov. 5 - 14

Agribusiness is North Carolina's top industry. North Carolina is a leader in Agritourism too. During this 4-part live webinar series, you'll learn more about Agritourism and if it's right for you. Learn about the benefits of Agritourism, the critical success factors and marketing opportunities for farmers. In addition, learn how the collective force of rural assets of agriculture, local food and tourism matched with economic development strategies has limitless potential.





JAN. 14 - MAR. 3 • 6-9 P.M.

Tuesdays • SCC Jackson Campus Burrell Building

Turn your interest in growing vegetables, fruits, herbs, other crops and livestock into a sustainable agriculture-based business. This practical hands-on approach gives you the skills needed to create and strengthen a successful business venture. You will also be introduced to resources and contacts you need to run your business more efficiently and effectively.

TOPICS WILL INCLUDE:

- BUSINESS PLANNING FARM EVALUATION & GOAL SETTING
- MARKETING AND PRICING UNDERSTANDING THE NUMBERS
- RULES AND REGULATIONS RESOURCES AND FUNDING OPTIONS

Register at www.southwesterncc.edu/sbc t_henry@southwesterncc.edu • 828.339.4426





I LOVE TIFFANY'

SCC's Award-winning Small Business Director is making a *difference* for ag-related small businesses

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When I first moved here, I went to the women's small business luncheons that Tiffany put on, and those were really helpful because I didn't know anything about this area or what resources were available and I called her on several occasions to ask for advice because when you work by yourself, you don't have anyone to bounce ideas off of. She helped me figure out I really didn't need to go the direction of getting loans, and she helped me get business plans together.

- Jenna Kranz, Owner, Happy-Go-Lucky Foods



Tabloid Cover Photo:

Lisa McBride (left), director of the Jackson County Farmers' Market, and Tiffany Henry, Director of SCC's Small Business Center.



On a mild summer evening at the Jackson County Farmers' Market, Tiffany Henry approached a row of popup tents.

One vendor spotted Henry, bolted from her seat and sprinted over to give the Director of SCC's Small Business Center a huge and heartfelt hug.

"I love Tiffany!" said Jenna Kranz, owner of Sylva-based Happy-Go-Lucky Foods. "We all do. Tiffany is obsessively into people's success. She's awesome. She actually cares as much about what you're doing as you do."

Approximately one third of the vendors who regularly participate in this market have benefitted from the counseling, workshops, social networking events and annual Appalachian Farm School that Henry provides for agriculture-based small business owners in Jackson, Macon and Swain Counties.

Kranz discovered the award-winning small business guru shortly after moving to the area from Florida 3-1/2years ago and credits Henry with helping her navigate the challenging pathways of starting a homemade granola business.

"When I first moved here, I went to the women's small business luncheons that Tiffany put on, and those were really helpful because I didn't know anything about this area or what resources were available," Krantz recalled. "And I called her on several occasions to ask for advice because when you work by yourself, you don't have anyone to

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bounce ideas off of. She helped me figure out I really didn't need to go the direction of getting loans, and she helped me get business plans together."

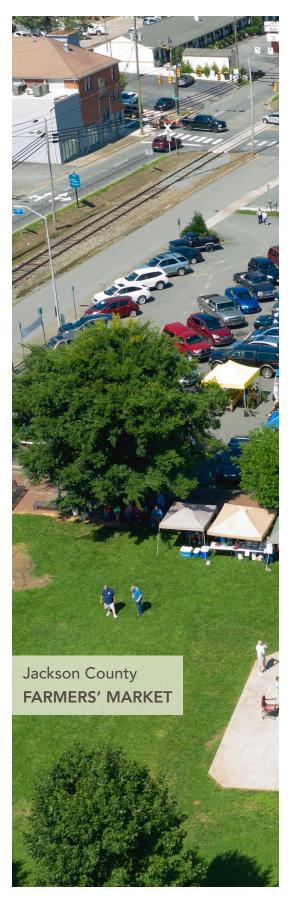
Henry first realized back in 2014 that there was a tremendous resource-shortage for area farmers and agribusiness owners, who needed assistance in sustaining and growing their operations. So Henry partnered with N.C. Cooperative Extension to fill that void by organizing a series of classes designed specifically at helping farmers overcome some of the challenges they face in this region.

The Appalachian Farm School was born, and the positive impact continues to spread today.

"It's huge because of the idea of business incubation," said Lisa Mc-Bride, director of the Jackson County Farmers Market. "We've had several businesses that have become so successful that they've expanded our area just because they've grown their market so much, and I'd say Tiffany is a huge reason that they've experienced that level of success."

Henry is now heading into her sixth year of offering focused training assistance for local agribusinesses.

"This partnership has been a catalyst for bringing attention to an often under-served area of the state," Henry said. "The efforts of our partnership have been recognized across the state. It's through this partnership that we've been able to provide the resources and training these farmers and value-added producers need to succeed."





Fall 2019 Ag-related Classes:

• The Business of Agritourism in NC Location: Live Webinar Dates: T,Th • Nov. 5 - 14 Full class description on pg. 12

• Agribusiness Summit Location: Jackson Dates/Times: Dec. 2 • 9A - 5P Full class description on pg. 11

• Appalachian Farm School 2020 Location: Jackson, Burrell Building Dates: Tuesdays, Jan. 14 - Mar. 3 Time: 6 - 9P Full class description on pg. 13

EmPOWERing Mountain Food Systems Grant

Southwestern Community College is collaborating with the Appalachian Regional Commission project EmPOWERing Mountain Food Systems. Stay tuned for information about paid student internships, field trips and speakers. The project seeks to support food and farming operations and entrepreneurs through equipment cost share, technical training and business support. Contact Tiffany Henry at 828.339.4211 or t_henry@southwesterncc.edu for more information.

WORKFORCE EDUCATION

Workforce Education programs prepare you for current in-demand jobs in our service area. These programs allow you to explore your interests and train for the job you want. All classes are subject to availability based on many factors, including classroom availability, instructor availability, sufficient student pre-registration, etc.

Pre-register/Registration: David Rogers , 828.339.4218 or d_rogers@southwesterncc.edu.

Local Government Finance in North Carolina (Hybrid) Course Code: ACC 3240 • Course Hours: 21 Location: Jackson Campus, Balsam Center, room 311 Dates & Times: M • Aug. 12 - Dec. 16 • 6 - 9P Cost: \$70

Instructor: W. Brothers

This course is an overview of the basics of local government finance in North Carolina from a very practical perspective. This course will introduce students to the basic job functions that are typically housed in the Finance Department, with more attention given to those that are found in smaller governments.

Private Pilot Ground School

Course Code: AER 3103 • Course Hours: 60 Location: Macon Campus Dates & Times: M,W • Sept. 23 - Dec. 11 • 6:30 - 9P Cost: \$180 +Book

Instructor: M. Bryson

This course is a study of aerospace history, weather, navigation, instruments, preflight planning, computer and wind triangles, regulations, radio communications, the aviation field and procedures necessary to become a safe private pilot. Required text: ASA 2019 Private Pilot Test Prep Package

Interested in becoming a professional pilot? Contact: David Rogers, 828.339.4218

Our expert Ground School Instructor is available to provide a limited number of individuals the opportunity to get into the cockpit and try out their skills piloting a plane before Ground School begins on **September 23**! *Please note this is not an SCC class or activity, but an opportunity offered independently by our instructor for a fee.

Electrician Helper Academy

Course Code: ELC 3119 • Course Hours: 220 Location: Jackson Campus, TBA Dates & Times: M-W • Aug. 12 - Dec. 16 • 5 - 9P Cost: \$180 Instructor: T. Ashe

This course is designed to cover the principles of electrical wiring as it applies to commercial/ residential applications.

Bartending

Course Code: HOS 3007 • Course Hours: 24 Location: Jackson Campus, Balsam Center, room 153

Dates & Times: T,Th • Sept. 10 - Oct. 3 • 6 - 9P Cost: \$70 Instructor: A. Blazer

This course will assist students in becoming a profession-

al bartender. Class will include lecture, demonstration and hands-on participation. Students must be at least 21 years of age.

Craft Beer Brewing

Course Code: ISC 3600 • Course Hours: 40 Location: Jackson Campus, Balsam Center, room 153 Dates & Times: M,W • Sept. 16 - Oct. 16 • 5 - 9P Cost: \$125

Instructor: M. Norman

This course is designed as an introduction to craft beer brewing, and to prepare students for entry-level work in the industry of brewing. Each class will be hands-on.

OSHA 10 Hour Construction Outreach

Course Code: OSH 3013 • Course Hours: 10 Location: Macon Campus, room 204 Dates & Times: M,T • Aug. 19 - 27 • 5 - 8P Cost: \$79

Instructor: K. Allen

This course is designed for construction workers, foremen, job supervisors and anyone in the construction industry. Upon successful completion, students will receive an OSHA 10-Hour Construction Outreach DOL course completion card.

NC Real Estate Pre-Licensing

Course Code: RLS 3700 • Course Hours: 84 Location: Macon Campus Dates & Times: T,Th • Aug. 6 - Oct. 15 • 5:30 - 9:30P Cost: \$180 +Textbooks

Instructor: R. Cooney

This course prepares students to pass the real estate broker exam administered by the N.C. Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation, math, etc.

Flagger Training

Course Code: SAF 4000 • Course Hours: 4 Location: Jackson Campus, TBA Dates & Times: Oct. 28 • 5 - 9P Cost: \$70

Instructor: K. Allen

This certification course teaches the basic procedures and operations needed to become a Flagger. This course will provide each participant with the knowledge, skill and responsible attitude to control traffic through work zones (safely-effectively-quickly).

Commercial Drone Pilot Training Self-Supporting

Course Code: SEF 4000 • Course Hours: 24 Location: Jackson Campus, Burrell Building, room 302 Dates & Times: M,W,F • Aug. 19 - 30 • 5:15 - 9:15P (F)1 - 5P

Instructor: T. Goode

This class prepares students to successfully pass their FAA Part 107 Exam and become a certified drone pilot. Aviation, safety, weather, aeronautical decision making, hands-on flying and much more is covered during this class.

TABLE GAMES DEALER TRAINING SCHOOL

Blackjack Dealer Training

Course Code: GAM 3001 • Course Hours: 140 Cost: \$180

SCC, in collaboration with Harrah's Cherokee Casino, is offering certification to help individuals enter the exciting gaming industry. This required two-part certification will teach the individual to proficiently deal the game, know the legal and regulatory aspects of gaming, obtain table management skills, operation of table gaming tools and equipment, accuracy and accounting skills, communication with players, customer service aspects of gaming, proper communication, card placement, chip handling, and understanding the casino industry and tourism environment. Emphasis will also be placed on employability skills, obtaining a Career Readiness Certification, mental mathematics, casino careers, interviewing and auditioning skills that win you that job! Both day and evening classes are available. **Location:** Harrah's Cherokee Casino Resort

Dates & Times:

T-F • Aug. 13 - Sept. 27 • 11A - 4P T-F • Sept. 10 - Oct. 25 • 7P - 12A T- F • Oct. 22 - Dec. 10 • 11A - 4P **Location:** Jackson Campus, Balsam Center, room 152 **Dates & Times:** M-Th • Aug. 26 - Oct. 31 • 8 - 11P

Poker Dealer Training Course Hours: 112

Cost: \$180

Proficiently deal Poker games, know the legal and regulatory aspects of gaming, obtain table management skills, operation of table gaming tools and equipment, accuracy and accounting skills, communication with players, customer service aspects of gaming, cheque handling, Open/Closing Table, and understanding the casino industry and tourism environment.

Location: Harrah's Cherokee Casino Resort Dates & Times: M-Th • Aug. 19 - Oct. 3 • 12 - 4P Location: Jackson Campus, Balsam Center, room 152 Dates & Times: M-Th • Sept. 3 - Oct. 17 • 5 - 9P



DEFENSIVE DRIVING COURSES

Defensive Driving Courses

Course Code: SEF 3001 • **Course Hours:** 4 This course will motivate drivers to change their behindthe-wheel behaviors and attitudes. It will give them key understanding, skills and techniques to avoid collisions and reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. This class is open to individuals or businesses wanting to increase their awareness of roadway safety.

4 HOUR CLASS DATES

Location: Macon Campus, room 205 Dates & Times: Aug. 24 • 9A - 1P Oct. 5 • 9A - 1P Nov. 5 • 6 - 10P Location: Jackson Campus, Founders Hall, room 117 Dates & Times: Aug. 27 • 6 - 10P Sept. 7 • 9A - 1P Sept. 17 • 6 - 10P Sept. 24 • 6 - 10P Oct. 8 • 6 - 10P Oct. 22 • 6 - 10P Nov. 16 • 9A - 1P Nov. 19 • 6 - 10P Dec. 3 • 6 - 10P

Attitudinal Dynamics of Driving Self-Supporting

Course Code: SEF 3001 • **Course Hours:** 8 **Location:** Jackson Campus, Founders Hall, room 117 **Dates & Times:** Sept. 21 • 9A - 1P **OR** Nov. 2 • 9A - 1P You **MAY** be eligible for this course if your traffic citation is for careless and reckless - 20-141.6, speeding in a school zone - 20-141.1, speeding in a work zone - 20-141 (j2) or speeding more than 20 mph over posted speed limit. The DDC-ADD class must be completed within the time ordered by the court. ***MUST** have written permission from the Office of the District Attorney.

*Completing a DDC class does not guarantee reduction and/or dismissal of any charges.



ONLINE WORKFORCE EDUCATION COURSES

Dates: Classes start 1st Tuesday of each month. Aug. 6, Sept. 3, Oct. 1, Nov. 5, Dec. 3 **Registration Fee:** \$185 *Students must register five business days before the start date of the class.*

Computer Technician

Course Code: CET 3100 Course Hours: 288

This course is specifically designed to prepare students for the CompTIA A+ certification exams. Students learn about hardware, operating systems, networking, security and troubleshooting.

Medical Administrative Assistant with EHR Course Code: MED 3300 Course Hours: 276

In this career, individuals play an integral role in the daily operations of physician's offices and hospitals. Throughout this course, students will learn Microsoft Office basics, healthcare documentation and reimbursement, practice finances and standard office procedures.

Professional Medical Coding and Billing with Applied PCS Part 1 Course Code: MED 3300

Course Hours: 320

This 20 week course will include healthcare information management, reimbursement methodologies, biomedical sciences and an introduction to coding. In addition to oneon-one support from experienced instructors during training and access to personalized graduate support, students receive e-books, industry codebooks and access to online references.

Professional Medical Coding and Billing with Applied PCS Part 2

Course Code: MED 3300

Course Hours: 320

Complete the Medical Coding and Billing with Applied PCS program. This 20-week course is a continuation of Part 1 and will include legal compliance, CPT/HCPCS Coding, Advanced ICD-10 Coding, Advanced Anatomy & Physiology and Exam Prep.

Medical Transcription Editor Part I Course Code: MED 3300

Course Hours: 320

This 16-week course is the first course in a two-part program designed to teach the student to transfer audio-recorded dictation into hard copy medical documents. The student also will gain the knowledge and skills of speech recognition editing, which will help them produce medical documents that are used by physicians, medical personnel, and courts of law on a daily basis. Online reference materials, student and technical support, and a one-year help hotline are included in this course offered by SCC in partnership with Career Step.

Medical Transcription Editor Part II Course Code: MED 3300 Course Hours: 320

Prerequisite: Online Medical Transcription Editor Part I This 16-week course is the second in a two-part program designed to teach the student to transfer audio-recorded

designed to teach the student to transfer audio-recorded dictation into hard copy medical documents. The student also will gain the knowledge and skills of speech recognition editing, which will help them produce medical documents that are used by physicians, medical personnel, and courts of law on a daily basis.

Veterinary Office Manager Course Code: MED 3300

Course Hours: 347

This course will teach students the skills needed to work as a veterinary assistant or a medical office assistant in any type of medical facility. Students will gain knowledge in Microsoft Office, Business Writing, Animal Safety, Client Management, Patient Management, Pharmacy and Pharmacology, Laboratory and Surgical Procedures, Medical Law and Ethics, Medical Office Procedures, Basic Anatomy, and Medical Office Management.

Pharmacy Technician Training

Course Code: PHM 3250 Course Hours: 245

This course provides curriculum that will prepare a student to find employment (and success) as a pharmacy technician in the health care or retail setting.

Alarm System Installation

Course Code: MNT 3200

Course Hours: 144

This course introduces the student to the operation and skill standards for the alarm industry. Topics focus on the basics in electrical theory and application, schematic reading, test equipment, standards, calculations, installation, programming, maintenance and repair of alarm system wiring and equipment per applicable code, implementation of logical testing procedure for identifying system faults, and understanding general building construction.



SCC ONLINE COURSES

ED2GO

New classes start on Aug. 14, Sept. 11, Oct. 16, Nov. 13 You must register at least five business days before the course begins

SCC offers eight-week online courses that provide education and training in a variety of areas! The courses are designed by a team of professionals from each respective field who work to provide you with an effective web-based learning experience. Prior to your course start date, you will receive a reminder e-mail that includes instructions on how to access the classroom website. Courses are hosted on ed2go's learning management system (LMS). Each program includes a set of lessons/modules and evaluations.

> When you visit our website, instructions are readily available and easy to follow. For additional information, please contact Vita Nations at 339.4656 or vitan@southwesterncc.edu

COMPUTER

Creating Web Pages Course Code: WEB 3000 • Course Hours: 24 Cost: \$75 Create and post your very own Web site using HTML in this

extensive, hands-on, six-week workshop.

Creating Mobile Apps with HTML5

Course Code: WEB 3000 · Course Hours: 24 Cost: \$75

This course will provide students with the knowledge to build apps using the lastest HTML5 standards. Students will learn how to imagine, design, build, and optimize a cross-platform mobile app.

NONPROFIT MANAGEMENT

COM 3727-Get Grants! Course Code: COM 3727 • Course Hours: 24 Cost: \$75

Over the 6-week course students will learn the step-by-step process of grant proposal writing, how to identify federal grants, national private foundation grants or smaller grants from local foundations.

Starting A Nonprofit

Course Code: MLS 3710 • Course Hours: 24 Cost: \$75

This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about incorporation, organization, and other issues pertinent to anyone involved with a nonprofit start-up.



Nonprofit Fundraising Essentials

Course Code: MLS 3710 • Course Hours: 24 Cost: \$75

Students will explore the skills needed to become successful fundraisers and discover where the best corporate and foundation fundraising jobs are and how to apply for them. Students will also learn about nonprofit fundraising, annual funds, special events, corporate relations, foundation relations, major gifts and planned giving.

Marketing Your Nonprofit

Course Code: MKT 3419 • Course Hours: 24 Cost: \$75

This course will teach students how to use powerful marketing techniques to compete more effectively for customers, donors, members and volunteers.

TEACHER PROFESSIONAL DEVELOPMENT

Teaching Smarter with SMART Boards Course Code: EDU 3200 · Course Hours: 24 Cost: \$75

SMART Boards are revolutionizing today's classroom. Using these exciting interactive whiteboards, teachers can create multimedia lessons that engage learners and address diverse needs. In this class, students will discover how to create outstanding presentations with SMART Board and SMART Notebook technology. *Please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.

Spanish in the Classroom

Course Code: EDU 3001 · Course Hours: 24 Cost: \$75

This course starts with the basics of Spanish pronunciation, and then moves right into simple words. Students will learn the basics of conversational phrases, family names and directions. Next, students will learn words related to enrolling new students, conversing in the classroom, talking about rules and behavior, and basic vocabulary for various academic subjects. We'll also cover Spanish words and phrases to use in the cafeteria, on the playground, and in the nurses office! Finally, we'll delve into some survival phrases for the parent-teacher conference as you learn to describe how a child is doing, talk about academic or behavior problems, and discuss grades and homework. *Please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.



PUBLIC SAFETY TRAINING

The Jerry Sutton Public Safety Training Center (PSTC) is a division of Southwestern Community College. The PSTC is primarily dedicated to coordinating Public Safety Training Programs (EMS, Fire/Rescue and Law Enforcement) to all agencies within the SCC service area and beyond. **Location:** Macon County Industrial Park, Highway 64-West.

EMERGENCY MEDICAL SERVICES

Pre-registration is required for all EMS certification courses. Courses may be cancelled due to insufficient enrollment. **Contact:** Todd Sumner, 828.306.7044 or todds@southwesterncc.edu. **Registration:**

www.southwesterncc.edu/pstc/ems-class-schedule

BLS for Healthcare Providers

Dates: July 25 & 29, Sept. 10, Nov. 12 (*Call for more dates*) This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

EMS Instructor Methodology-online

Dates: Aug. 24 (*Call for more dates*) This course is designed to meet the requirements of the Office of EMS for those individuals who are seeking to become a North Carolina Level I EMS Instructor.

Heartsaver CPR, AED & First Aid

Dates: (Call for offering dates)

This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements.

Tactical Combat Casualty Care (TCCC)

Dates: (Call for offering dates)

This course teaches evidence-based, life-saving techniques and strategies for providing the best trauma care on the battlefield. NAEMT conducts TCCC courses as specified by the Co-TCCC's guidelines and curriculum.

Two types of TCCC courses are offered:

• TCCC-MP (TCCC for Medical Personnel) is a 2-day classroom course for military medical personnel including medics, corpsmen, and pararescue personnel deploying in support of combat operations.

• TCCC-AC (TCCC for All Combatants) is a 1-day classroom course for non-medical military personnel and includes first responder skills appropriate for soldiers, sailors, airmen and marines.

Pre-Hospital Trauma Life Support (PHTLS)

Dates: (Call for offering dates)

PHTLS is developed by the National Association of Emergency Medical Technicians in cooperation with the American College of Surgeons Committee on Trauma. The Pre hospital Trauma Life Support PHTLS) course is a unique continuing education program created in recognition of the real need in EMS education for additional training in the handling of trauma patients. This indispensable program is designed to enhance and increase knowledge and skill in delivering critical care in the prehospital environment.

Emergency Medical Responder

Dates: (Call for offering dates)

Location: Room 118 The primary focus of the Emergency Medical Responder is

to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. The class consists of 72 hours didactic and hands-on patient scenario training.

EMS Technical Scope of Practice Evaluations Call for appointment.

Emergency Medical Technician

Date: Aug. 27

Location: Room 118

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation.

Emergency Medical Technician - Hybrid Course Date: Aug. 24

Location: Room 118/Online

The class consists of didactic and hands-on patient scenario training and 24 hours of EMS Field Internship. This offering consists of 200 hours of didactic web-based coursework and several in class practical sessions held at the PSTC, as well as, 24 hrs. of EMS Field Internship.

Online Continuing Education

Date: Classes begin Aug. 5

Our online continuing education courses will be offered for both BLS and ALS providers. Call for more information.



PUBLIC SAFETY TRAINING

FIRE AND RESCUE

SCC offers a wide variety of fire and rescue training courses in cooperation with individual fire and rescue departments in Jackson, Macon, Swain Counties and the Qualla Boundary. **Contact:** Benji Johnson, 828.306.7045 or b_johnson@southwesterncc.edu. **Registration:** www.southwesterncc.edu/pstc/fire-rescue

Firefighter Academy

Course Code: FIP 3000 Course Hours: 458 Date: Spring 2020

This State accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified firefighters. The Fire Academy, upon completion, will enable the graduate to be certified to work as a Firefighter in the State of North Carolina or any other IFSAC or Pro-Board Compliant state pending completion of the Firefighter certification test which will be administered at the conclusion of training as part of the Academy.

Haz Mat Level I Responder

Course Code: FIP 3351 Course Hours: 40 Date: Dec. 2019

This course meets OSFM's training requirement for the Hazardous Materials Level One Responder credential. Course content includes lecture and practice activities needed to perform tasks safely and effectively. This will be a fast-paced course and will require outside reading. A practical exercise will be included.

Technical Rescuer Water Block Course

Course Code: FIP 6404 Course Hours: 48 Date: Oct. 2019

Location: Cowee Fire Dept.

This Technical Rescuer (TR) Water block course will present the Technical Rescuer with the knowledge, skills and ability to satisfy the requirements of Chapters 11 and 12 (surface and swift water) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block course covers all four required parts of the Technical Rescuer Water certification course series as outlined by the NC Fire and Rescue Commission.

Strategy & Tactics for Initial Company Operations Course Code: FIP 3500 Course Hours: 20

Date: Dec. 2019

This course is designed for the firefighter or fire officer that will be establishing strategy and tactics on structure fires. All activities and scenarios used in this course are based on structure fires, utilizing small group, scenario driven exercises that incorporate chapter topics as they are covered.

NC Rapid Intervention Team (NCRIT) Course

Course Code: FIP 6400 Course Hours: 40 Date: Nov. 2019 This block course covers all three required parts of the NC Rapid Intervention Team (NCRIT) Certification course series as outlined by the NC Fire and Rescue Commission.

Level I Instructor

Course Code: FIP 3806 Course Hours: 26 Date: Spring 2020

This course is required of individuals that wish to begin a career in fire/rescue teaching. During this course students will learn the legal requirements in the classroom, how to properly present a lesson and how to interact with the class. Course requirements: Individuals must be certified for three years prior to taking this course.

Pump Maintenance and Testing

Course Code: FIP 3632 Course Hours: 24

Date: Spring 2020

This certification-related course is designed to educate driver/operators responsible for the operation of fire department pumping apparatus. Contact the Office of State Fire Marshal (OSFM) for details.

LAW ENFORCEMENT (LETP)

North Carolina - Basic Law Enforcement Training (NC-BLET) Course Code: CIC-3938 Course Hours: 755+ Contact: Mitch Boudrot, 828.306.7043 or m boudrot@southwesterncc.edu The North Carolina - Basic Law Enforcement Training course 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. Upon successful completion of the NCDOJ Commission-mandated course, academy graduates will be eligible for certification for employment as a sworn law enforcement officer within the State of North Carolina. SCC-PSTC-LETP typically schedules two academies (Spring/ Fall) annually. Applicants are required to meet all required qualifications, including agency sponsorship.

North Carolina - Detention Officer Certification Training (NC-DOCC) Course Code: CJC-3941 Course Hours: 209 Contact: Mitch Boudrot, 828.306.7043 or m_boudrot@southwesterncc.edu This course is a state accredited program designed to prepare entry-level individuals with the cognitive and physical skills for eligibility as certified Detention Officers. SCC-PSTC-LETP typically schedules two academies (Spring/Fall) annually. Applicants are required to meet all required qualifications, including agency sponsorship.

PUBLIC SAFETY TRAINING

General Instructor Training (NC-GI) Course Code: CJC-3928 Course Hours: 80

Contact: Mitch Boudrot, 828.306.7043 or m boudrot@southwesterncc.edu

This course should be taken by Criminal Justice personnel planning to teach in any course mandated by either the Criminal Justice Education Training Standards Commission or the Sheriffs' Education Training Standards Commission. Prior to teaching in any commission-mandates course, you must successfully complete this course, apply for and be granted certification as a probationary instructor. Also, personnel desiring to attend specialized instructor training courses such as Firearms, Subject Control, Physical Fitness, Driver Training, etc. must first successfully complete the General Instructor Training course. SCC-PSTC-LETP typically schedules one session (Summer) annually.

National Park Service - Seasonal Law Enforcement **Training - Park Ranger Law Enforcement Academy** (NPS-PRLEA)

Course Code: CIC-5055 Course Hours: 767.5 Contact: Don Coleman, 828.306.7055 or d coleman@southwesterncc.edu

Formerly identified as the National Park Service - Seasonal Law Enforcement Training (NPS-SLET) program delivered by the Southwestern Community College - Division of Public Safety Training Center (SCC-PSTC), NPS-PRLEA is approved by the United States Department of the Interior (DOI) and coordinated by the National Park Service Law Enforcement Training Center (NPS-LETC), Federal Law Enforcement Training Center (FLETC), located in Glynco, Georgia. Successful completion of the NPS-SLET program, in its entirety, is an eligibility requirement for a Type II (Seasonal) Law Enforcement Commission with the National Park Service (NPS) and allied agencies. Course information and application materials may be accessed online at southwesterncc.edu/pstc/law-enforcement/ national-park-service-nps. Applicants are required to meet all required qualifications. SCC-PSTC-LETP typically schedules two sessions (Spring/Fall) annually.

Mandated In-Service Training (MIST)

Course Code: C|C-3952 **Course Hours:** Varies by topic Locations: SCC-PSTC, host agencies & online Contact: Bob Cook, 828.306.7052 or r_cook@southwesterncc.edu

These courses are designed to provide training in all topical areas that are mandated annually by a North Carolina accrediting commission or agency of state or federal government for continued certification as a law enforcement officer. SCC-PSTC-LETP provides traditional classroom delivery, partner agency site delivery and, based upon topical requirements, the convenience of an online training format. The mandated in-service topics change from year to year based upon the NC Administrative Code and current law.

Speed Measurement Instrument Training (SMI) Course Code: CJC-3934

Contact: Curtis Dowdle, 828.306.7040 or cdowdle@southwesterncc.edu

Basic Operator and Recertification courses for certified and employed local, state or federal law enforcement officers. Deputies must be in compliance with the Sheriff's Standards Commission. Attendees and/or agency must provide approved instruments (RADAR/LIDAR) for practice/testing, patrol vehicle and current training manual. The SMI training schedule can be accessed at: www.southwesterncc.edu/pstc/law-enforcement/ speed-measurement-training

Tactical Rifle Operator

Course Code: C|C-5055 Course Hours: 24 Contact: Mitch Boudrot, 828.306.7043 or m_boudrot@southwesterncc.edu

Presented by Specialized Realistic Training, Inc., the Tactical Rifle Operator Course is a three-day training event designed to assist the sworn law enforcement officer in deploying the long gun within the tactical environment. The intense nature of training is designed to build participant skill and confidence during room entry, clearing and close quarters battle (CQB) control with the long gun. An operator equipment load-out list, inclusive of ammunition counts for both duty rifle and duty handgun is available.

Combined Tactical System Institute (CTS) Course Code: CJC-5055 Dates: August 20 -23

Course Hours: 4 day instructor certification course **Cost:** \$795 (payabl to CTS) Registration: Julie Davis, 724.932.2177, ext. 110

Contact: Mitch Boudrot, 828.306.7043 or

m_boudrot@southwesterncc.edu

All courses are scheduled on an eight hour per day basis and include classroom and range exercises, to include product history, nomenclature, use of force considerations, hands-on application, training examples, legal implications and testing related to NFDDs, Chemical Munitions, Impact Munitions and OC systems. Restricted to sworn Law Enforcement personnel.

Contracted (10-99) Civilian Role Players

Contact: Matt Reynolds, 828.306.7059 or mreynolds@southwesterncc.edu

Civilian role playes contribute to the success of our reality-based law enforcement and public safety training programs delivered through the Southwestern Community College - Division of Public Safety Training Center campus. Candidates must meet eligibility requirements and pass a background check prior to consideration and assignment to scheduled public-safety scenario-based training. Training provided.

For additional SCC-Public Safety Training - Law Enforcement Training Program information, please visit: www.southwesterncc.edu/pstc/law-enforcement

BLET GRADUATION

New officers of the 2019 BLET graduating class are ready to start their careers



By Luke Barber • The Franklin Press Used with permission by the Franklin Press

Friends, family and members of local law enforcement gathered Tuesday to celebrate the graduates of Southwestern Community College's Basic Law Enforcement Officer Training Program.

The 10 new officers have completed more than 760 training hours in four months, but that achievement is only the beginning of their journey.

Some will go on to start jobs immediately, while further training is in the near future for others.

Michael Furr, one of the recent graduates of BLET, has already begun working for the Swain County Sheriff's Office.

"I got into law enforcement because I just want to serve and help my community the best I can," he said. "The good thing about SCC is they hold us to a higher standard. The state requires 70s on tests, while SCC requires 75s. In shooting and driving, The state requires 70s but SCC requires at least an 80. They always push us to do our best."

The training program encompasses driving skills, handling firearms, de-escalation techniques, responding to medical emergencies, physical fitness, report writing and other areas. The graduates are now eligible for the state certification exam. They have 12 months from the time they take the exam to be sworn in as officers under law enforcement or sheriff department standards.

BLET Director Mitch Boudrot sees to it that the new officers are prepared through each step of the process.

"We give them options and the training to go out and solve problems in their communities," he said. "We do an online general classroom as well as advanced, specialized training – anything they need

so they're ready once they go out into the field."

Upon being hired by a police or sheriff's department, the new officers go through a four-month introductory period known as the field-training program. The departments then decide whether or not to extend the new officer's tenure or to terminate the employment.

Curtis Dowdle, dean of Public Safety Training at SCC, said termination is a rare occurrence.

"If there is something in the program that is not functioning correctly, we will hear about it," he said. "Officers who come to our school then go on to work in the surrounding areas standing above their peers who come from other academies. We put them in a good place for job placement. We want to give them the tools to succeed not just as law enforcement officers but also as citizens."

Dowdle said training never truly ends for an officer once they enter the force. There are always new changes in laws and technology that keep them on their toes.

SCC provides continuing education programs for officers that go beyond the BLET program, which covers the essential requirements set out by the state. If an officer wishes to continue his or her training, SCC provides them with options for specialization.

These areas include detective work, traffic enforcement, community policing projects, domestic violence units, theft investigation, financial fraud and detention center officer training programs. Two officers who recently graduated from BLET will go on to work as school safety resource officers in nearby counties.

"The training makes them stand out," Dowdle said. "Agencies will be able to look at them and say 'we want this person to come work for us.'"



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