

Workforce Innovations

Continuing Education Schedule

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10

9/11 Artifacts Arrive at SCC-PSTC

Fall 2016

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CHANGE YOUR LIFE



More than 50 Honored at SCC's Adult High School Graduation Ceremony

Instructor Cynthia Burke clearly remembers when Crystal Yanez started working toward her High School Equivalency through Southwestern Community College's Educational Opportunities department.

"Crystal was raising two children of her own, and she also cared for her sister's two children," Burke recalled recently. "Even with all that, she was conscientious about coming to class. She was essentially raising four kids, and there were times she had to put them first. But she would always get her work done from home."

Yanez had grown up in Sylva and attended Jackson County Public Schools until her junior year in high school, when she dropped out after getting pregnant.

Eager to change her circumstance, though, she enrolled in SCC's High School Equivalency preparation courses in the fall of 2014. She took some college classes for free through SCC's Basic Skills Plus and had several hours of college credit by the time she earned her High School Equivalency and Adult High School Diploma in May of 2015.

She's now pursuing her associate degree in human services technology at Southwestern and served as the student speaker at the college's Adult High School graduation on June 8 at the Jackson Campus.



Macon County residents honored during SCC's Adult High School graduation on June 8 in Sylva include, front row, from left: Carl McKinley of Franklin, Claudia Lewis of Franklin, Haley Arriaga of Franklin and Angela Fetrat of Franklin. Back row: Jessica Johnson of Franklin, Raphael Fetrat of Franklin, Gabriel Fetrat of Franklin, Ricky Powell of Franklin, Amy Pedigo of Franklin and Casey White of Otto.

"Time has been the biggest challenge for me," said Yanez, whose children are now four and eight years old. "I've had to manage my time wisely. I stay up late to get my studies done, and I have to find time for my kids too. It's not easy to arrange childcare and make time for studies, but it can be done.

"It's not about where you have been or your background; it's about where you're going," Yanez added. "With hard work and dedication, anything is possible."

Yanez was among more than 50 graduates honored during the ceremony.

SCC's Educational Opportunities department also offers job and career preparation, English as a second language and other services throughout SCC's service area.

"If your high school education was interrupted for any reason, we're here to offer you a fresh start," said Debbie Smith, Educational Opportunities director at SCC. "Students have started here without a high school diploma, and they went on to earn doctoral degrees. No matter what your educational goals may be, we can help."

For more information about Educational Opportunities at SCC, contact Smith at 828.339.4361 or d_smith@southwesterncc.edu.



Jackson County residents honored during SCC's Adult High School graduation ceremony on June 8 in Sylva include, front row, from left: Rebekah Wheatley of Sylva, Kristina Ramey of Sylva, Lisa Pruett of Sylva and Crystal Yanez of Cullowhee. Back row: Tim Frady of Sylva, Brian Strickland of Cullowhee, Tobius Brady of Sylva and Alex Hutt of Sylva.

Occupational Training 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.

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 828.339.4296 or email scotts@southwesterncc.edu.

AUT 3003-Escort Vehicle Operator Certification: (8 hrs.) This course satisfies the requirements set by the NC Department of Transportation to certify Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an exam. The NCDOT will issue a certificate for those attending the course and scoring 75% or higher on the end of course examination. After class, students must send certified driving record to NCDOT.

SCC, Jackson Campus, Founders Hall, Room 135A

S	10/8	8A-5P	R. Frady	\$70
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HOS 3007-Bartending: (33 hrs.) This course will assist students in becoming a professional bartender. 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. Students must be at least 21 years of age.

Jackson Campus, Balsam Center, Room 152

M,W	9/12-10/17	6-9P	C. Lewis	\$125
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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. Purchase Serv Safe Essentials textbook (required) prior to start of class (Approximately \$75).

Macon Campus, Room 215

T,Th	10/4-10/20	5:30-8:30P	C. Allen	\$70
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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, Jackson Campus, Burrell, Room 303

T,Th	9/6-9/15	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, Jackson Campus, Burrell, Room 303

T,Th	9/20-9/29	5:00-8:00P	Keith Ashe	\$70
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CIS 3100-ABC's of the Computer: (24 hrs.) Designed and recommended for the new computer user. Learn the computer basics including: proper shut down of the computer, mouse use and maintenance, use of the keyboard, identification and use of icons, windows, menus, how to name, save, retrieve and revise a document; control panel tools; hardware and software vocabulary, basics of file management, how to use some of the system tools, how to install and remove hardware and software.

Jackson Campus, Founders Hall, Room 124

M,W	9/12-10/5	5-8P	K. Mabry	\$70+\$5TF
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M,W	10/17-11/9	5-8P	K. Mabry	\$70+\$5TF
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OSC 3602-Professional Office Management: (690 hrs.) This program will help prepare student to successfully work in an office environment by increasing proficiency in using Microsoft Office. Topics presented: office management, computer business applications, Word processing, Excel, and PowerPoint. Students will have the opportunity to sit for Microsoft Certifications, and earn Notary Public certification.

Macon Campus, Room 107

M,W	9/12-11/16	4:30-7:30P	J. Stikeleather	\$180+\$5TF
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PLU 3021-Plumbing Code Review: (48 hrs.) This course is designed for the education and training of the plumbing professional. The course provides individuals with a basic knowledge of the North Carolina Plumbing Code. It is excellent preparation for state license examinations or employee/technician training for existing contractors, plumbing supply houses, facility management companies and others. The course will provide an in-depth review of the North Carolina Plumbing Code with emphasis on code administration, general regulations, water distribution/drainage pipe sizing, fixtures, and venting. Experience in the plumbing industry is recommended but not required. Textbook: 2012 North Carolina Plumbing Code. ISBN 978-1-60983-119-6

Jackson Campus, Balsam, Room 152

T	8/23-12/6	6-9P	D. Cox	\$125
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PLU 3021-Project Management Exam Prep for Plumbing, Heating, and Fuel Gas Contractors (48 hrs.) North Carolina has added business practice competency examinations to the Plumbing, Heating, and Fuel Gas Contractor License Examination in an effort to ensure that newly licensed contractors are knowledgeable in basic business practices. Typically 25% of the questions on license examinations are dedicated to business skills and knowledge. The purpose of this course is to provide prospective contractors with basic business and project management information in preparation for the license examinations. This course will provide an in-depth review of the business and project management materials. Textbook: NASCLA Contractor's Guide to Business, Law, and Project Management, 5th Edition North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors. ISBN 13-978-1-934234-51-8

Jackson Campus, Balsam, Room 152

Th	8/25-12/15	6-9P	D. Cox	\$125
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SAF 4000-Flagger Training: (4 hrs.) 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). The course prepares participants to do highway or utility flagging.

Jackson Campus, Burrell Room 302

T	9/6	5-9P	K. Allen	\$70
T	10/25	5-9P	K. Allen	\$70

GAM 3001-Blackjack: (140 hrs.) 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, and interviewing and auditioning skills that win you that job! Both day and evening classes are available.

SCC Online Courses: ED2GO

SCC offers more than 300 online continuing education courses monthly. These include Internet, webpage design, web graphics and multi-media, web and computer programming, basic computer literacy, computer applications, graphic design, computer troubleshooting and networking, database management, languages, writing and publishing, grant writing and non-profit management, starting your own business, sales and marketing, accounting, business administration, and much more.



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

www.southwesterncc.edu/workforce-innovations/online-courses-continuing-education

NEW

Alarm System Installation

MNT-3200 Alarm System Installation: (144 Hours): 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. Upon completion, the student will have the knowledge to sit for a national certification exam as an Alarm Security Technician. (National Institute for Certification in Engineering Technologies-Fire Alarm Systems Certification, Level I-Students will be responsible for scheduling and sitting for exam. Exam cost is approximately \$210. Text Resources: NFPA 70 National Electrical Code 2014 & NFPA 72 National Fire Alarm & Signaling Code 2016

Online

16 weeks \$185 registration + Technology Fee

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ONLINE OCCUPATIONAL TRAINING COURSES

Classes start 1st Tuesday of Each Month 9/6, 10/4, 11/1, 12/6. Registration Fee: \$180 + \$5 Technology Fee
Students must register five business days before the start date of the class.

CET 3100- Online Computer Technician: (288 hrs.) This 16-week course is specifically designed to prepare students for the CompTIA A+ certification exams. Students learn about hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after course completion, students receive two quick-reference exam study guides, a computer repair toolkit, a power supply tester, a USB drive and two CompTIA A+ certification exam vouchers.

MED 3300-Online Electronic Health Records Office Professional: (285 hrs.) Train for a new career as an Electronic Health Records Office Professional! In this career, individuals play an integral role in the daily operations of physician's offices and hospitals. Throughout this 15-week course, students will learn Microsoft Office basics, healthcare documentation and reimbursement, practice finances, and standard office procedures. In addition, students will be focusing heavily on a vital component of the medical field-electronic health records. Students will complete interactive course modules that include over 20 hours of training on the industry-standard ezEMRx EHR software. Upon completion of the Electronic Health Records Office Professional program students will be prepared for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certification exams.

MED 3300-Online Professional Medical Coding and Billing with Applied PCS Part 1: (320 hrs.) The AHIMA-approved Professional Medical Coding and Billing with Applied PCS program is a two part course that prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. This 20 week course will include healthcare information management, reimbursement methodologies, biomedical sciences, and an introduction to coding. In addition to one-on-one support from experienced instructors during training and access to personalized graduate support, students receive e-books, industry codebooks and access to online references.

MED 3300-Online Professional Medical Coding and Billing with Applied PCS Part 2: (320 hrs.)

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. Students practice their coding skills in an extensive practical section to gain valuable hands-on experience before graduation. In addition to one-on-one support from experienced instructors during training and access to personalized graduate support, students receive e-books, industry codebooks and access to online references.

MED 3300-Online Medical Transcription Editor Part I: (320 hrs.)

Learn from home at the convenience of your computer! 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.

MED 3300-Online Medical Transcription Editor Part II: (320 hrs.)

Complete the medical transcription editor program! This 16-week course is the second 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, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and a one-year help hotline are included in this course offered by SCC in partnership with Career Step. PREREQUISITES: A student must complete Part I to be able to register.

OSC 3609-Online Pharmacy Technician-Health Care Unit/Retail Training: (264 hrs.) This 13-week 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.

HEALTH CARE PROFESSIONS

NUR-3240-Nursing Assistant I: The graduate of the Nurse Aide I 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 NC Division of Health Service Regulation. The cost of the class (\$226) includes the registration fee, malpractice insurance, accident insurance, and student identification. For more information or to register, contact Tneschia Richards at 828.339.4459 or by email t_richards@southwesterncc.edu.
Registration Fee: \$226 with additional costs for textbooks, background check, drug testing, and any needed immunizations

Macon Campus, Room 113

8/15-12/7

4-9:30P

M,W

FITNESS

Fitness Fusion: (30 hrs.) Zumba incorporates a fusion of rhythms and music from all over the world. Examples of the rhythms are salsa, merengue, cumbia, belly-dancing, rock-and-roll, country, etc. Students will learn easy steps, enjoy a happy atmosphere, and burn 600+ calories. Zumba Toning will challenge the student by adding resistance using Zumba® Toning Sticks (or light weights) to focus on specific muscle groups, so you (and your muscles) stay engaged! Toning Sticks not only enhance your sense of rhythm and coordination, while toning target zones, including arms, core and lower body, to put extra emphasis on toning and sculpting to define those muscles. This workout will feel more like a dance party than the traditional regimented style work-out we've all come to dread. **Self-Supporting.**

Jackson Campus, Bradford Hall, Gym

T/TH 8/23-12/8 (skip 11/24) 5:15-6:15 G. Wang & C. Berry \$75

Health Defense - Exploring Eight Ancient Ways Toward Increased Health & Rejuvenation: (2 hrs.) In the often chaotic, frenzied & stressful world, what would an "ideal" form of exercise look like? Could it be safe, simple, easy-to-learn, easy-to-perform, perhaps only requiring the daily investment of ten minutes in either, or both, the morning & evening? What if it could be done virtually anywhere, by anyone, without the need of equipment or the expense and obligation of membership? Would it contribute to the preservation of health, increase physical energy and sharpen mental focus? Could it increase flexibility & stamina, yet result in a feeling of calm relaxation, potentially leading to the heightened sense of spiritual awareness? This course is a two-hour immersive introduction to one of the most popular and ancient forms of exercise within the world. Pronounced Ba-Duan-Jin in Chinese, and roughly translated as "Eight Section Brocade" or "The Eight Treasures," it consists of eight standing body-mind unifying & strengthening exercises, arising from theories found within traditional Chinese medicine, and is considered a form of "soft", internal or non-strenuous Qigong (training of the breath) exercise. **Self-Supporting.**

Jackson Campus, Bradford Hall, Gymnasium

M 8/15 6-8P M.Boudrot \$25

LANGUAGES

Beginning Italian-Part I: (24 hrs.) This course will introduce the student to the basic vocabulary and grammar of the Italian language as well as the culture of Italy. Students will learn to listen, understand, speak, read, and write Italian at a beginning level thereby developing the necessary skills needed for basic communication and comprehension. Tips on traveling in Italy, including handouts of helpful word lists, will also be given. Films, games, music and food as well as an interactive multi-media approach will be used. This is a personal enrichment course, therefore the focus will be on learning while having fun doing it – no exams, no pressure! **Self-Supporting.**

Jackson Campus, Founders Hall, Room 112

M 8/16-10/3 (skip 9/5) 5:30-8:30P L. Costantino \$115

M 10/17-11/2/5 5:30-8:30P L. Costantino \$115
(add'l book fee approx. \$30)

Beginning Italian-Part II: (24 hrs.) Schedule will be determined by the making of a cohort of students completing Beginning Italian-Part I who wish to continue on to Part II.

MUSIC

Introduction to World Drumming: (42 hrs.) In this hands-on course, students will develop basic music theory skills as well as specific listening techniques through guided practice. We will explore various forms of music, instruments & musicians from different regions. This course will give

you the tools to better hear, participate & enjoy different styles of drumming from around the world. Students will need to bring a goblet, doumbek, djembe or similar hand drum to class. For assistance finding a suitable drum, contact the instructor at: cciv87@yahoo.com. **Self-Supporting.**

Jackson Campus, TBD

TTh 8/23-12/1 (skip 10/13) 5:30-7P C. Furtado \$150

PAINTING

Painting a Colorful Landscape: (3 hrs.) Enjoy the beauty of fall up close and the colorful mountain landscape in this plein air (outside) pastel painting workshop. Wear outdoor clothing and come ready to learn about leaves and their changing color as you paint them. Master your use of color, composition and sunlight reflections, tones and shadows. Take home your own frame-able, pastel painting. The first 15 minutes of class will be used for creative process discussion and to allow time for participants coming from work. **Self-Supporting.**

Jackson Campus, Founder's Hall, Room 117

T 10/18 5-8P Doreyl Ammons Cain \$40

Landscape Collage: (3 hrs.) Bring your own photos and found objects and learn how to create a masterful collage composition using acrylic mediums and glazes. Explore color, texture and overlaying images. Use family photos, trip pictures or even mind mapping for your Bucket List to create artwork to take home and enjoy. Your imagination is the only limit! The first 15 minutes of class will be used for creative process discussion and to allow time for participants coming from work. **Self-Supporting.**

Jackson Campus, Founder's Hall, Room 117

T 11/15 5-8P Doreyl Ammons Cain \$40

Cashiers Sr. Center: Painting a Colorful Landscape with Doreyl Ammons-Cain 10:30A-2:30P – 10/11

Landscape Collage with Doreyl Ammons-Cain 10:30A-2:30P - 11/8

Sylvia Sr. Center: Pastels with Doreyl Ammons-Cain - 1:30-4:30P 8/25, 9/29, 10/27.

Wonders of Watercolor with April Fouweather – 1-5P 9/12, 10/3, 11/7, 12/5. Registration fees and materials will be arranged for members of the Jackson County Senior Center. Other members of the community are welcome to attend; however, you will need to call Continuing Ed for registration instructions. 339.4497.

PHOTOGRAPHY

Beginning to Intermediate Digital Photography: (18 hrs.) Who doesn't want to capture the breathtaking fall color like an expert? Whether you are just starting out or want to sharpen your skills, this class has it! 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. (To view Matthew's work, visit his gallery, website matthewturlingtonphotography.com, or Facebook.) **Self-Supporting.**

Jackson Campus, Burrell Bldg., Room 304

T 9/6-10/11 5:30-8:30P M. Turlington \$110

Macon Campus, Groves Center, Room 106

Th 9/8-10/20 (skip 10/13) 5:30-8:30P M. Turlington \$110

Advanced Photography/Photoshop: (18 hrs.) Continue to sharpen your technique and delve into Photoshop – the digital darkroom. Pre-requisite: Beginning to Intermediate Photography with Matthew Turlington. **Self-Supporting.**

Jackson Campus, Founder's Hall, Room 123

T 10/25-11/29 5:30-8:30P M. Turlington \$110

POTTERY

Hand Building with Jeff Marley. 1-5P – 9/22, 10/20, 11/17. Sylva Senior Center. Registration fees and materials will be arranged for members of the Jackson County Senior Center. Other members of the community are welcome to attend; however, you will need to call Continuing Ed for registration instructions. 339.4497.

SELF-HELP

Basic Dream Interpretation: (20 hrs.) How many times have you awakened and wondered what in the world your dream meant? Have your friends mused about a strange dream they had? Well, now you can learn how to interpret those dreams! It has been said that a dream not interpreted is like an unopened letter. Leading psychoanalyst, Carl Jung, suggested that dreams do the work of integrating our conscious and unconscious lives. In this course, students will explore the concepts and symbols of the collective unconscious and explore the characters and themes that commonly occur in dreams. **Self-Supporting.**

Jackson Campus

TBD C. Breeden \$70

Getting Paid to Talk: (2.5 hrs.) 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 www.voicecoaches.com/gpptt. **Self-Supporting.**

Jackson Campus, Founder's Hall, Room 124

Th 9/15 6:30-9P Creative Voice Dev. \$25

SEWING/QUILTING

Fun with Holiday Quilting: (20 hrs.) LET'S GET READY FOR THE HOLIDAYS! Thanksgiving and Christmas seem to roll around very quickly once the fall color appears. Why not get a jump on homespun party décor or holiday gifts for someone on your list? Participants will complete 4 projects in this 5-week series including a jelly roll quilt, a tote bag, a Christmas table runner, and a casserole carrier. Guaranteed to be productive as well as loads of fun! Basic sewing experience strongly suggested. **Self-Supporting.**

Jackson Campus, Balsam, Room 152

Th 10/20-11/17 9A-1P L. Clark \$95

Cashiers Sr. Center: Thanksgiving Table Runner with Linda Clark 10:30A-2:30P – 10/25

Christmas Wall Hanging with Linda Clark 10:30A-2:30P - 11/29

Registration fees and materials will be supplied for members of the Jackson County Senior Center. Other members of the community are welcome to attend; however, you will need to call Continuing Ed for registration instructions. 339.4497.

WEAVING

Fall Table Runner on the 4-Shaft Floor Loom: (15 hrs.) Weave a beautiful fall table runner while learning the basics of 4-shaft floor loom weaving. This introductory class will give students the opportunity to try weaving and get a sound foundation in the processes of setting up the loom and developing good weaving habits to produce a quality fabric.

Taught by Susan Morgan Leveille who brings 40+ years of teaching experience with her, students will find her passion for weaving contagious and fun. Students are expected to utilize 9/13, 9/20, 9/22, and 9/27 for self-guided weaving lab. **Self-Supporting.**

Jackson Campus, Balsam, Room 152

Th 9/1-9/29 (skip 9/22) 5:30-8:30P S. Leveille \$120
T 9/6 5:30-8:30P S. Leveille
(\$10-\$15 material fee paid to instructor)

Woven Tote/Handbag: (12 hrs.) In this course, students will be introduced to two different types of looms – one to weave the body of the bag and another to weave the strap. These techniques can be used again to make a range of sizes for multi-purpose use. Through a combination of classwork and homework, students will create a one-of-a-kind piece to be used and enjoyed for a lifetime. **Self-Supporting.**

Jackson Campus, Balsam, Room 152

Th 10/27 9A-1P S. Leveille \$70
TTh 11/1-11/10 9A-1P S. Leveille
(\$10 material fee paid to instructor)

WOODCARVING

Chip Carving Fundamentals: (18 hrs.) Introduces students to this unique and traditional style of woodcarving and reinforce concepts and techniques for those who have had prior experience with chip carving. Learn and practice fundamental techniques that have been applied over many centuries to decorate everything from architectural building components to household items and wooden shoes. The instructor will take each student, step-by-step through the processes of knife sharpening, proper holding of the knife, pattern layout, and how to remove the essential two and three sided chips that give chip carving its unique appearance. Each student will complete a chip carved "Greenman" (also called "Leaf Man") on a basswood plaque. Tools and supplies provided by instructor for use during class. Additional \$20 material fee for carving wood, paid to instructor. **Self-Supporting.**

Jackson Campus, Burrell Bldg, Room 302

TTh 9/13-9/29 5:30-8:30P B. Johnson \$90

WRITING

Writing from the Heart: (14 hrs.) 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. 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. Each class is always different, with more to learn each time the class is taken. **Self-Supporting.**

Jackson Campus, Founder's Hall, Room 123

T 9/6-10/18 6-8P A. Ammons-Garza \$80

MISCELLANEOUS

Chair Caning / Seat Weaving: (30 hrs.) This course will teach students to select the material best suited for the type of chair or stool being repaired. A diagonal weave pattern will be explored first, followed by learning the sets in caning a chair and replacing cane webbing. If time allows, students will weave a shaker style stool. Other topics that will be discussed are ways chair seat weaving and/or caning can create extra income. **Self-Supporting.**

Jackson Campus, Burrell Bldg., Room 302

M 9/12-11/14 5-8P J. Pell \$125
(add'l material fee approx. \$100)

QUICKBOOKS

Intro to QuickBooks: QuickBooks is the software of choice for the small business owner. It allows the owner/manager to account quickly and accurately for business dollars. During this session, you will explore how different types of businesses are set up in QuickBooks and the different types of accounts that should be associated with your business. You will learn how to properly set up QuickBooks, a good plan for data entry and how to reconcile your different accounts. In addition, the basics of bookkeeping will be reviewed so that you have a clear understanding of how QuickBooks can be a tool for better management of your business.

Jackson Campus

T 10/4 5:30P-8:30P The Sequoyah Fund

Intermediate QuickBooks: A focus on the functions related to Accounts Receivable and Accounts Payable, including topics such as vendors, invoicing, estimates, customer payments and deposits. This session will give you the opportunity to explore how to most efficiently keep track of the money that you owe as well as the money that is owed to you, all while keeping good records on your customers and vendors.

Jackson Campus

T 10/11 5:30P-8:30P The Sequoyah Fund

Advanced QuickBooks for Small Business: This session will cover some slightly more advanced concepts like producing standard reports and creating customized reports that are specific to your needs. You will learn what information is most critical for you to keep up with, and how to interpret various reports. Other issues that will be introduced include inventory and sales tax tools. This will also be a great session for review and individual questions.

Jackson Campus

T 10/18 5:30P-8:30P The Sequoyah Fund

QuickBooks Payroll: Preparing payroll in any small business can be a daunting task. However, by using the payroll feature in the QuickBooks desktop product, you can master efficient techniques for setting up employees, creating paychecks, paying taxes, and generating forms and reports quickly and easily. Participants will receive an introduction to payroll and taxes; learn how to prepare for the payroll process by finding the information you need on the Internal Revenue Service, NCDOR, and Employment Security websites, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number and other state identification numbers; and review all aspects of how to set up, maintain and process payroll.

Jackson Campus

T 10/25 5:30P-8:30P The Sequoyah Fund



Tuesdays Jan. 10 - Feb. 28 • Swain Center

SCC's Small Business Center 2017 Appalachian Farm School

Appalachian Farm School will be offering an eight-week series training for new and existing small to medium-sized farms. Turn your interest in growing vegetables, fruits, herbs, other crops and livestock into a sustainable agricultural-based business.

This Ag-Entrepreneurship training gives farmers the tools to create a new or revised business plan for an economically sustainable farm enterprise. This practical, hands-on, common-sense approach gives you the skills needed to create and strengthen a successful business venture.

Session topics to include:

- Farm evaluation & goal setting
- Gain insights on the marketing of your product.
- Easy ways to understand the important numbers.
- Hear about current issues facing small agribusinesses.
- Understand rules and regulations and learn about funding options and other resources.

In partnership with NC Cooperative Extension and NCDA.



HUMAN RESOURCES SUMMIT

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. Mistakes in HR can be costly, but unfortunately they are common. Your employees are one of your greatest assets. You must protect and manage them as such.

Join us at this one-day summit to learn about important human resource related topics such as:

- Basic employment laws
- Hiring the right person for the job
- What great managers do differently
- Managing employee performance
- Team communication and appreciation
- Employee benefits

Jackson Campus, Burrell Conference Center

T 10/18 9A-5P

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.ncsbc.net or contact us at 828.339.4426. There is no charge for these seminars.

eBay for Beginners: Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, setting up an account, listing items for sale, taking payments and shipping, taking and submitting photos, feedback, using PayPal, and shipping tips.
Macon Campus
W 8/10 1P-4P N. Hawks

eBay Build Your Business: This session is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Plus, learn those "tricks of the trade" that you have to know to become an eBay PowerSeller!
Macon Campus
W 8/10 6P-9P N. Hawks

Understanding eBay Stores: Provides a step-by-step approach for beginner eBay store owners. Learn how to start, brand, and optimize your eBay store website. Market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the "Quick Store Tune-Up" feature and "Manage My Store" page to customize your eBay store, plus learn tips for search engine optimization to bring even more internet shoppers via Google, Yahoo, and Bing search engines.
Macon Campus
Th 8/11 6P-9P N. Hawks

Power of the Inbox: Capture new contacts, grow your list, and leverage this powerful tool to take your business to a new level. Go step-by-step through the keys to effective email marketing. Learn how to ensure you develop mobile responsive and mobile friendly emails, 5 easy steps you must take to harness the power of the inbox, and why regular email doesn't work, also insider tips and techniques like automated list building tools and the design elements that work (and those that don't!). Partner/Sponsor: Franklin Chamber of Commerce. *Lunch will be provided
Macon County
Th 8/25 11A-1P A. Means

Fundamentals of Google Analytics for Small Business Owners: If you don't have information about who, how and why people are coming to your website then you are not tracking how your ads and social media activity is actually doing. Every business owner should know the basics of Google analytics from their website even if they don't manage their own ads and social media. Google Analytics is free and shows how and why people found your website. This is key for attracting more of the right customers.
Jackson Campus
T 8/30 1P-4P M. Brossman



Women Entrepreneurs

Women's Business Networking Luncheon

Are you a female small business owner or have an idea for a new business? If so then this luncheon is the perfect opportunity to step away from the office and network with fellow women entrepreneurs! Leave inspired and renewed with the comfort of knowing what resources are available to you and your business. Sponsored by Western Women's Business Center at The Support Center. Lunch will be provided.

Macon County			Jackson County		
M	9/12	11A-1P	Th	8/18	11A-1P
M	11/7	11A-1P	Th	10/6	11A-1

Google Pay Per Click and Google Adwords Express Basics for Business Owners: Be at the top of Google Search results for prospective customers. With some wise investment; you can be found by your prospective customers on Google in one day using a paid online advertising product called Google Adwords. This course will show how to set up successful, efficient, targeted campaigns on Google Adwords. The course will teach the basics of setting up successful campaigns. We will cover the basics of both Google Adwords Express and Google Pay Per Click. You will leave class knowing how to set up your own Google pay per click advertising for your business in a simple way that you can manage in-house within your business.
Macon Campus
T 8/30 6P-9P M. Brossman

How to Start a Business: Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing, and marketing, as well as important information about legal issues, licensing, zoning, operations, and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.
Jackson Campus
M 8/22 5:30P-8:30P The Sequoyah Fund

Boost Your Local Marketing with YouTube: Use multimedia including Pictures, Video and Audio to build your brand, stay top of mind for customers and increase your business revenue. Learn how to capture compelling images and stories that attract your next customer to buy and get them to share with their friends to expand your customer base. Learn easy video creation and editing techniques including how to upload them to YouTube. Learn how and why you should create a YouTube channel to market your business. Understand the effective use of tags, how to get ideas for videos, and how to use your videos as content on your website, blog and all social media accounts.
Macon Campus
Th 9/8 5:30P-8:30P Go Digital Metrics

How to Write a Business Plan: A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

Jackson Campus

M 9/12 5:30P-8:30P The Sequoyah Fund

Macon Campus

M 12/8 5:30P-8:30P The Sequoyah Fund

Marketing your Business: Marketing for the 21st century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

Jackson Campus

M 9/19 5:30P-8:30P The Sequoyah Fund

Social Media Marketing for Success: For small businesses or nonprofits who are aware of social media marketing, but need some tips to take them to an intermediate level and/or add new channels to their marketing efforts. You've thought about what social networks to use for your business or nonprofit, and perhaps have even been using some...and you're ready to take the next step. Where do you go from there? This seminar will give you a closer look at the popular social media networks – Facebook, Twitter, LinkedIn, Instagram, Pinterest, and Google+. We'll show you the benefits of using each, how other organizations are marketing with them, and some do's and don'ts of each channel. You'll also get tips on how to tell if your social media activity is working.

Jackson Campus

T 9/20 3P-5P Constant Contact

Master Local Marketing with Online Review Sites: Two-thirds of all consumers use review sites to search for business services and 86% said buying decisions were impacted by negative reviews. It's your reputation! Don't ignore what they are saying about you. During this session you will learn how to create and manage multiple review site listings: Yelp, Google, Angie's List, Houzz, TripAdvisor, Foursquare and more. You will also review results through directory apps and mobile searches, and be provided with live exercises working through various examples as well as the pros and cons of paid listings.

Macon Campus

Th 9/22 5:30P-8:30P Go Digital Metrics

Intro to Business Financing: In this class, we cover some of the basics of small business accounting and financial management. We will discuss topics such as bookkeeping options and understanding financial statements.

Jackson Campus

M 9/26 5:30P-8:30P The Sequoyah Fund

So You Have an Idea! Now What?: Change the way you think about traditional idea development. This seminar will feature an introduction to the Business Model Canvas, a unique method of describing and thinking through the business model of your organization, your competitors, or any other enterprise. Attendees will walk through the introductory ideation phase, the One Page Business Plan, and the Opportunity Discovery Process creating a blueprint for successful innovation and idea development.

Jackson Campus

Th 9/29 5:30P-8:30P K. Gould

How to Find Your Customers: Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need to test the feasibility of a new business, find the competition, and potential customers interested in your proposed product of service.

Macon Campus

M 10/3 5:30P-8:30P The Sequoyah Fund

Business Taxes: Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

Jackson Campus

M 10/10 5:30P-8:30P The Sequoyah Fund

Search Engine Optimization 101: Being at the top of search results takes some guided effort, it doesn't just arrive at the top. Find out exactly what people are searching on in your local market (and nationwide). Find out how many searches are being done for your keywords, how to structure your website for the best results in Google, Yahoo and Bing, as well as the importance of local citations, blogging for SEO, how to write optimized and engaging page titles. You will also discuss the importance of website speed, mobile optimization and website content.

Macon Campus

Th 10/13 5:30P-8:30P Go Digital Metrics

Basics of Bookkeeping: Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

Jackson Campus

M 10/17 5:30P-8:30P The Sequoyah Fund

Ideation: The Business Model Canvas: Change the way you think about traditional business idea development and create your blueprint for successful innovation! This hands-on seminar will provide an introduction to the creative process for generating and validating new business concepts, known as Ideation. Attendees will walk through the ideation process and receive an introduction to the Business Model Canvas, a unique method of describing and thinking through the business model of your organization, your competitors, or any other enterprise. Join us

as we challenge traditional assumptions and create original value propositions to meet new, unknown and unsatisfied customer needs.

Jackson Campus

Th 10/20 5:30P-8:30P K. Gould

Budgeting and Cash Flow: Create a financial strategy by developing a budget, identifying financial goals, and getting control of debt. Participants will learn the steps to develop cash flow projections that are vital for start-up businesses and required to obtain any type of financing. In addition, learn how to estimate fixed and variable expenses and conduct a breakeven analysis. This seminar will help you learn to stay on budget and be more prepared to manage the highs and lows of cash flow in a business.

Jackson Campus

M 10/24 5:30P-8:30P The Sequoyah Fund

Grow Your Business with Social Media Engagement: Learn how to establish yourself as an authority in your field, how to create a post with marketing in mind, and how photography for Social Media is one of the best ways to get more engagement from you customers. Understand how creating and using hashtags can increase followers and likes. We'll show you how commenting, sharing, following and liking can lead to more followers, and how to generate qualified leads. You will also go through a variety of examples to learn some of the do's and don'ts regarding social media engagement including Facebook promoted posts and advertising. You'll also get tips on how to tell if your social media activity is working.

Macon Campus

Th 10/27 5:30P-8:30P Go Digital Metrics

Financing Your Business: Financing continues to be a challenge for many small business owners. Questions range from who will give me money for my business idea and what do they need from me? How will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

Macon Campus

M 10/31 5:30P-7:30P The Sequoyah Fund

How to Price Your Product or Service: Identify internal and external factors to consider in setting prices for products and services and learn to estimate potential market share. Business examples demonstrate how to evaluate pricing methods, develop sales, forecasts, and measure market potential. Learn about breakeven analysis as a tool to assist the entrepreneur in measuring financial feasibility. Activities identify the kinds of data needed to project the revenue, start-up, and operating costs of a business.

Jackson Campus

T 11/1 5:30P-8:30P The Sequoyah Fund

Starting a Better Business: This seminar will cover a number of specifics that must be considered in your journey to starting a business. Come and learn how to assess your business ownership skills; how to assess the feasibility of your business idea; the parts of a business plan; the different types of business formations; the licenses that are required; and the financing options that are available. The goal of this seminar is to give those who attend the information that they need to make better decisions which should also give their business ideas a better chance of success.

Jackson Campus

W 11/2 11:30A-1P SBC/SBTDC

Effective Communication: Gain tools needed to better communicate with employees, customers and all those you work with on a daily basis. Become a better communicator so that people will be motivated and inspired by you and want to be a part of your business.

Jackson Campus

M 11/7 5:30P-8:30P The Sequoyah Fund

Business Model Canvassing for Business Success: Do you struggle writing your business plan? This hands-on seminar will walk you through the 9 building blocks of the Business Model Canvas and provide you with the tools necessary to successfully work the canvas for any scenario. You will learn to visually map, test and validate your business model quickly. Leave with a clear understanding of business models, the skills needed and ready to test your idea on potential customers, obtaining real world evidence to either support or pivot your business idea.

Jackson Campus

W 11/9 5:30P-8:30P K. Gould

Non-Profit

Sharing Impact in Ways That Generate Income and Interest:

Do you struggle to collect, analyze and organize program/project data in a way that can be used for effective outreach? Learn to move beyond basic grant/donor reports and create interest and prospective donors through effective impact reporting.

- Understanding difference between service, engagement and impact.
- Simple tracking methods.
- Samples from non-profit sector of impact reports.
- Tips for creating your own tracking models.
- Tools that can be personalized for your organizational use.
- Effective distribution for sharing impact.

Jackson County

Th 9/15 9A-11A A. Pearce

Grant Writing 101: As funding becomes more difficult to secure, non-profit organizations face significant challenges to fulfill their missions. This seminar reviews the questions non-profits need to answer prior to searching and applying for grant funds, outlines the 7 basic elements of most proposals, and shows participants how to match their needs to funder priorities. Participants focus on the major questions that need to be answered prior to a grant application and incorporating these answers into research and ultimately a competitive proposal.

Jackson County

Th 10/27 9A-12P A. Pearce

Build Your Marketing Toolkit: Many businesses find themselves seeking the right strategies to make their marketing efforts as effective as possible. But with so many different marketing activities that they could focus on, they often miss some of the vital marketing concepts that will help them understand why those activities are so important. This presentation is designed to uncover some of those core concepts and show that a little bit of marketing knowledge can go a long way. During this session you will also learn some helpful tips for marketing during the Holidays. Join us and start to build a foundation marketing knowledge, from which you can build more and more effective campaigns to help your business or organization grow.

Jackson Campus

Th

11/10

3P-5P

Constant Contact

Using Excel for Your Business: Excel is a great technology tool for every entrepreneur. Learn how to use Excel to work on budgets, manage cash flow, track inventory, keep up with payables and receivables, and many more useful tasks. This session will be held in a computer lab so that participants can work with the program in a hands-on environment.

Jackson Campus

M

11/14

5:30P-8:30P

The Sequoyah Fund

Strengthening Leadership Ability by Improving Emotional Intelligence (EQ): Let's Talk Emotional Intelligence: "responding versus reacting methods and how they are the link for your success." Over the years, it's been discovered that emotional intelligence (EQ) is a crucial skill for both entrepreneurs and employees to be successful. Several studies point to just how important EQ can be to success, even trumping IQ and experience. People with a high degree of emotional intelligence are very self-aware and have good control over their actions and words. They are empathetic and have strong social skills, and create environments of trust and open communication. Emotionally intelligent leaders have the same impulses and feelings that everyone else does, but they have learned to not act on them. This ability gives them extra insight and tends to drive out chaos and negativity. In this workshop you will learn more about what EQ is, as well as how to identify, assess and control the emotions of yourself and those around you. Understanding and practicing emotional intelligence can help your company achieve better results with both employees and customers.

Jackson Campus

M

11/21

5:30P-8:30P

The Sequoyah Fund

Dominate Your Local Market with Online Directories: Many businesses are surprised to see they are already listed in a number of free directories with a small amount of information, sometimes with mistakes. We will show you how to claim, correct and expand your listings before someone else does. Since basic listings are free, directories provide a great opportunity for a small business to look as professional as big competitors. During this class will learn how to find directories relevant to your industry, give you the guidelines for setting up your listings in a way that improves search results and builds a stronger Web presence and the importance of accuracy across all listings.


Jackson Campus

Th

12/1

5:30P-8:30P

Go Digital Metrics




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Electrical Contractors' License Renewal Education: (8 hrs.) This course meets the requirements of the NC State Board of Examiners of Electrical Contractors for eight hours of continuing education credit.

Jackson Campus, Balsam, Room 152 *Self-Supporting.*
T 10/18-10/25 5:30-9:30P J. Buchanan \$70

Electronic Notary Public: (3 hrs.) This course is designed for individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. For more information, go to www.secretary.state.nc.us/notary/. *Self-Supporting.*

Jackson Campus, Burrell 303
T 9/27 9A-12P K. Brendell \$70

Motor Vehicle Dealer License Renewal: (6hrs.) 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.*

Jackson Campus, Balsam, Room 152
F 10/7 8:30A-3:30P D. Mauk \$70

Notary Public Education: (6.5 hrs.) 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 NC Secretary of State's office. Requirements: high school diploma or GED, at least 18 years of age, legal resident of the USA, bring current valid state, federal, or tribal photo ID. Before class, 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.

Jackson Campus, Founder's Hall, Room 117 *Self-Supporting.*

Th	8/18	9A-4:30P	R. Cedrone	\$70
Th	9/29	9A-4:30P	K. Brendell	\$70
Th	10/20	9A-4:30P	K. Brendell	\$70
Th	11/17	9A-4:30P	K. Brendell	\$70
Th	12/15	9A-4:30P	K. Brendell	\$70

Macon Campus, Cecil Groves Center, Board Room

T	9/13	9A-4:30P	R. Cedrone	\$70
T	11/8	9A-4:30P	R. Cedrone	\$70

NC Auto Safety Inspection Certification: (8 hrs.) 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.

Jackson Campus, Summit, Room 127 *Self-Supporting.*

M,T	9/12-9/13	6-10P	R. Frady	\$70
M,T	10/24-10/25	6-10P	R. Frady	\$70
M,T	11/28-11/29	6-10P	R. Frady	\$70

OBD Emissions Certification/Recertification: (8 hrs.) Familiarizes students with the mandates and procedures required for certification as a North Carolina OBD II Inspector-Mechanic. *Self-Supporting.*

Jackson Campus, Summit, Room 129
M,T 12/5-12/6 6-10P R. Frady \$70


Real Estate General Update: (4 hrs.) The primary topics in this year's GENUP are: Electronic Signatures and Electronic Record-keeping, Property Management Issues, Revised Rules & Laws, Selected Topics, and Licensing & Education Review. *Self-Supporting.* TBD

Real Estate Elective: Agency: Art or Agony: (4 hrs.) An elective course designed to cause brokers to "stop...and...think" about his/her actions or inactions when working with buyers and sellers or landlords and tenants, especially when acting as a dual agent. *Self-Supporting.* TBD

Real Estate Broker in Charge Update: (4 hrs.) The primary topics in this year's BICUP are: Electronic Signatures and Electronic Record-keeping, Property Management Issues, Revised Rules & Laws, Selected Topics for Brokers-In-Charge, and Licensing & Education Review. *Self-Supporting.* TBD



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The Jerry Sutton Public Safety Training Center (PSTC) is a division of Southwestern Community College (SCC). SCC-PSTC is located within the Macon County Industrial Park, on Highway 64-West. The facility 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.

EMERGENCY MEDICAL SERVICES

Pre-registration is required for all EMS certification courses. Courses may also be cancelled due to insufficient enrollment. For more information or to enroll in EMS training contact Todd Doster at 828.306.7044 or tdoster@southwesterncc.edu. You may also search for and register for classes here: www.southwesterncc.edu/pstc/ems-class-schedule

AEMT: 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. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. This class consists of 184 hours didactic education, clinical education of 48 hours in the hospital emergency department and 48 hours of field internship at area EMS agencies and 12 hours of final comprehensive practical evaluation. SCC-PSTC Sept.

BLS for Healthcare Providers: 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. Call for more information. SCC-PSTC TBA

NAEMT's Emergency Pediatric Care (EPC) course focuses on the care of sick and injured children, addressing a full spectrum of emergency illnesses, injuries and scenarios that an EMS practitioner might encounter. The course provides an in-depth understanding of the pathophysiology of the most common pediatric emergency issues, and stresses critical thinking skills to help practitioners make the best decisions for their patients. SCC-PSTC 9/14

Heartsaver CPR, AED & First Aid: 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. SCC-PSTC TBA

Law Enforcement First Response Tactical Casualty Care: LEFR-TCC teaches public safety first responders including police, other law enforcement officers, firefighters, and other first responders the basic medical care interventions that will help save an injured responder's life until EMS practitioners can safely enter a tactical scene. It combines the principles of PHTLS and TCCC, and meets the recommendations of the Hartford Consensus document and TECC guidelines. Call for more information. SCC-PSTC TBA

Tactical Emergency Casualty Care (TECC) Course: In response to the increased need for tactical trauma care education, the PHTLS Committee is pleased to announce that the Tactical Emergency Casualty Care (TECC) curriculum is now available. This new 16 hour course is designed for EMS practitioners needing tactical casualty care training

for the civilian sector and meets all Tactical Emergency Casualty Care guidelines. Call for more information. SCC-PSTC Nov.

Paramedic Refresher and EMT- Paramedic to Paramedic Transition Course: This 48 hour course will provide the requirements for renewing National Registry Paramedic and will also be a state approved EMT-Paramedic to Paramedic transition course to bridge currently credentialed EMT Paramedics trained under the old DOT National Standard Curriculum to the new Education Standards. SCC-PSTC TBA

Pre-Hospital Trauma Life Support (PHTLS): 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 pre hospital environment. Call for more information. SCC-PSTC October

Advanced Medical Life Support: NAEMT's Advanced Medical Life Support (AMLS) course is the first EMS education program that fully addresses how to best assess and manage the most common medical crises in patients, offering a "think outside the box" methodology. It is for all levels of practitioners with a strong commitment to patient care, including emergency medical technicians, paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians. The course 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 offers an initial assessment-based approach that progresses to a diagnostic-based approach to quickly develop the best treatment plan. SCC-PSTC Aug.

Emergency Medical Responder: 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. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. The class consists of 72 hours didactic and hands-on patient scenario training. Call for more information. SCC-PSTC TBA

Emergency Medical Technician - Hybrid Course: 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 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 Emergency Medical Technician is a link from the scene to the emergency health care system. 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 Jerry Sutton Public Safety Training Center located in Franklin, NC as well as 24 hrs. of EMS Field Internship. Contact for information of next offering. SCC-PSTC Sept.

2016



EXCELLENCE THROUGH Training

Mark your calendar for the 27th WNC Fire and Rescue College **Sept. 30 - Oct. 2, 2016.**

It is an honor for Southwestern Community College – Jerry Sutton Public Safety Training Center (SCC-PSTC) in conjunction with local Fire/Rescue agencies to provide condensed training at the 2016 Weekend Fire School. A wide range of courses are being offered, providing a wide scope of training opportunities.

2016 Classes

DRIVER/ OPERATOR CERTIFICATION CLASSES:

- EVD (Driver Operator)

NC DOI CERTIFICATION CLASSES:

- Building Construction
- Fire Behavior (LB) & Foam Fire Streams
- NC RIT Rapid Intervention Training
- PPE (LB) & Portable Fire Extinguishers
- Rescue
- Safety & Survival
- Sprinklers

NATIONAL FIRE ACADEMY COURSES:

- Incident Safety Officer
- NIMS ICS-300

NON-CERTIFICATION SPECIALTY TRAINING:

- Flashover Simulator
- Live Fire Training
- Small Aircraft Crash Rescue (ARFF)

SPECIALTY CERTIFICATION TRAINING:

- Chief 101 & ISO
- Fire Instructor 1

TECHNICAL RESCUER CERTIFICATION CLASSES:

- TR Agriculture Rescue
- TR Block Course
- VMR: Bus & Machinery

For questions or more information please contact:

Todd Sumner • todds@southwesterncc.edu • 828.306.7045

College webpage information • www.southwesterncc.edu/pstc/fire-rescue

FIRE AND RESCUE

Various courses are offered in cooperation with individual fire and rescue departments in the Jackson County, Macon County, Swain County and Qualla Boundary service area. Specific courses are designed to increase the firefighter's technical knowledge and improve his or her skills in fire ground operation. Classes may be offered according to the needs of each fire department. In addition, SCC offers the nationally recognized firefighter certification program and the rescue certification program. The training curriculum is based on the NFPA 1001 & NFPA 1006 standards.

The Fire and Rescue Training Facility is located adjacent to the Public Safety Training Complex at 225 Industrial Park Loop, Franklin, NC 28734. This 4,100 square foot, three-story live burn building is designated for a variety of training exercises. Both fire and smoke exercises can be conducted in and on the structure and rescue operations can be simulated throughout the building. SCC will coordinate training for firefighters and rescue personnel in the region and will be responsible for the scheduling of this facility.

Monthly meetings are scheduled at the following locations:

Alarka Fire Department • Balsam Fire Department • Bryson City Fire Department • Burningtown Fire Department • Canada Fire Department • Cherokee Tribal Volunteer Fire Department • Clarks Chapel Fire Department • Cowee Fire Department • Cullasaja Fire Department • Cullowhee Fire Department • Franklin Fire Department • Cashiers Fire Department • Cashiers Rescue • Highlands Fire & Rescue Department • Mtn. Valley Fire Department • Nantahala Fire Department • Otto Fire & Rescue Department • Qualla Fire Department • Savannah Fire Department • Sky Valley/Scaly Fire Department • SCC-PSTC Sylva Fire Department • Swain County Rescue • West Macon Fire Department • West Swain Fire Department

Weekly schedules for Fire Departments in SCC service area may be found at: www.southwesterncc.edu/pstc/fire-rescue/fire-training

For more information on the following classes contact Kameron Buchanan, Fire Rescue Coordinator/Instructor at 828.306.7045 or email k_buchanan@southwesterncc.edu.

LAW ENFORCEMENT

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, SCC-PSTC North Carolina Law Enforcement Certification Coordinator/Instructor at 828.306.7046, or email reynolds@southwesterncc.edu. Additional information and application materials may be accessed at www.southwesterncc.edu/pstc/law-enforcement/basic-law-enforcement-training.

SCC-PSTC T,W,Th,Sa 9/5-4/28 6p-11P

CJC 3941: Detention Officer Certification Training (DOCC): (206 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 twenty-one 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 the State of North Carolina. For more information contact Matt Reynolds, North Carolina Law Enforcement Certification Coordinator/Instructor at 828.306.7046 or email reynolds@southwesterncc.edu

SCC-PSTC M,T,W,Th,F,Sa 7/12-8/12 8A-6P

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 2015. SCC will work with all agencies to meet these training requirements in traditional seat-based classes or online delivery. Please contact Mark Welch at the SCC-PSTC, 828.306.7052 or m_welch@southwesterncc.edu for additional information. SCC-PSTC TBA

CJC 3952: In-Service Training for Detention Officers: In-Service Training Requirements from the NC Criminal Justice and Sheriffs' Education and Training Standards Commission: The In-Service N.C. Detention Officer Training requirements, as outlined in the N.C. Administrative Code, requires that every detention officer certified by the North Carolina Sheriffs Education and Training Standards Commission complete 16 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 2015. SCC will work with all agencies to meet these training requirements in traditional seat-based classes or online delivery. Please contact Mark Welch, 828.306.7052 or m_welch@southwesterncc.edu for additional information. SCC-PSTC TBA

CJC 3928: General Instructor Training: 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. For more information contact Matt Reynolds, North Carolina Law Enforcement Certification Coordinator/Instructor at the SCC-PSTC, 828.306.7046 or email reynolds@southwesterncc.edu

SCC-PSTC M-F 1/12 - 1/28 8A-5P

CJC 5000: Tracking for the Patrol Officer: (16 hrs.) This course trains the patrol officer to utilize visual tracking to investigate and control incidents that occur outdoors. The student will receive instruction in the application of visual tracking, individualized tactical movement, equipment, field expedient camouflage, identifying and clearing danger areas, woodland arrest

techniques, foot patrol tactics and investigation. The training focuses on the identification of track evidence at the scene with emphasis on gathering intelligence for further investigation or pursuit of a suspect or lost person. Contact Mark Welch at the SCC-PSTC, 828.306.7052 or m_welch@southwesterncc.edu for additional information.

SCC-PSTC W,Th TBA 8A-5P

CJC-5020: Subject Control/Arrest Techniques (SC/AT) Workshop Series (Either 08 or 10 Hrs.): This workshop series will review and expand basic, practical and effective subject control/arrest principles and techniques for resisting and combative behaviors encountered by the law enforcement professional, built upon the foundation of the North Carolina - Basic Law Enforcement Training (NC-BLET) SC/AT curriculum. Attendees should be sworn law enforcement officers, employed by a Police Department, Sheriff's Office or state agency within North Carolina. Attendees should wear appropriate training attire, including duty belt, duty belt keepers, handcuffs, handcuff key and baton. Optional training equipment includes mouth guard, groin protection, patrol gloves and athletic footwear. Attendees must be physically fit for duty and able to perform physical skills associated with subject control and arrest duties. Practical laboratory components will include lecture, demonstration, practical exercises and physical activity related to positional movement, striking, holding, locking, leveraging, disengagement and progressive training drills to approximate increased heart rate related to situational performance within the control/arrest environment. Contact Mitch Boudrot at m_boudrot@southwesterncc.edu or 828.306.7043 for additional information. SCC-PSTC TBA

CJC-5020: 5020: Specialty Munitions Refresher: (08 hrs.) This course facilitates the occupational recertification process of sworn law enforcement officers who require specialized training in the procurement, storage, transportation and deployment of Impact and Chemical Munitions, Flash-Bang & Sting-Ball Munitions and Oleoresin Capsicum Aerosol Delivery systems during tactical operations. Consideration of legal, liability, safety and mitigation of potential risks/hazards associated with their deployment will be reviewed and discussed, guided by the attendee's agency-specific policy and procedures, rules & regulations, as well as established manufacturer recommendations and training standards. The course will consist of lecture, demonstration laboratory and practical exercise stressing individual Operator, as well as Team capabilities, required for successful deployment of these munitions during the resolution of critical incidents. Upon completion of this course, attendees will be better prepared to consider the risk versus benefit options related to the deployment of specialty munitions during tactical operations within their specific jurisdictions. Attendees must be sworn law enforcement officers requiring on-going and continuous training within the area of specialty munitions. Attendees will wear appropriate attire and footwear conducive to the execution of tactical operations, inclusive of agency-issued/personally-owned personal protective equipment (PPE), including but not limited to: air purifying respirator (APR), ballistic helmet, eye protection, hearing protection, gloves, ballistic vests and mission-specific load-out gear required by Team assignment/position. Attendees will utilize specialty munition inventories provided by their agency. Contact Mitch Boudrot at m_boudrot@southwesterncc.edu or 828.306.7043 for additional information. SCC-PSTC TBA

CJC 5045: Basic School Resource Officer Training: (40 hrs.) This course is designed for officers who desire to become or are assigned to a school

resource officer position/program. This course will assist in defining the School Resource Officer (SRO) concept and apply this to the school in which they are assigned, define the dual objectives of prevention and enforcement as it applies to the School Resource Officer Program, identify the roles of a School Resource Officer/Unit in the educational community, identify the various categories of students defined as Children with Special Needs and sensitize the School Resource Officer to each classification, discuss the problems of dating violence, social networking issues amongst teens, adolescent suicide, identify the warning signs associated with "at risk" students and recommend the appropriate steps which need to be taken in handling these students, and discuss the development of relationships necessary to function as an SRO, including relationships with students, parents and faculty. *Must be a sworn law enforcement officer to register* SCC-PSTC TBA

CJC 5055: National Park Service - Seasonal Law Enforcement Training (NPS-SLET) Program Session #97 (Fall 2016): 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) 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. For additional information, contact Don Coleman, SCC-PSTC National Park Service Law Enforcement Training Instructor at d_coleman@southwesterncc.edu or 828.306.7055, or 1.800.447.4091, Ext. 7055. (Hours are TBA, following curriculum development/implementation by the NPS-LETC)

CJC-3926 LIDAR Operator Certification: This 13-hour course is intended to certify the student in the use of LIDAR Speed Measuring Instruments. Students will be instructed in the following topics: Basic Principles of LIDAR Speed Measurement, Legal and Operational Considerations, Motor Skills Testing, State administered written examination. Note: Student must provide a LIDAR instrument currently on the approved list for use in North Carolina. This can be found in Appendix A of the current Supplement to the SMI Operator Manual. Manuals will be provided by SCC-PSTC. Prerequisite: Student must be a currently certified law enforcement officer in North Carolina, a Federal Law Enforcement Officer, or currently active in the military, and be a currently certified RADAR Operator. SCC-PSTC Sept. 16 & 20

CJC-3934 RADAR Operator Certification Training: A 40-hour certification course for Officers seeking certification to operate RADAR in North Carolina. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, BLET certified. Deputies must be in compliance with the Sheriffs' Standards Commission. Student and/or agency must provide approved RADAR (s) for practice and testing, patrol vehicle and current RADAR training Manual. Contact 828.306.7043 for more info. SCC-PSTC Sept. 13-20

CJC-3937 RADAR Operator Re-Certification Training: A 17-hour (two day) re-certification course for officers seeking re-certification to

operate RADAR in North Carolina. Must be currently certified or certification has not been expired more than one year. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, BLET certified. Deputies must be in compliance with the Sheriffs' Standards Commission. Student must provide approved RADAR (s) for practice and testing, patrol vehicle, and current RADAR training manual. To pre-register contact 828.306.7056. Class will not be held if not sufficient enrollment. Contact 828.306.7043 for more info. SCC-PSTC Sept. 12 & 20

RADAR/LIDAR Operator Recertification: This 17-hour course is intended to recertify the student in the use of RADAR and LIDAR Speed Measuring Instruments. Students will be instructed in the following topics: Basic Principles of RADAR / LIDAR Speed Measurement, Legal and Operational Considerations, Motor Skills Testing, State administered written examination. Note: Student must provide a RADAR and LIDAR instrument currently on the approved list for use in North Carolina. This can be found in Appendix A of the current Supplement to the SMI Operator Manual. Manuals will be provided by SCC-PSTC. Prerequisite: Student must be a currently certified law enforcement officer in North Carolina, a Federal Law Enforcement Officer, or currently active in the military, and be a currently certified RADAR and LIDAR Operator, or certification has lapsed with the last twelve (12) months. Contact 828.306.7043 for more info. SCC-PSTC Sept. 12 & 20

MOTORCYCLE SAFETY BASIC RIDER

This course covers the basic fundamentals needed to develop your capabilities to become a safe and responsible motorcyclist. It provides the opportunity for you to learn the physical and mental skills important for

operating a motorcycle. In the classroom, you will learn ways to minimize risk and handle special riding situations. During the riding portions, you will be coached to develop the physical skills of basic control that include: straight line riding, stopping, turning and shifting. New for 2015 is the Motorcycle Safety Foundation Basic eCourse a highly interactive online program that provides riders of all skill levels with the basics of motorcycling. With integrated graphics, photos and video to help better illustrate the lessons, the new program allows you to control the pace of your learning. This will be required prior to your scheduled Saturday/Sunday class meeting. Certificate of completion must be presented on the first day of class. This eCourse portion is included in your class registration. Information for completion will be provided upon registration. There is a minimum of six (6) students per class required – Maximum of 12 students per class. For more information, call 828.306.7041. Students must be able to ride a bicycle before entering class. Class is physically demanding. Classes are held on a full-size, flat range. Small lightweight motorcycles are provided. SCC-PSTC (Friday 6P-8P, Saturday & Sunday 8A – 5P) Sept. 9-11 • Oct. 7-9 • Oct. 21-23

SAFE DRIVING PROGRAM

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.



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TUESDAY IS College Day!

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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., 0 CEU. **Self-Supporting.**

Swain Center, Room 125

F	8/05	9A-12P	J. Matthews	\$25
W	8/10	6-9P	J. Matthews	\$25
F	12/2	9A-12P	J. Matthews	\$25
M	12/5	6-9P	J. Matthews	\$25

Soda Kiln Construction: Students will learn basic techniques for constructing a Soda Kiln, this will include essential materials, basic operations, and safety procedures. Student will be expected to create work to be tested in the completed kiln. Upon completion, students will be able to construct and operate a Soda Kiln. Cost of kiln materials included, cost of other materials not included. Prerequisites: Beg. & Int. Wheel and/or Instructor's permission. 40 hrs., 4.0 CEU.

Tree House Pottery, Dillsboro, NC

S	8/6 - 10/8	1-5P	J. McKee	\$125
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Teapot & Glaze Workshop: Explore the teapot; form, construction, and a variety of glazing methods with visiting artist Fong Choo. For over a decade, Fong Choo has been focused on Miniature Teapots. During the class he will demonstrate his glazing methods and how he approaches throwing the teapot form. Time will be allowed after class for one on one critiques and feedback for participants. Cost of materials not included. Prerequisites: None, intermediate experience level preferred. Limited to 20 spots, must pre-pay to reserve. 6 hrs., 0 CEU.

Self-Supporting.

Swain Center, Room 125

F, S	8/12 - 8/13	10A - 1P	J. Marley	\$100
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Joined Vessels: This course will concentrate on the design and production of joined pieces including large footed pieces, large pitchers, stemware, teapots, and handled items. The use of the extruder and slab roller will be incorporated into the design of items. At the conclusion of the course students will be proficient in throwing a variety of joined pieces and utilization of hand building tools. In addition, students will have enhanced their surface finishing techniques including glazing. Cost of materials not included. Prerequisites: Beginning Wheel and/or instructor's permission. 24 hrs., 2.4 CEU.

Swain Center, Room 123

T, Th	8/16 - 9/8	9A-12P	K. Hubbs	\$70
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Beginning Wheel: This course introduces students to pottery making. They will learn to center up to 1.5 pounds of clay on a wheel, turn, trim, and glaze basic forms. Additional topics covered include throwing off the hump, the operation of a pottery studio, clay bodies, kiln loading and firing, basic pottery vocabulary, safety issues, along various firing. Cost of materials not included. Prerequisite: None. 96 hrs., 9.6 CEU.

Swain Center, Room 123

T, Th	8/16 - 12/8	6-9P	E. Delfield	\$180
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Style Development: This class will give the intermediate and advanced student an opportunity to plan, develop and participate in a pottery festival. Students will be expected to engage in self-directed work in creating a body of work to sale and present. Emphasis will be place on quality, clean work and a high level of surface decorations, glazing and firing techniques. Supplies not included. Prerequisites: Beg.

& Int. Wheel and/or Instructor's permission. 96 hrs., 9.6 CEU.

Swain Center, Room 125

T, Th	8/16 - 12/8	6-9P	J. McKee	\$180
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Pottery Tools: The design and construction of simple tools for use in the studio will be the focus of this course. Students will create a variety of tools including ribs, paddles, stamps, and brushes. Emphasis will be placed on skills and use of the tools, materials, and construction. Upon completion of the course students will have constructed a variety of tools. Cost of materials not included. Prerequisites: Intermediate Wheel and/or instructor's permission. 39 hrs., 3.9 CEU.

Swain Center, Room 102

T	9/6 - 12/6	1-4P	S. Coe	\$125
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Wood Firing: During this advanced course, students will concentrate on fabrication of pieces, their glazing, and firing in a wood fire kiln as well as in construction and models of the wood fire kiln. At the conclusion of the course students will have produced a body of work that demonstrates mastery of wood firing. Cost of materials not included. Prerequisites: Intermediate Wheel and/or instructor's permission. 40 hrs., 4.0 CEU.

Swain Center, Room 123

M, W	9/7 - 11/14	6-8P	E. McIlvaine	\$125
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Dinner Sets: This course provides students at the intermediate skill level in pottery a focus on throwing and creating a sets of dinner ware. Students with experiment and create a typical dinner wars forms, including plates, bowls, saucers, tumblers, and goblets. At the conclusion of the course, student will be able to create matched sets of dinner ware for up to 4 people. Cost of materials not included. Prerequisites: Beginning Wheel or Instructor's permission. 48 hrs., 4.8 CEU.

Swain Center, Room 123

T, Th	9/13 - 11/3	9A-12P	K. Hubbs	\$125
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Horsehair: Students will concentrate on the design, production, and finishing of a variety of non-functional horsehair items. Topics will include form, terra sigillatas, firing, and application techniques. At the conclusion of the course students will have a body of work that demonstrates mastery of the technique. Cost of materials not included. Prerequisites: Intermediate Wheel and/or instructor's permission. 24 hrs., 2.4 CEU.

Swain Center, Room 125

M	9/12 - 11/7	6-9P	J. Matthews	\$70
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Lidded Vessels: During this course, students will concentrate on lidded vessels with an emphasis on good design and production. Topics include sugar bowls, casseroles, lidded candy dishes, lidded canisters, lidded

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bottles, butter dishes, and teapots. At the conclusion of the course students will be proficient with at least four lid forms, including cutting lids from closed forms and the use of hand-building tools. Cost of materials not included. Prerequisites: Beg. Wheel or Instructor's permission. 24 hrs., 2.4 CEU.

Swain Center, Room 123

T, Th	11/8 - 12/8	9A-12P	K. Hubbs	\$70
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Independent Study Ceramics: This course is a self-directed, independent study for experienced individuals. Students will meet bi-weekly with the instructor for the 4-week duration (some months will be 5 weeks) of the class to review progress and address any concerns. Students will be expected to work on their own, during open studio hours. Cost of materials not included. Prerequisites: Portfolio review or Beginning Wheel. 2 hrs., 0 CEU. **Self-Supporting.**

Swain Center, Room 125

T	8/2-8/30	1-3P	K. Hubbs	\$80 (5 weeks)
T	9/6-9/27	1-3P	K. Hubbs	\$65
T	10/4-10/25	1-3P	K. Hubbs	\$65
T	11/1-11/29	1-3P	K. Hubbs	\$80 (5 weeks)

PAINTING & DRAWING

Plein Air Painting: This 3-day workshop will focus on oil painting outside, drawing inspiration from the landscape. Students will need a French or box easel, brushes, oil paint, pallet, mediums, and towels for clean-up. Expect to be productive and have 3-6 finished paintings at the end of the class. Cost of materials not included. Prerequisites: None. 9 hrs., 0 CEU. **Self-Supporting.**

Swain Center, Room 114

W, Th, F	8/3 - 8/5	9A-12P	J. Marley	\$92
W, Th, F	10/13-10/15	9A-12P	J. Marley	\$92

Drawing: For the beginner to intermediate level, students will explore several drawing techniques to develop and improve their skills. Topic covered will include drawing from a still life and landscape, as well as a variety of drawing mediums, including pencils, pens, charcoal, and conte crayons. Students completing this course will have a better understanding of drawing process and how to express themselves visually. Prerequisites: None. 8 hrs., 0 CEU. **Self-Supporting.**

Swain Center, Room 114

T	11/1 - 11/22	6:30-8:30P	J. Marley	\$60
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PRINTING & LETTERPRESS

Printing in the Cherokee Language: This class will explore printing in the Cherokee language, including historical and contemporary developments. Students will learn the basics of letterpress using a hand printing press while completing a project of their own and contributing to a class project. Min. 4, Max 10. Cost of materials included. Prerequisite: None, 2.5 hrs., 0 CEU. **Self-Supporting.**

Swain Center, room 110

T	8/9	6:30-9P	J. Marley	\$25
Th	10/27	6:30-9P	J. Marley	\$25
Th	12/1	6:30-9P	J. Marley	\$25

Printing Holiday Cards: Learn how to use letterpress to create custom holiday cards. Students will explore pressure printing, lino block, and photopolymer. At the end of the class, students will have several types of personalized cards for the holidays and be familiar with letterpress printing. Cost of materials included. Prerequisite: None, 6.0 hrs., 0 CEU.

F	11/4 - 11/18	10A-12P	J. Marley	\$40
F	12/2 - 12/16	10A-12P	J. Marley	\$40

Independent Study Print: This course is a self-directed, independent study for advanced students. Students will meet bi-weekly with the instructor for the 4 week duration of the class to review progress and address any concerns. Students will be expected to work on their own, during open studio hours. Cost of materials not included. Prerequisites: Printmaking I&II and/or portfolio review. 2 hrs., 0 CEU. **Self-Supporting.**

Swain Center, Room 110

T	8/2-8/30	11A-12P	J. Marley	\$91 (5 weeks)
T	9/6-9/27	11A-12P	J. Marley	\$75
T	10/4-10/25	11A-12P	J. Marley	\$75
T	11/1-11/29	11A-12P	J. Marley	\$91 (5 weeks)

SCC Ceramics Arts Club Presents

Heritage Arts HOLIDAY FESTIVAL

Nov. 12, 10 a.m. - 4 p.m.

SCC Swain Center (on HWY 74)

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Southwestern Community College holds classes at convenient times and locations each week to meet the needs of adults with busy lives.

High School Equivalency

- Oaks Hall, Room 103 M,T,W 9A-12P
New students must attend an orientation on Tuesdays from 10A-12P.
- Oaks Hall, Room 103 M,W 6-9P
- Mountain Projects T,Th 4:30P-7:30P
- Webster Enterprises M,W 3:30P-5:30P
- Swain Center (Bryson City)
Room 101 T,W 8:30A-12:30P
M,W 5:30P-8:30P
- Vocational Opportunities of Cherokee (VOC)
Rooms 1 & 2 M,T 9A-12P
Rooms 1 & 2 T,Th 5:30P-8:30P
- Peggy Crosby Community Center (Highlands)
Peggy Crosby Center T,W 6:30P-8P
- Macon (Franklin)
Macon Annex, Room 101 M,T,W,Th 8A-12P
Macon Campus, Room 203 M,Th 5-8P

Job and Career Preparation (HRD)

With today's new and rapidly changing technology and competitive job market, it is important to make yourself stand out. Attending a College and Career Readiness Lab will help you determine the qualities that make you most marketable to prospective employers. Get that interview and win that job.

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. For more information, contact Rita Gregory at 828.306.7020 or ritag@southwesterncc.edu.

Jackson Campus (Sylva)		
Oaks Hall, Room 104	T,W,Th	9A - 2P
Swain Center (Bryson City)	M	8:30A-1:30P
	W	8:30A-12:30P
NC Works (Sylva)	W	9A - 12P
Macon Annex (Franklin)		
Room 104	T	9A-12P
	Th	9A-2P

English Language (ESL) / Civics

ESL classes are designed to help adults with a limited knowledge of English learn to speak, read and write English. Speaking English properly will greatly enhance career and college placement. Classes are small, individual instruction is provided and students work at their own pace.

Clases de ingles (ESL)

Las clases de ingles están diseñados para ayudar a la gente mejorar leer, escribir y hablar ingles. Hablando ingles correcto le ayudará ganar más

dinero en su trabajo. Las clases de ingles están enseñados con instrucción individual y los estudiantes estudian al nivel adecuado. Si tiene preguntas, llame 828.339.4262 se habla español.

Jackson Campus (Sylva)

- Oaks Hall, Room 105 M,W 9A-12P
- Oaks Hall, Room 105 T,Th 6-9P

Peggy Crosby Community Center (Highlands)

- Peggy Crosby Center T,W 6:30P-8P

Macon (Franklin)

- Macon Annex, Room 10105 M,W 8A-1P
- Macon Campus, Room 108 M,W 6-9P
- Cherokee – Bingo Hall W,Th 4P-6P

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 Southwestern Community College as your test center, select the date and time you want to test, paying online and then you are ready to test! Call Devonne Jimison at 828.339.4486 for information on our classes or testing.

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GENERAL INFORMATION

CONTACT INFORMATION

Toll Free Number: 1.800.447.4091

General Information: 339.4426

Defensive Driving: 339.4426

Emergency Medical Services: 306.7044 or 306.7053

English Language (ESL) / Civics: 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

Small Business Center: 339.4211 or 339.4426

Transcripts: 339.4426 or 339.4206

- 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.

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

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 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 who have registered and paid may attend class.

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.

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