



EXPLORE YOUR PATH TO SUCCESS

Workforce Innovations | SPRING
Continuing Education Schedule | 2014

GENERAL INFORMATION

CONTACT INFORMATION

Toll Free Number: 1.800.447.4091

General Information: 339.4426

Business and Industry: 339.4211

Defensive Driving: 339.4426

Emergency Medical Services: 306.7044 or 306.7053

English as a Second Language: 339.4262

Fire and Rescue: 306.7045

GED Testing: 339.4486

GED, Adult High School, and

Special Pathways Programs: 339.4272

Heritage Arts: 366.2005

Human Resources Development: 306.7020

Law Enforcement: 306.7043 or 306.7046

Motorcycle Rider: 306.7041 or 306.7040

Nursing Assistant: 339.4305 or 339.4331

Occupational Training: 339.4426

Personal Enrichment: 339.4426

Professional Licensure: 339.4426

Transcripts: 339.4206 or 339.4426

PRE-REGISTRATION

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. If you need to cancel enrollment in class, call prior to class meeting.

REGISTRATION

You will pay and complete registration forms during the first class session. Be sure to bring your Social Security number and proper fees to the first class.

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. Sixteen to 18-year-olds may enroll in some courses, when space is available and pending proper permission. Students under 18 years of age may enroll in summer classes specifically for the younger student.

Only individuals enrolled may attend class. Continuing Education Units (CEUs) of credit are available.

COURSE REPETITIONS

Effective Sept. 1, 1993, the NC Community College System established a Course Repetition Policy requiring students, including senior citizens, who take occupational extension courses more than twice within a five-year period, to pay the full cost of the course. This provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled. Students may enroll

in community service/personnel enrichment courses as many times as necessary to accomplish their individual educational/training goals, provided they continue to show progress, do not prohibit others from participating, are willing to pay fees and do not violate policies of the NC Community College System.

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.

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 fails to "make" due to insufficient enrollment.
- 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.

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.



We want you to
TEACH
a class

Part-time positions are available and are posted on our website. Call 339.4426 and give us ideas on what classes you would like to teach.

Occupational Training programs prepare the individual 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.

To pre-register for any of our Occupational Training classes, or if you do not see a profession represented and would like to request training, call 828.306.7034 or email scott@southwesterncc.edu.

HOS-3007-Bartending: (39 hrs.) This course will assist students in becoming professional bartenders. The course will include information on making drinks, Alcoholic Beverage Control requirements, information on Training for Intervention Procedures (TIPS) certification, responsible alcohol server program materials, drink recipes, using proper amounts, mixes, glassware and garnishes. Class will include lecture, demonstration and hands-on participation. Textbook \$9 approx. Students must be at least 21 years of age.

SCC, Jackson Campus, Balsam Center, 152

T,TH	1/28-3/11	6:30-9:30P	Stephen McNeil	\$125
T,TH	3/24-5/5	6:30-9:30P	Stephen McNeil	\$125

MNT 3065-Facility Maintenance Technician Training: (260 hrs.) This program will help prepare students for a career maintaining and repairing residential and light commercial structures. Students will learn the basic skills related to electricity, electronic controls, basic plumbing, building codes and blueprint reading, general repair, painting, basic landscaping and housekeeping.

M,T,W,Th	2/3-5/9	9A-1P	TBA	\$180
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SAF 4000-Flagger Training: (4 hrs.) This four-hour flagger 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). The course prepares participants to do highway or utility flagging.

SCC Macon Annex, Room 102

T	3/18	5-9P	Keith Allen	\$70
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SEF 3001-Independent Auto Dealer Continuing Education: (6 hrs.) House Bill 432 mandates that any independent auto dealer seeking renewal of his/her license must show proof of attendance at a DMV-approved, six-hour continuing education class each year. This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulation and on the Vehicle Registration Section Title Manual. **Self-Supporting.**

SCC, Jackson Campus, Bradford Hall 100

Th	3/6	8:30A-3:30P	Dennis Mauk	\$65
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SEF 3001-Independent Auto Dealer Pre-Licensing Course: (12 hrs.) This course provides prospective auto dealers with the authorized pre-licensing training needed to be licensed in the state of North Carolina. Topics include: powers of commissioner, dealer license plates, vehicle inspections, titling and registration, frequently used forms, and dealer disclosures. **Self-Supporting.**

SCC Jackson Campus, Balsam Center 152

W,Th	4/9-4/10	8:30A-3:30P	Dennis Mauk	\$195
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MED 3030-MC1-Medical Coding ICD-10: (128 hrs.) This online course covers the basics of ICD 10 diagnosis and procedural coding conventions and guidelines. Course topics can include but are not limited to accurate coding, correct sequencing of codes according to published coding conventions and guidelines, importance of clinical documentation improvement and the responsibilities and role of coders. Upon completion, students should have a basic understanding and knowledge of the coding conventions and guidelines as they apply to the use of ICD10 for diagnostic and procedural coding. Students must register by 1/21/14. Textbook is required and available at the SCC Bookstore.

Online	1/27-5/2	Kimberly Rice	\$180+\$5TF
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OSH 3013-OSHA 10 Hour Construction Outreach

This course is designed for construction workers, foremen, job supervisors and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by **OSHA 29 CFR 1926**. Upon successful completion, students will receive an OSHA 10-Hour Construction Outreach DOL course completion card. *(Students must bring a check in the amount of \$5 for the card-processing fee on the last night of class.)*

SCC, Macon Annex, Room 102

T,Th	3/4-3/13	5:00-8:00P	Keith Ashe	\$70
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OSH 3013-OSHA 10 Hour General Outreach

This course is designed for inspectors, foremen, job supervisors and workers involved in general industry activities. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by **OSHA 29 CFR 1926**. This training will help workers identify, reduce, eliminate and report hazards associated with their job. Upon successful completion, students will receive an OSHA 10-Hour General Outreach DOL course completion card. *(Students must bring a check in the amount of \$5 for the card-processing fee on the last night of class.)*

SCC, Macon Annex, Room 102

T,Th	4/1-4/10	5:00-8:00P	Keith Ashe	\$70
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OSC 3609-Pharmacy Technician-Health Care Unit/Retail Training

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. Emphasis is placed on a variety of duties within the pharmacy environment including: computer fundamentals, keyboard kinetics, patient records, communication, receptionist duties as they apply to the hospital and retail settings, clerical duties, math concepts, pharmacology, pharmacy law, regulations, standards, calculations, clerical duties, preparing for the workforce, non-sterile compounding and preparation for a final exam that also serves as an opportunity for students to determine their readiness for the Pharmacy Technician Certification Board (PTCB) exam. An externship built into the program allows students to optimize their learning experiences in this course. (Course Length: 13 weeks); Contact Hours: 264; Proposed Weekly Hours (20 hours per week for 13 weeks). **Students must register at least 10 business days before the start date of class.**

Online: Classes start 1st Tuesday of Each Month 1/7; 2/4; 3/4; 4/1, 5/6 and last for 13 weeks. \$180 +\$5 Technology Fee

REGISTER TODAY!

JACKSON CAMPUS 828.339.4000	MACON CAMPUS 828.306.7001	MACON ANNEX 828.306.7034	PUBLIC SAFETY TRAINING CENTER 828.306.7041	SWAIN CENTER 828.366.2000
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OSC 3602-Professional Office Management: (87 hrs.) This program will prepare the student to successfully work in an office environment. Topics presented: office management, computer business applications, Word processing, Excel and PowerPoint. Students will also receive their Career Readiness Certification (CRC). Classes are held on Mondays and Wednesdays, with some Tuesdays and Thursdays required.

SCC Macon Annex, Room 103

M,W 2/10-5/19 4:30-7:30P J. Stikeleather \$180+\$5TF

HOS 3072-Serv Safe® Food Service Safety and Sanitation: (18 hrs.) The course is designed to give the food handler the understanding of proper sanitation precautions and point out the results to be expected should these precautions not be taken. The course will deal with the study of infection and illness, proper food handling techniques, personal hygiene and personal safety. Students will be made aware of the regulations of the Occupational Health & Safety Act. **Textbook required.**

Purchase ServSafe Essentials textbook prior to start of class.

SCC, Jackson Campus, Burrell 202

T,Th 3/4-3/25 (skip 3/13) 5:30-8:30P C. Allen \$70

Whether It's
Learning for Work
or Learning for Fun...



WE'LL TRAIN YOU
FOR THE SKILLS
YOU NEED.

Are you are just starting out in your career or are you looking for a career change but lack the necessary education?

We will get you working and earning money more quickly by providing high quality training in current in-demand jobs in our service area. Our occupational training classes will prepare you with the skills and confidence to get the job you want.

Examples of occupational training programs include: Table Game Dealers, Pharmacy Technician Training, and Professional Office Management.

To pre-register for any of our Occupational Training classes or if you would like to request training, call 828.306.7034 or email scotts@southwesterncc.edu

DEFENSIVE DRIVING

Have you received a minor traffic ticket recently?

If you have received a speeding citation, enroll in our four-hour Defensive Driving class. You may save money on your insurance, keep points off your license and sharpen your driving skills. This program was designed by the National Safety and Health Council and is offered by Southwestern Community College and Mike Bonfoey, District Attorney of the 30th Judicial District.

To take advantage of the program drivers should register and complete the four-hour course before their court date. The cost of the course is a non-refundable \$60. Drivers must then enter a written plea agreement and plead guilty to a lesser charge. Court costs and fines will be assessed.

Monthly classes held at these locations:

- SCC Jackson Campus
- SCC Macon Annex (behind the Courthouse in downtown Franklin)
- SCC Swain Center

Call 339.4426 for information or to register. ****You will need your citation, driver's license, and \$60 cash to register for the Defensive Driving classes****

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ADVANCED MANUFACTURING

Classes coming 2014



CUSTOMIZED TRAINING

As part of Southwestern Community College's commitment to economic development, the Customized Training Program provides specialized training to manufacturing companies within Jackson, Macon and Swain counties.

SCC recently obtained \$72,000 in funding from the state for industrial training.

This year, more than 300 trainees have participated in over 50 classes. Below are just a few classes offered:

- CNC Programming
- PLC Troubleshooting
- Robotic Pendant Programming
- Hydraulics
- Industrial Electrical
- Industrial Maintenance
- Microsoft Access
- TS16949 Quality Management
- Computer-Aided Design (Solid Works, Altium)
- Geometric Dimensioning and Tolerancing

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The following Small Business Center seminars are FREE and designed with the new start-up or budding entrepreneur in mind. Learn what it takes to be successful in starting and operating a small business one week at a time. Contact the Small Business Center at www.ncsbc.net or 828.339.4211 to reserve your seat or to request one-on-one confidential counseling.

How to Start a Business: Thinking of starting a business? If so, you need to equip yourself with as much knowledge as possible. Starting a business can be a challenge, but with the right guidance and knowing what resources are available, you will increase your chance of success.

Jackson Campus - Founders Hall 112

Th 1/23 5:30P-8:30P T. Snider

Writing a Business Plan that Works: Learn to recognize the various sections of a business plan and what makes them work. Sample business plans will be available to study and further understand what makes a good plan. Participants will have an opportunity to use several business plan evaluation tools.

Jackson Campus - Founders Hall 112

Th 2/6 5:30P-8:30P T. Snider

Financing Your Small Business: How do you predict how much money you need for your business? Where do you find it? How do you get it? This class will examine how to access capital. We will also discuss the differences between traditional and non-traditional lenders, equity vs. debt financing, how forms of business ownership affect financing possibilities and many other topics of interest.

Jackson Campus - Founders Hall 112

Th 2/20 5:30P-8:30P T. Snider

Small Businesses Marketing for Success: Learn the value of a marketing plan including the importance of market analysis in projecting sales. Market research for a sample business will demonstrate the connection between a marketing plan and a cash flow statement. Identify market tools and prepare a marketing plan for a sample business.

Jackson Campus - Founders Hall 112

Th 3/6 5:30P-8:30P T. Snider

How to Do Business Financials: The financials module introduces breakeven analysis as a tool to assist the entrepreneur in measuring financial feasibility. Exercises identify the kinds of data needed to project the revenue, start-up and operating costs of a business. This seminar helps participants develop an understanding of cash flow and break-even analysis and its relationship to business planning in addition to identifying financial concepts. Learn how to calculate a simple break-even analysis for a sample business and construct a projected cash flow statement for a sample business.

Jackson Campus - Founders Hall 112

Th 3/20 5:30P-8:30P D. Kanipe

Cash Flow – Essential In the Survival of Your Business: How do you quickly spot positive and negative Cash Flow indicators for your business? Learn simple ways to guide your business to a profitable and secure future. Learn how to give your business an honest look at ways to avoid losing a great business and how to remain financially secure in days of uncertainty. Understand the causes of negative Cash Flow and how to avoid it and the importance of self discipline in day-to-day operations as well as evaluate a sales process that always leads to positive cash flow.

Jackson Campus - Burrell 302

T 3/25 9A-12P T. Dannelly

Fastest Path to the Money Your Business Needs: Learn how to direct your clients that are ready to buy right now and where the best leads are! You'll learn a sales process that relaxes your client while assuring the order will be yours for the asking. Learn where the money is, why now is the time to ask for the money and identify a solid sales process for your product or service. Step away from the recession and weak economy, and learn how to make sure you never run out of qualified leads. While others wait, step up and begin the sustained positive cash flow your business needs and you deserve!

Jackson Campus - Burrell 302

T 3/25 2P-5P T. Dannelly

Small Business Taxes: Learn what is required of the small business owner when filing taxes, what tax dates are important, what records should be kept and the actual process of filing. Learn what triggers tax audits and steps to take in order to prevent or survive an audit.

Jackson Campus - Founders Hall 112

Th 3/27 5:30P-8:30P D. Kanipe

Bookkeeping Made Easy: Get answers to basic bookkeeping questions. New and prospective business owners will learn about accrual and cash basis accounting, what are expenses and revenues, manual and software bookkeeping options, outsourcing and what your business actually needs when it comes to bookkeeping.

Jackson Campus - Founders Hall 112

Th 4/3 5:30P-8:30P T. Snider

Building Good Personal Credit: Keeping and maintaining a good-to-excellent personal credit score is vital for every small business owner in these challenging economic times. Can you qualify for a commercial business loan? Did you know the lender decision is often based on the owner's personal credit score? That is why a good credit score has become a cherished asset to maintain and protect. This course focuses on the many factors that make up credit scoring and how to overcome negative credit issues impacting your credit rating. Learn about the unseen costs that bad credit causes. Learn how to minimize the risk of identity theft, how to respond to negative credit reports, how to build better credit and how to engage creditors more successfully. If you have issues with your current or past credit relationships, or have no credit at all, learn how to start building good credit today.

Jackson Campus - Founders Hall 112

Th 4/10 5:30P-8:30P T. Snider

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SWAIN CENTER
828.366.2000



2014 MACON COUNTY BUSINESS PLAN COMPETITION

For more information go to
www.maconedc.com

2014 DILLSBORO BUSINESS PLAN COMPETITION

For more information contact Tiffany Henry at
828.339.4211 or t_henry@southwesterncc.edu



Training Opportunities & Timeline

January 13: NC REAL Session #1 "Am I Entrepreneurial Material"

January 20: NC REAL Session #2 "Business Plan Development and Zero In on Your Market"

January 27: NC REAL Session #3 "Business Simulation"

February 10: NC REAL Session #4 "Marketing Mix"

February 17: NC REAL Session #5 "Business Analysis & Operation"

March 3: NC REAL Session #6 "Financials for Small Business"

March 10: NC REAL Session #7 "Taxes & Bookkeeping Basics in Small Business"

March 17: NC REAL Session #8 "Business Plan Presentations"

To register for training opportunities go to www.ncsbc.net/center.aspx?center+75490
All training opportunities will be held from 5:30 – 8:30 p.m. at the SCC Macon Campus, Room 215.

SUCCESS IS IN THE PLAN FOR FRANKLIN BUSINESSWOMEN

Debra Green and her mother, Karen Kneeland, always knew they had a great idea.

From the start three years ago, they had unflinching confidence in their products.

Until they developed an actual business plan, though, they had no idea just how untapped the market was for the designer spa wraps, eye compresses and pillows they produce as co-owners of Franklin-based Luxury Therapeutics.

"We had no idea about the potential for our products until we developed a business plan," Green said. "Before, we had maybe four clients. Now we have 40. Developing a business plan shows you what your whole purpose is. ... We couldn't have gone forward without it."

"Starting your own business is extremely exciting, but there's a lot more to it than most people expect."

In order to help aspiring entrepreneurs avoid some of the pitfalls she and her mother faced at the start, Green is serving on a panel of local small business owners who will work with participants in a business plan competition that begins this spring.

The contest, a joint effort of the Macon County Certified Entrepreneurial Community (CEC) Leadership Team and Southwestern Community College, includes a dozen free informative sessions designed to help participants assemble their business plans.

The winner will receive a \$5,000 grand prize, but organizers said all participants will walk away with priceless strategies and advice from current business owners like Green.

"Starting your own business is extremely exciting, but there's a lot more to it than most people expect," said Tiffany Henry, director of SCC's Small Business Center. "Business owners like Debra can help guide the way with advice and tips that will set our participants up for success."

For more information about eligibility, guidelines and to apply, visit www.maconedc.com. To learn more about SCC's Small Business Center, contact Henry at 828.339.4211 or t_henry@southwesterncc.edu.



Franklin resident Debra Green (foreground) owns and operates Luxury Therapeutics with her mother, Karen Kneeland (in back). Green is part of a panel of area small business owners who'll work with participants in an upcoming business plan competition, which kicks off this spring.

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Everybody Communicates, Few Connect: Gain strategies on how to better connect with those you communicate with on a daily basis. Learn how to read people to increase sales. Explore how to set and adjust the sales environment for your customer or prospect and how to follow verbal and non-verbal cues, creating a more comfortable and confident sales process.

Jackson Campus - Founders Hall 112

Th 4/17 5:30P-8:30P T. Snider

Supervision in the Workplace: Most small business owners have not had formal training as supervisors. This seminar will show you effective management techniques to supervise your employees. Learn time and task-management skills, how to effectively delegate, and ways to both praise employees for good performance and correct poor performance. The class is designed for business owners and senior managers.

Jackson Campus - Founders Hall 112

Th 5/1 5:30P-8:30P T. Snider

eBay for Beginners: Learn how to sell on eBay the right way? Find out how to do research and create listings that will attract buyers; how to use descriptions and photography; setting pricing to maximize your profits and MUCH more!

Jackson Campus - Founders Hall 123

T 5/6 5:30P-8:30P N. Hawks

Beyond the Basics of Using eBay to Sell Your Products: For entrepreneurs who have attended "eBay for Beginners." Learn how to make eBay a primary marketing tool for your small business. Discover best practices to use when setting up an account, advertising items for sale, accepting payments through PayPal, and shipping procedures.

Jackson Campus - Founders Hall 123

W 5/7 5:30P-8:30P N. Hawks

Opening an eBay Store: The Next Level: Get a step-by-step approach so you can optimize your eBay store. Find out how to market your eBay store more effectively and list items in your store. Prerequisite: eBay for Beginners and BEYOND the BASICS.

Jackson Campus - Founders Hall 123

Th 5/8 5:30P-8:30P N. Hawks

QuickBooks for Small Business: Take the fear out of financial accounting! This course gives you the tools to understand the financial health of your small business. Start with the basics of bookkeeping and then launch into QuickBooks in order to learn more advanced financial management systems. Class continued June 23 - 30 see seminar "Advanced QuickBooks."

Jackson Campus - Founders Hall 123

M 6/2-6/16 5:30P-8:30P C. Williams

Advanced QuickBooks for Small Business: Part two of this seminar will be dealing with the advanced functions of QuickBooks. This seminar covers bookkeeping basics, customer issues (invoicing and receivables), vendor issues (payables), and how to produce and understand financial statements.

Jackson Campus - Founders Hall 123

M 6/23-6/30 5:30P-8:30P C. Williams

MACON EDC BIZ WEEK2014

Shop Local, Buy Local, Invest Local...to Gain More Business for You and Your Area

Learn how to generate a dynamic Shop Local strategy to help your business, your town and your county. Because keeping more money in the local economy creates a foundation for real economic growth, it's important to add the power of Social Media to rev up traditional local marketing efforts and build a higher level of enthusiasm for reaching current and future customers. This is where the New Media—on the air—connects with old-fashioned customer service on the ground to appeal to an ever-widening audience that is searching and making purchase decisions online. **Self-Supporting.**

Macon Campus - Room 212, Cecil Groves Center

T 4/22 9A-12P M. Brossman

Getting More Engagement & Results for Small Biz Using Photography and Video

The explosion of Facebook, Pinterest and Instagram has proven that photography and video are powerful tools to market your business. This how-to class will teach you the basics of digital photography and videography to attract more customers with your social media and web marketing. Learn the techniques for being found on the Web by your photos and videos, which leads to higher conversion to clients. Developed by social media expert Martin Brossman, David Williams with (DWPPC.com) and commercial photographer Cramer Gallimore (CGPhoto.com), who was an award winning photojournalist with the Fayetteville Observer, this class will give you real world knowledge that you can use today to increase social media engagement and expand your market. Photography for Social Media is one of the best ways to get more engagement from your customers and greater sales. **Self-Supporting.**

Macon Campus - Room 212, Cecil Groves Center

T 4/22 2P-5P M. Brossman

The Small Business Center regularly schedules business seminars offered for FREE and maintains a host of reference materials for use by business owners. Seminars are offered on a scheduled and customized basis in the three-county area.

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NC Auto Safety Inspection Certification

This course covers the inspection rules and procedures of a public inspection station. Upon completion, a student should understand the rules, regulations and procedures for safety inspections, be able to properly perform a vehicle safety inspection and be prepared to sit for the state certification exam. 8 hrs. **Self-Supporting.**

Jackson Campus – Summit 129

MT	1/13-1/14	6-10P	R. Frady	\$70
MT	2/3-2/4	6-10P	R. Frady	\$70
MT	2/24-2/25	6-10P	R. Frady	\$70
MT	3/17-3/18	6-10P	R. Frady	\$70
MT	4/7-4/8	6-10P	R. Frady	\$70
MT	4/28-4/29	6-10P	R. Frady	\$70

NC NOTARY PUBLIC EDUCATION

This course covers the qualifications, procedures and certification for becoming a notary. Students completing this course with a passing exam grade are eligible to apply for certification with the N.C. Secretary of State's office. Requirements: high school diploma or GRE, at least 18 years of age, legal resident of the USA, bring current state or federal photo ID. Students must purchase and read through the Notary Public Guidelines for North Carolina 10th Edition, available in the SCC Bookstore or online through the UNC-CH School of Government. 7 hrs.

Self-Supporting.

Jackson Campus – Th classes Founders Hall 112; Sat classes Bradford Hall Conf Ctr

Th	1/30	9A-5P	K. Brendell	\$70
Sat	2/15	9A-5P	K. Brendell	\$70
Th	2/27	9A-5P	K. Brendell	\$70
Sat	3/8	9A-5P	K. Brendell	\$70
Th	3/20	9A-5P	K. Brendell	\$70
Sat	4/5	9A-5P	K. Brendell	\$70
Th	4/24	9A-5P	K. Brendell	\$70
Th	5/8	9A-5P	K. Brendell	\$70

Real Estate Update: This mandatory update, written by the N.C. Real Estate Commission, will cover Advertising & Syndication practices, Contract Formation & Negotiation, Surveys and Duties of Confidentiality, Revised Rules & Laws and Licensing and Educational Review. THIS CLASS MUST BE TAKEN BY ALL LICENSEES. The cost of course materials is included in the registration fee. 4 hrs. **Self-Supporting.**

Macon Campus – Cecil Groves Ctr, Room 204

F	5/9	8:30A-12:30P	B. Holt	\$55
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Real Estate Broker-In-Charge: This BICAR (8814) course is written by the N.C. Real Estate Commission for Brokers-In-Charge only. The cost of course materials is included in the registration fee. 4 hrs. **Self-Supporting.**

Macon Campus – Cecil Groves Ctr, Room 204

M	5/12	9A-1P	B. Holt	\$55
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Real Estate Elective: The N.C. Vacation Rental Act: Guidelines to Compliance: This course reviews and discusses the major provisions of the N.C. Vacation Rental Act. Specific topics include provisions of a vacation rental agreement, accounting of funds, transfer of ownership, expedited eviction, and mandatory evacuation procedures. The cost of course materials is included in the registration fee. 4 hrs. **Self-Supporting.**

Macon Campus – Cecil Groves Ctr, Room 204

T	5/13	9A-1P	B. Holt	\$55
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HEALTHCARE CONTINUING EDUCATION SERIES

Introduction To Evidence Based Practice: (10 CEUs) Evidence Based Practice is becoming more recognizable on the healthcare scene as a process for combining clinical questions, best practice, statistical values, and individualized patient needs to evaluate the effectiveness of care. As healthcare providers, these elements of care are not new. But how do we use these elements to document a sound methodology for developing the plan of care? Join Ginny Ostrander, RN to learn how to integrate this process into your daily practice to ensure improvement in patient care.

Self-Supporting.

Jackson Campus – Burrell 102A

T	1/7-1/28	5:30-8:30P	G. Ostrander	\$75
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Professional Boundaries: Navigating Dual/Multiple Relationships: (1.5 CEUs) As a helping professional in a small community you may be faced with the complexities of encountering those in your care in various settings and relationships. This seminar will address those complexities. The American Counseling Association Code of Ethics (2005) will be explored to assist in setting appropriate safeguards and boundaries.

Self-Supporting.

Jackson Campus – Burrell 102B

T	1/7	5:30-7P	D. Yearick	\$20
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Emergency Preparedness For The Medical Assistant: (3.0 CEUs) One of the roles of the medical assistant is to act logically and safely in the event of an emergency. Do you feel prepared for *any* situation? This course will equip you to act responsively in office emergencies, bio-emergencies, fire/flood/weather related emergencies and in circumstances of domestic or situational violence. This course will meet the AAMA requirements for 3.0 hours of continuing education credit. **Self-Supporting.**

WestCare – Medical Office Bldg, Clinical Education Classroom

Th	2/6	9A-12N	M. Allison-Brooks	\$30
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Additional classes such as Electrical Code Update and Shoulder Pathology & Rehab will also be offered. Times and locations TBD. See our online schedule for more information.

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SCC'S TABLE GAMING CLASSES HELP DISPLACED WORKERS FIND QUALITY JOBS

Like too many Western North Carolina residents, Jason Queen was without a job this time last year.

A couple of temporary positions had fizzled out, and he was looking for something to do when he heard that the largest employer west of Asheville was looking for card dealers to work at table games.

He enrolled in a six-week Table Gaming program at Southwestern Community College and has since landed a full-time job in the field at Harrah's Cherokee Casino Resort.

"You can't beat the pay, and the benefits are great," said Queen, 31, who lives in Whittier. "I really like it. ... It's not for everybody. But if you really want to work, it's honestly a great job. It's the best-paying job I ever had. The people I work for are great. My manager and supervisor are really good people to work with."

"A lot of people in our region are out of work, but our region's largest employer needs to hire people right now. Our table gaming program helps bridge that gap perfectly."

New classes form regularly at SCC. Class tuition reimbursement is usually available after successful completion, and Harrah's has immediate job openings.

When Queen first entered SCC's program, money was so tight that he gathered scrap metal and sold it to cover the \$180 tuition fees and fuel costs. SCC instructors observed his difficult circumstances and helped him get a job at Harrah's front desk to help provide some financial security while he completed the program.

"It's a win-win situation," said Sonja Haynes, SCC's dean of Workforce Innovations. "A lot of people in our region are out of work, but our region's largest employer needs to hire people right now. Our table gaming program helps bridge that gap perfectly. People like Jason who work hard in our program can quickly go from unemployed to a well-paying job in a very short period of time."

In the fast-paced table-gaming program, students are taught communication, time management, problem-solving and applied math – along with other skills vital to becoming successful employees.

Queen said the classes are intense and effective. "I felt good on my first day as a dealer," Queen said. "I was a little nervous, but I felt like I knew everything I needed to know to do my job."

Jason Queen was among the first graduates of SCC's table gaming school.

THE REAL DEAL!

Table Gaming Certification

For more information, contact Latresa Downs at 828.339.4426 or ldowns@southwesterncc.edu.

Watercolor Winterscapes: Pat Mikula introduces her winter art series with a study on clouds, pine branches, and landscapes. This class includes fun with techniques for creating textured snow. Topics include brush strokes, washes & simple landscapes, monochromatic painting & still life, color theory & mixing colors and layering colors & "negative" painting. This class is for beginners, but all are welcome. Material list supplied upon registration. 24 hrs. **Self-Supporting.**

Jackson Campus - Founders Hall 112

MTh	1/27-3/6	3-5P	P. Mikula	\$40
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MTh	1/27-3/6	6-8P	P. Mikula	\$40
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Swain Center - Room 114

T	1/28-3/4	6-8P	P. Mikula	\$40
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Spring In Watercolor: Pat Mikula continues her watercolor series with a study of flowers, pottery, and landscapes. Topics include brush strokes, washes, monochromatic painting & still life, color theory & mixing colors, and layering colors & "negative" painting. This class is for beginners but all are welcome. Students must bring to class watercolor paints, a tray for mixing paints an assortment of brushes, small sponges, a watercolor pad of paper, and a small book for notes. 24 hrs. **Self-Supporting.**

Jackson Campus - Founders Hall 112

MTh	3/17-4/24	3-5P	P. Mikula	\$40
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MTh	3/17-4/24	6-8P	P. Mikula	\$40
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Swain Center - Room 114

T	3/18-4/22	6-8P	P. Mikula	\$40
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Fabric Weaving: Fabric weaving has been a necessary part of so many lives throughout history, and remains a useful and economical art today. Join Linda Myers as she teaches the art of fabric weaving and the history of the craft itself. By the final class, students will have created an heirloom chair to use and treasure for many years to come – without spending a fortune to do so! Material list supplied during 1st class – approx. \$15. 6 hrs. **Self-Supporting.**

Macon Annex 102

W	1/8-1/29	1-2:30P	L. Myers	\$25
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*Note: This class will be held in the same room and at the same time as Chair Caning and Rushing, making this a great opportunity for friends or spouses to enjoy time together while working on separate projects.

Chair Caning & Rushing: Chris Myers teaches the art of chair seat weaving, otherwise known as Chair Caning. Learn the history of the craft and the many different materials and patterns used in the process. By course completion, students will have created a fine quality seat that will last for many years to come. Material list supplied during 1st class – approx. 6 hrs. **Self-Supporting.**

Macon Annex 102

W	1/8-1/29	1-2:30P	C. Myers	\$25
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*Note: This class will be held in the same room and at the same time as Fabric Weaving, making this a great opportunity for friends or spouses to enjoy time together while working on separate projects.

Introduction To Rigid Heddle Loom Weaving: This class is an introduction to weaving through the use of this small loom, ancient in its design and use, but today so practical for small spaces, portability or the timid beginner. Students will get a sound foundation in the principles for

all weaving while constructing two small projects. Weaver-controlled lace techniques will be incorporated in a table runner. Color-and-weave patterns will be used to weave a scarf. These two projects will acquaint students with many of the possibilities for weaving on this most versatile loom as well as any future weaving they may do on most any other loom type. Material list supplied upon registration – approx. \$20. 16 hrs.

Self-Supporting.

Jackson Campus – Bradford Hall Conf Ctr

M	1/6-3/3 (skip 1/20)	10A-12N	S. Leveille	\$85
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Th	1/16-3/6	5:30-7:30P	S. Leveille	\$85
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M	3/17-5/5	10A-12N	S. Leveille	\$85
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Th	3/20-5/8	5:30-7:30P	S. Leveille	\$85
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Beginning To Intermediate Digital Photography: Just starting out or wanting to sharpen your skills? This class has it! Join professional photographer, Matthew Turlington of Penumbra Gallery, to learn about camera menus, lighting, focus, editing photos, and more. Material list supplied upon registration. 18 hrs. **Self-Supporting.**

Jackson Campus – Burrell 102A

Th	1/9-2/13	5:30-8:30P	M. Turlington	\$70
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Th	3/20-4/24	5:30-8:30P	M. Turlington	\$70
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Advanced Photography: Continue to sharpen your technique and delve into Photoshop – the digital darkroom. Pre-requisite: Beginning to Intermediate Photography with Matthew Turlington. 18 hrs. **Self-Supporting.**

Jackson Campus - Oaks 115

Th	5/1-6/5	5:30-8:30P	M. Turlington	\$70
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Getting Paid To Talk: Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons and play samples from working voice professionals. In addition, you'll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice-over field. For more info please visit: <http://www.voicecoaches.com/gppt>. 2.5 hrs. **Self-Supporting.**

Macon Campus - Cecil Groves Center, Room 215

W	3/26	6-8:30P	Creative Voice Development	\$25
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Learning To Quilt - Beginner: Learn the basics of making a quilt, fabric choice, templates, rotary cutting, piecing by hand and machine, borders, "sandwiching" 3 layers, methods of quilting, finishing and binding. Each student will create a finished quilted piece during the 8-week course. Material list supplied upon registration. 20 hrs. **Self-Supporting.**

Jackson Campus – Bradford Hall Conf Ctr

W	1/8-2/26	1:30-4P	L. Nichols	\$70
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W	3/26-5/14	1:30-4P	L. Nichols	\$70
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**WE MAY CANCEL IT BECAUSE WE DIDN'T
KNOW YOU PLANNED TO TAKE IT!**

Please register early! Great classes with super instructors are often canceled because too many people wait until the last minute to register.

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Fun With Quilting - Intermediate: We will advance further into the art of making quilts, exploring different methods and styles. We will also discuss factors that determine marketability and sales. Each student will create a finished quilted piece during the 8-week course. 32 hrs.

Self-Supporting.

Jackson Campus – Bradford Hall Conf Ctr

W	1/8-2/26	9A-1P	L. Nichols	\$115
W	3/26-5/14	9A-1P	L. Nichols	\$115

Basket Weaving: Baskets make wonderful gifts and are a great way to use functional decoration in your home. Simply take one down from its spot and use it for shopping, carrying pot-luck, displaying holiday arrangements, etc. Learn how to construct baskets, from the simple to the more difficult. During the weaving process, students will learn about the different types of reed, methods for dying the reed, weaving styles and how to prepare a basket kit. Students will have an opportunity to make 3-4 baskets during the 6-week course, using start and stop weaving, continuous weaving, twining, triple twining and other styles. Materials supplied by instructor at a cost of approx. \$50. 18 hrs. **Self-Supporting.**

Jackson Campus – Bradford Hall Conf Ctr.

M	1/27-3/3	2-5P	J. Pell	\$70
M	1/27-3/3	5:30-8:30P	J. Pell	\$70
M	4/7-5/12	2-5P	J. Pell	\$70
M	4/7-5/12	5:30-8:30P	J. Pell	\$70

Gel Printing: Gel Printing is an easy and expressive way to create individual works of art, or monoprints. Open to any skill level, this fun technique uses a gel block and acrylic paint, and can be used for a variety of purposes- from creating personalized stationary and cards to creating your next masterpiece. 12 hrs. **Self-Supporting.**

Location: TBA

T	1/14-2/18	12-2P	A. Fouweather	\$55
T	3/18-4/22	12-2P	A. Fouweather	\$55

Sketching: Explore the fundamentals of sketching. Focusing on still life and gesture drawings, students will use a variety of media to execute quick drawings and studies. These studies are an indispensable artist tool, and are used to form ideas, layouts for larger works, or to quickly capture a scene. Open to all skill levels. 12 hrs. **Self-Supporting.**

Jackson Campus – Bradford 202

T	1/14-2/18	3-5P	A. Fouweather	\$55
T	1/14-2/18	6-8P	A. Fouweather	\$55
T	3-18-4/22	3-5P	A. Fouweather	\$55
T	3-18-4/22	6-8P	A. Fouweather	\$55

Acrylic Painting: Acrylics are a modern painting medium with a wide array of applications and a number of advantages over more traditional mediums such as oil paints. Students will explore a multitude of techniques such as texture and glazing, as well as more traditional approaches. Open to all skill levels. 18 hrs. **Self-Supporting.**

Jackson Campus – Bradford 202

Th	1/16-2/20	2-5P	A. Fouweather	\$80
Th	3/20-4/24	6-9P	A. Fouweather	\$80
Th	3/20-4/24	2-5P	A. Fouweather	\$80
Th	3/20-4/24	6-9P	A. Fouweather	\$80

Beginning Sign Language: Learn a system to communicate in English through signs, fingerspelling and facial expressions. Students will learn the top 150 words used in many categories, such as: People, School, Home, Family, Time, Colors, Food, Animals and more! Differing from American Sign Language, this course teaches Signed English, so that the student will be able to communicate confidently with adults and children with special needs and/or friends and family! The only prerequisite: Come expecting to have fun as you learn to "talk with your hands!" 16 hrs. **Self-Supporting.**

Macon Campus – Cecil Groves Ctr, Room 215

M	1/6-3/3 (skip 1/20)	6-8P	D. Christy	\$60
M	4/7-6/2 (skip 5/26)	6-8P	D. Christy	\$60

Writing From The Heart: Advice – Personal Experience – Protest and Controversy – Essays and Sketches – Inspiration – Nostalgia – Humor: So what does writing from the heart mean? It's the story you want to tell, a story you have to share with the world. And it's probably one of the easiest article types to write in terms of research because you are your research. In this class, you will learn how to write something that makes readers cry out, "Hey, that's me! That's what I think. That's how I feel!" and at the same time offer hope and help. The knowledge acquired is something all can use in creative writing. The writers strive to have at least one completed work by the end of the series. 12 hrs. **Self-Supporting.**

The course will cover the following topics:

- Writing from the Heart
- Your Precious Heritage
- Powerful Beginnings
- Writing with a Purpose/Plot
- Weaving Fiction into Fact
- The 4 keys of Pacing
- Persuade with Power
- Selecting and Directing Your Writings
- Overview of Writing From Your Heart

Jackson Campus – Bradford Hall Conf Ctr

T	3/18-4/22	6-8P	A. Ammons Garza	\$40
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Writing From The Heart II: Person You Were Meant To be • Precious Heritage • Place in History: Cultural heritage is unique and irreplaceable, which places the responsibility of preservation on the current generation. Aspects of the preservation and conservation of cultural intangibles include: Folklore, Oral history, Language preservation. For this class, we will be studying cultural (intangible) heritage, natural heritage and historical fiction. We will explore writing pace, storytelling and style publishing and marketing. 10 hrs. **Self-Supporting.**

Jackson Campus – Bradford Hall Conf Ctr.

T	6/3-7/1	6-8P	A. Ammons Garza	\$40
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Public Speaking With Confidence: You've heard it said that on the fear scale, public speaking is ranked second only to death. Whether you are an introvert or an extrovert, speaking in front of a group of others can be frightening and yet, you may have an important message to get across! Communications expert and radio personality, Jessica Ray, will teach you what you need to do to face a crowd with the confidence that you can articulate your presentation in a concise yet uniquely dynamic way. 8 hrs. **Self-Supporting.**

Jackson Campus – Burrell 203

W	1/8-1/29	5:30-7:30P	J. Ray	\$35
W	2/5-2/26	5:30-7:30P	J. Ray	\$35
W	3/19-4/9	5:30-7:30P	J. Ray	\$35
W	4/16-5/7	5:30-7:30P	J. Ray	\$35

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EMERGENCY MEDICAL SERVICES

NAEMT - Tactical Combat Casualty Care: NAEMT's TCCC course is fully compliant with the Department of Defense's Committee on Tactical Combat Casualty Care (CoTCCC) guidelines. It is the only TCCC course endorsed by the American College of Surgeons. The course is designed for combat EMS/military personnel, including medics, corpsmen, and pararescue personnel deploying in support of combat operations. The course's content and structure also can be modified for law enforcement special weapons and tactics and special response teams. January 13 & 14

EMT-Basic: Traditional Course the 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 Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. January 2014

NAEMT - Law Enforcement and First Responder Tactical Casualty Care: This course combines the principles of PHTLS and Tactical Combat Casualty Care (TCCC), the training provided to military medics by all branches of our Armed Services. It is consistent with the Tactical Emergency Casualty Care (TECC) guidelines, and meets the recommendations of the Hartford Consensus Document on Improving Survival from Active Shooter Events. Course participants will learn life-saving medical actions such as bleeding control with a tourniquet, bleeding control with gauze packs or topical hemostatic agents, and opening an airway to allow a casualty to breathe. February 2014

EMT-Basic: Hybrid - the 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 Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The class consists of 200 hours consisting of didactic web-based coursework, as well as seven class meetings held on Saturdays from 0800-1700 at Jerry Sutton Public Safety Training Complex located in Franklin and 24 hours of EMS Field Internship. February 2014

EMT-Basic Refresher: 24 hour EMT-Basic refresher / EMT-B to EMT Transition course. This course will meet NREMT section 1 Requirements for credential renewal (<https://www.nremt.org/nremt/downloads/EMT%20ReCert%20brochure.pdf>) and also the requirement for transition from NREMT-B to NREMT certification. https://www.nremt.org/nremt/about/transition_policy.asp. February 2014

EMS Technical Scope of Practice Evaluations: Call for appointment.

Advanced EMT: The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced 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. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. Advanced Emergency Medical Technicians are a link from the scene to the emergency health care system.

NAEMT Advanced Medical Life Support: This program is for all levels of healthcare practitioners committed to providing quality care for patients in medical crisis. AMLS emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies and physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. The course is designed to combine interactive scenario-based lectures with hands-on physical assessments of patients. February 2014

NAEMT Emergency Pediatric Care: EPC provides a unique approach to pediatric emergency care, offering assessment techniques that can help EMS practitioners rapidly and accurately assess pediatric patients to determine which situations may be life-threatening and require immediate intervention. In addition to providing current knowledge and training in proper treatment modalities, the course incorporates family-centered care throughout all scenarios. Training encompasses lectures, hands-on skills practice and small group critical thinking discussions. EPC is for all emergency medical technicians and paramedics committed to providing quality care for pediatric patients.

NAEMT Pre-Hospital Trauma Life Support: 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 pre hospital environment. March 2014

For more information or to enroll in EMS training contact Todd Doster at 828-306-7044 or email tdoster@southwesterncc.edu

FIRE AND RESCUE

FIP- 4000 – Wildland Firefighting Academy (Hours TBA): These classes are the National Wildland Fire Suppression classes: S-130 Basic Wildland Firefighter, S-190 Introduction to Fire Behavior, L-180 Human Factors on the Fire line, I-100 Introduction to Incident Command System. These courses provide instruction in the primary environmental factors that affect the start and spread of wildfires and recognition of potentially hazardous situations. Also, human factors on the fire line and basic incident command structure will be discussed. For more information, contact Travis Scruggs at 828.306.7045.

W,TH,F,S 4/23-4/26 8A-5P

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SOUTHWESTERN'S BLET STUDENTS POST 100-PERCENT PASS RATE ON STATE EXAM

This spring, 12 students started Basic Law Enforcement Training (BLET) classes through Southwestern Community College's Public Safety Training Center.

Five months and 700 grueling hours of instruction later, only three were still around.

Franklin-resident Tim Broughton, Kyle Efird of Whittier, and Jon Garner of Cullowhee all credited tough training experiences in their respective backgrounds with helping them survive BLET. All three passed their BLET state examinations and graduated as the program's 70th class in a ceremony this fall at the Public Safety Training Center.

Making it to the end wasn't easy.

"I can tell you this: I'd rather go back to basic training than go through BLET again," said Garner, a 21-year-old Iraq War veteran who underwent basic training at Fort Leonard Wood, Mo.

This was Garner's third attempt to complete BLET. His first try got cut short when he received papers to go to basic training. Shortly after he started the program last year, a shoulder separation forced him out again.

So sharing graduation day with his wife, Destiny Garner, and her family was particularly gratifying.

"Being able to complete it this time made me feel good about myself," he said. "The instructors really pushed me and made me strive for everything I accomplished. It's a special thing."

Like Garner, Efird found that a military background was good preparation for BLET. Efird spent six years in the Army and was twice deployed to Iraq.

He also served in Haiti after the devastating 2010 earthquake struck that island nation. Efird was joined at the graduation ceremony by his wife, Nichole, and their three-year-old triplets: Silas, Jessa and Ava.

"The training was very good and realistic," said Efird, 29, who's already been hired by the Jackson County sheriff's department. "It prepared us all well for the state test, and I'll soon find out how well I'm prepared for this job. The instructors at SCC held us to a higher standard, and I like that."

For Broughton, completing SCC's Criminal Justice and Latent Evidence program helped prepare him for the rigors of BLET.

"The instructor quality at SCC was very good," he said. "They all knew exactly what they're talking about."

All three graduates impressed Curtis Dowdle, SCC's dean of public safety training.

"The fact these BLET graduates were focused on the mission of successfully completing training when so many others made the choice not to continue says a lot about the character and tenacity of these individuals," Dowdle said. "To deliver this training, the support of SCC's administration, family members and the law enforcement community is imperative and represents SCC's commitment to our students and the communities we serve."



Franklin-resident Tim Broughton (right) receives his diploma from Curtis Dowdle, SCC's dean of public safety training, during a graduation ceremony on Sept. 27 in Franklin.



BLET graduate Kyle Efird (second from right) of Whittier was joined at the Sept. 27 graduation ceremony by his wife, Nichole (left) and their three-year-old triplets: Silas (second from left), Jessa (center) and Ava.



Jon Garner of Cullowhee (right) receives his diploma from Curtis Dowdle, SCC's dean of public safety training, during a graduation ceremony on Sept. 27 in Franklin.

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FIP- 4000 – Fire Fighter Academy (Hours TBA): This state-accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified fire fighters. The academy will be held at Southwestern Community College's Jerry Sutton Public Safety Training Center (PSTC), in Franklin. The course is comprised of 32 separate blocks of instruction. The Fire Academy, upon completion, will enable the graduate to be certified to work as a Fire Fighter in the State of North Carolina as well as work with the USFS as a Wildland Fire Fighter and will also qualify the candidate to work as a fire fighter in any IFSAC or Pro-Board Compliant state pending completion of the OSFM Fire Fighter I&II test which will be scheduled as part of the course. Training sessions typically operate from 6-10 p.m., Monday through Friday, with some Saturdays required. Training sessions may be adjusted as required to meet training requirements. Class will run from March – June 2014 (schedule provided at Orientation). All applications and paperwork must be postmarked by March 5, 2014. For more information, contact Travis Scruggs at 828.306.7045
Orientation Dates: 3/3 & 3/5 7-10P



LAW ENFORCEMENT TRAINING

CJC-3938- Basic Law Enforcement Training (BLET) (744 hrs.): 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 35 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 North Carolina. SCC-PSTC offers two academies a year (Summer/Fall). For more information contact Matt Reynolds, North Carolina Law Enforcement Certification Coordinator/Instructor, reynolds@southwesterncc.edu, 828.306.7046.

CJC-3941- Detention Officer Certification Training (DOCC) (194 hrs.): The North Carolina Detention Officer Certification Course is a State-accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified detention officers. The course is comprised of 21 separate blocks of instruction. The Sheriff's Commission-mandated course, upon completion, will enable the graduate to be certified to work as a sworn detention officer in North Carolina. For information contact Matt Reynolds, North Carolina Law Enforcement Certification Coordinator/Instructor, reynolds@southwesterncc.edu, 828.306.7046.

M,T,W,Th,F,Sa 1/21-2/21 8A-6P SCC PSTC

CJC-3928- General Instructor Certification Training (81 hrs.): 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 Sheriff's Education Training Standards Commission. Prior to teaching in any commission-mandated 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, Defensive Tactics, Physical Fitness, Law Enforcement Driver Training, etc. must first successfully complete the General Instructor Training course.

Prior to becoming a probationary instructor, applicants must first meet the following education experience requirements.

NCAC 09B.0300: - A minimum of a high-school diploma and four (4) years practical experience as a Criminal Justice Officer.

Note: Practical experience must be as a Criminal Justice officer or as an administrator or specialist in a field directly related to the Criminal Justice System.

It is your responsibility to make sure you meet these qualifications. Pre-registration for this class is required. Once you are registered you will receive a list of materials and paperwork needed for the class. For more information or to pre-register contact Matt Reynolds, North Carolina Law Enforcement Certification Coordinator/Instructor, reynolds@southwesterncc.edu, 828.306.7046.

S,M,T,W,Th,F,Sa 3/2-3/15 8A-8P SCC PSTC

CJC-3952- In-Service Training for Law Enforcement: In-Service Training Requirements from the NC Criminal Justice and Sheriffs' Education and Training Standards Commission: The In-Service N.C. Law Enforcement Officer Training requirements, as outlined in the N.C. Administrative Code, requires that every police officer certified by the N.C. Criminal Justice and Training Standards Commission and deputy sheriff certified by N.C. Sheriff Education and Training Standards Commission complete 24 hours of in-service training annually. The topics for this requirement are outlined in the Code and include but are not limited to the classes listed below for 2014. SCC will work with all agencies to meet these training requirements in traditional seat-based classes or online delivery. Please call Derek Jones at the PSTC, 828.306.7052, for additional information.

Law Enforcement In-Service Training classes being offered in 2014

The **Mandated** In-Service Training Topics for 2014:

2014 Legal Update	4 Credits/Hours
2014 JMST: A Juvenile – Now What?	2 Credits/Hours
2014 Officer Safety: The First Five Minutes	4 Credits/Hours
2014 Firearms Training and Qualification	6 Credits/Hours

Topics of **Choice** for 2014:

Hazmat	2 Credits/Hours
Bloodborne Pathogens	2 Credits/Hours
Fundamentals of Evidence Collection	4 Credits/Hours
2014 Law Enforcement Intelligence Update	2 Credits/Hours
Officer Safety: Responding to Crimes Off-Duty	2 Credits/Hours
Recognizing the Signs:	
Pre-assaultive and Deceptive Behaviors	4 Credits/Hours

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TRAFFIC SAFETY TRAINING

Basic LIDAR Operator Training, March 3, 2014 with State Examination on March 11, 2014. Participants must be current RADAR Operators
RADAR and LIDAR Operator Recertification Training, March 4, 2014 with State Examination on March 11, 2014. Participants must bring current manual(s), vehicle equipped with RADAR, and/or LIDAR instrument.

Basic RADAR Operator Training March 5 through 11, 2014. State exam on March 11, 2014.

DWI Detection and Standardized Field Sobriety Testing training in April 2014 (Dates TBA)

All applicants for above traffic safety training must be currently NC certified law enforcement officers. Deputy Sheriff's must be in compliance with rules set by Sheriff's Training and Standards.

For further information and to enroll, contact David Hensley, Traffic Safety Training Coordinator/Instructor, 828.306.7054, d_hensley@southwesterncc.edu



Ever considered a career in Law Enforcement of Fire Fighting?

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Basic Law Enforcement Training (BLET) Class #72

This state-accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriff's. The Commission mandated course, upon completion, will enable the graduate to be certified to work as a sworn law enforcement officer in North Carolina.

- **Orientation: (required) March 31, 2014, 13:00 Hrs., SCC-PSTC**
- **Class Dates: May 6 - September 2014**

For more information contact: Matthew Reynolds, NC LE Certification Program Coordinator/Instructor • reynolds@southwesterncc.edu • 828.306.7046.



Fire Fighter Academy Class #2

This state accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified fire fighters.

- **Orientation: March 3, 2014 – 7-10 p.m., March 5, 2014 – 7-10 p.m.**
- **Class Dates: March – June 2014**
- **All Applications and paperwork must be postmarked by March 5, 2014**

For more information contact: Travis Scruggs, Fire Rescue Program Coordinator • t_scruggs@southwesterncc.edu • 828.306.7045.

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for the interview ■

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Online Courses: ED2GO



Taking a class over the Internet offers an opportunity for you to gain skills without the structure of the traditional classroom. You will receive CEUs for each of these six-week classes. There are four basic steps that you must complete in order to register.

1. You must register online at Ed2Go for the class prior to the start date.
2. Complete SCC Registration and payment process that is emailed to you.
3. Send payment (5-7 days prior to class start date).
4. Complete the first exam by the Monday after class start date.

Over 300 online continuing education courses are offered monthly. All courses run for 6 weeks and offer 24 contact hours or 2.4 continuing education units (CEUs). The cost for each course varies, please check website for cost. New courses begin every month for all subject areas. Please check class requirements for software, computer skills required, and pre-requisite classes required.

GET STARTED by going to the following link: <http://www.southwesterncc.edu/content/online-courses-ed2go>

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

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Nursing Assistant I: The graduate of the Nursing Assistant training program is eligible to sit for the North Carolina State competency exam. The cost of the exam is \$101 which will be payable to Pearson Vue. After successful completion of the state exam, graduates will be registered on the North Carolina Nurse Aide Registry through the N.C. Division of Health Service Regulation. The cost of the class includes the registration fee, malpractice insurance, accident insurance, and student identification. For more information or to register, contact Tneshia Richards at 828.339.4459 or by email at t_richards@southwesterncc.edu.

Registration Fee: \$213

MTW	1/7, 4/23	5P-9:15P	Balsam 255
MF	1/10, 4/28	8A-2:30P	Balsam 255
MWTH	1/8, 4/23	4P-8:15P	Macon 227
MWTH	1/8, 4/3	8A-12:15P	Macon 227

Nursing Assistant II: The graduate of the Nursing Assistant II training program, after successfully validating competency in mandated skills, is eligible for validation by the instructor as a Nursing Assistant II with the N.C. Board of Nursing. Once the instructor validates the students skills with the N.C. Board of Nursing, the student may go online and pay the \$24 fee and be registered as a Nursing Assistant II with the N.C. Board of Nursing. The cost of the class includes the registration fee, malpractice insurance, accident insurance, and student identification. In order to register for this class, the student must have be actively listed on the North Carolina Nurse Aide Registry and be able to provide documentation of a high school diploma or GED. For more information or to register, contact Tneshia Richards at 828.339.4459 or by email at t_richards@southwesterncc.edu.

Registration Fee: \$213

WTH	1/9, 4/23	2P-8:30P	Macon 113
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Home Companion Aide: Personal Care Aides (also known as Home Companion Aides) top the list of the projected fastest-growing occupations in the country between 2010 and 2020, with demand for this position expected to increase by 71 percent. The Home Companion course is designed to introduce the student to providing personal care for indi-

viduals within the home setting. The graduate of the Home Companion Aide training program will be able to work in the private home setting and assist the patient with housekeeping, safety precautions, patient ambulation, patient transfers and minimal activities of daily living. The cost of the class includes the registration fee only. For more information or to register, contact Tneshia Richards at 828.339.4459 or by email at t_richards@southwesterncc.edu.

Registration Fee: \$180

TTH	1/8, 4/28	2P-4:45P	Balsam 322
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PRINTMAKING & LETTERPRESS

Intro to Book Arts: In this course, students will explore book arts, including binding, printing, and use of text and images in their work. Students will work with book artists Frank Brannon. Emphasis will be placed on creating individual book projects that lead up to a group project. Students completing this course will be able to demonstrate how to properly use a proof press, select imagery and formatting, and proper binding for several types of books. Cost of materials is not included. Prerequisites: None. 96 hrs., 9.6 CEU's

Swain Center – Room 110

TTh	1/7 – 5/1/14	6-9P	F. Brannon	\$180
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Intro to Intaglio: Introduction to the history and methods of the Intaglio printing processes. Emphasis will be on studio time, providing demonstration and practice of various techniques, including engraving, drypoint and mezzotint etching. Students completing the class will be able to demonstrate how to prepare a metal plate, will display familiarity with the various tools specific to each type of process, practice proper inking techniques and know how to use the intaglio press. Cost of materials not included. Prerequisites: None. 96 hrs., 9.6 CEU's

Swain Center – Room 110

MW	1/8 – 5/7	6-9P	A. Fouweather	\$180
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Monoprinting & Monotypes: This class is a practical exploration of monoprint and monotype. This studio class will focus on various techniques of creating singular prints; including hand coloring, inking variations, plate alteration and more. Students completing the class will demonstrate familiarity with the two main types of single image reproduction and will be able to produce both individual pieces and a short series. Cost of materials not included. Prerequisites: None. 24 hrs., 2.4 CEU's.

Swain Center – Room 110

MW	2/10 – 3/5	1-4P	A. Fouweather	\$70
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Textile Printing: This class offers a brief introduction to the history and practice of printing on textiles, focusing on traditional block printing methods and experimental techniques, including monotype and use of brayers. Focus will be on block, stamp and fabric preparation, as well as pattern development. Cost of materials not included. Prerequisites: None. 24 hrs., 2.4 CEU's

Swain Center – Room 110

MW	4/2 – 4/28	1-4P	A. Fouweather	\$70
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WEAVING

Small Looms with Big Results: This series of classes will introduce students to many of the basics of weaving while not requiring large pieces of equipment. Color-and-weave effect, tapestry, weft-faced, warp-faced and many other basic techniques will be investigated and woven. Finished pieces woven in one or more of these methods will be shared with students to spur on their creativity. Cost of materials included. Prerequisites: None. 12 hrs., 1.2 CEU's. **Self-Supporting.**

Swain Center – Room 109

W	1/29 – 3/05	10A-12P	S. Leveille	\$90
W	3/19 – 4/23	10A-12P	S. Leveille	\$90

Introduction to 4-Shaft Floor Loom Weaving: Students will receive a solid foundation in handweaving fundamentals in this class. Designed for beginners, this class will acquaint students with the floor loom and accessory equipment, project planning and yarn requirements, reliable methods of dressing the loom. Weaving goodcloth will be pursued through sampling and small project execution, with attention given to good craftsmanship and the development of best practices. Students will be encouraged to be creative with color and texture in this first class series. Cost of materials included. Prerequisites: None. 27 hrs., 2.7 CEU's.

Self-Supporting.

Swain Center – Room 109

W	1/08 – 3/05	1-4P	S. Leveille	\$145
W	3/19 – 5/14	1-4P	S. Leveille	\$145



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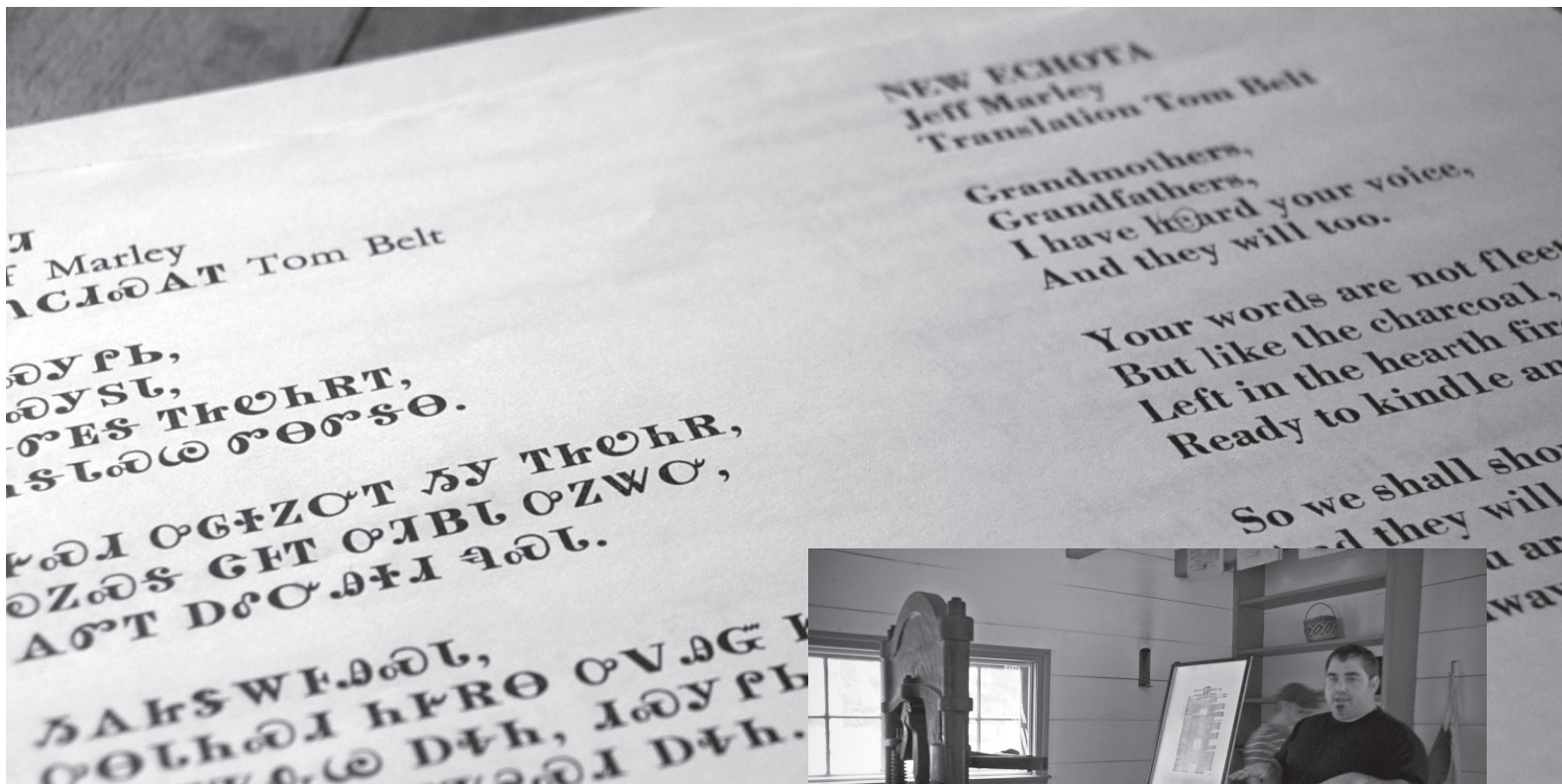
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CHEROKEE LANGUAGE PRINTED AT HISTORIC SITE FOR FIRST TIME IN 178 YEARS THANKS TO SCC INSTRUCTORS



Jeff Marley, Heritage Arts department chair at Southwestern Community College, recently helped print a poem at the New Echota Historic Site in Georgia. It marked the first time Cherokee Syllabary had been used at the site since the original newspaper press there was seized by the Georgia Guard in 1835.

Silenced more than 175 years ago, the newspaper office at Georgia's New Echota Historic Site rumbled to life in October thanks to the efforts of two Southwestern Community College instructors.

Heritage Arts department chair Jeff Marley, an enrolled member of the Eastern Band of Cherokee Indians, teamed up with printmaking instructor Frank Brannon to print off roughly 60 copies of a poem written by Marley and translated into Cherokee syllabary by Tom Belt – a native speaker of the language. Belt is also a language instructor in the Cherokee Studies Program at WCU.

Officially recognized as starting point for the tragic "Trail of Tears" in 1838, New Echota was briefly home to the Cherokee National Legislature as well as the newspaper office. Syllabry type had not been used there since the Georgia Guard seized the original press in 1835.

"The gravity and impact of the moment didn't really set in until several days later," Marley said. "We did it, and when we were through, it was like: 'Are we really done?' It was such a big thing that the importance of it took a while to sink in."

Brannon has been working to get the syllabary recast as metal type since 2010. That project made the printing at New Echota possible.

Photographs Marley and Brannon took on their visit to New Echota were on display in the Balsam Center lobby on SCC's Jackson Campus through the end of November, which is National Native American Heritage Month.

The poem Marley wrote for the occasion is entitled, "New Echota" and describes the enduring legacy of the Cherokee language.

"My whole reason for writing the poem was to honor those people who were there before the removal," Marley said. "I wanted to recognize that the culture and the language are gifts from our ancestors from the Creator. We need to protect that and make sure future generations have that."

"The act of printing at New Echota was very much like a ceremony or a ritual. So being able to do that over and over again was in a way like repetitively saying that poem to honor those people."

CERAMICS & POTTERY

Intro to Clay: Interested in pottery? This short class is a great way to see if working with clay is for you! Students will have the opportunity to hand build a piece of pottery during this one-evening class. All projects will be fired and ready for pick-up the following week. Cost of materials is included. Prerequisite: None. 3 hrs. **Self-Supporting.**

Swain Center – Room 125

W	3/5	5:30-8:30P	J. Matthews	\$22
F	5/2	12-3P	J. Matthews	\$22

Tea Sets: In this clay topics class, students will learn how to make complete tea sets from start to finish. Topics covered by the instructor include using wheel thrown forms, hand building, slab construction, and glazing & firing considerations. Cost of materials is not included. Prerequisites: Beginning Wheel or permission from instructor. 24 hrs., 2.4 CEU's

Swain Center – Room 125

M	1/6 – 2/24	1-4P	A. Burrell	\$70
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Firing Techniques: Students will explore the basics of several firing processes they can use to create functional and nonfunctional pottery. Students will also learn basic kiln safety and maintenance. This class will explore firing at cone 6 with an electric kiln, cone 10 with a gas kiln, raku and wood firing. Cost of materials is not included. Prerequisites: Beginning Wheel or permission from instructor. 96 hrs., 9.6 CEU's

Swain Center – Room 125

TTh	1/7 – 5/1	9A- 12P	D. Hubbs	\$180
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Glaze Fabrication: The fabrication of a variety of glazes for use on a variety of clay bodies will be the focus of this course. Students will work with advanced instructor Joe Frank McKee. Particular emphasis will be placed on safety and function. At the conclusion of the course students will have produced a body of work that demonstrates mastery of developing, mixing, and firing custom-made glazes. Cost of materials not included. Prerequisites: Intermediate Wheel or special permission from instructor. 96 hrs., 9.6 CEU's

Swain Center - Room 125

TTh	1/7 – 5/1	6-9P	J. McKee	\$180
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Beg. & Int. Wheel II: Working with Elise Delfield, this course provides the beginner an introduction to making forms on the potter's wheel, or to hone the skills of the student with wheel-throwing experience. All levels of students will explore the various round forms that can be created on the wheel including cups, bowls, bottles and plates. Students will also work on surface decorations, glazing and firing of their work. Cost of materials not included. Prerequisite: None. 96 hrs., 9.6 CEU's

Swain Center - Room 123

TTh	1/7 – 5/1	6-9P	E. Delfield & A. Burrell	\$180
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Majolica: Using an old Italian style of painting with glazes, students will enhance their sense of color and design of the surface in this course that focuses more on the surface than the article itself. Cost of materials not included. Prerequisites: Beginning Wheel or permission from instructor. 24 hrs., 2.4 CEU's

Swain Center – Room 123

M	3/17 – 5/5	1-4P	E. Delfield	\$70
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Extruded Forms: Local potter Annie Burrell will guide this class as students explore the different types of forms and shapes that can be produced with a clay extruder. Focus will be placed on creating both functional and non-functional forms, as well as decoration and glazing. Cost of materials not included. Prerequisite: None. 24 hrs., 2.4 CEU's

Swain Center – Room 123

M	3/17 – 4/28	6-9P	A. Burrell	\$70
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Independent Study Ceramics: This course is a self-directed, independent study for advanced students. Students will meet weekly with the instructor, Doug Hubbs, for the 4-week duration of the class to review progress and critique. Students will be expected to work on their own, during open studio hours. Cost of materials not included. Prerequisites: Beginning Wheel & Intermediate Wheel and/or instructor's permission. 8 hrs. **Self-Supporting.**

Swain Center – Room 125

M	1/6 – 1/27	3-5P	D. Hubbs	\$38
M	2/3 – 2/24	3-5P	D. Hubbs	\$38
M	3/3 – 3/31	3-5P	D. Hubbs	\$38
M	4/7 – 4/28	3-5P	D. Hubbs	\$38



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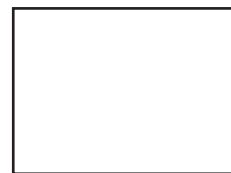
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