

INSIDE

10 OCCUPATIONAL TRAINING:
Real estate market is on the rise,
and SCC covers all educational needs for
aspiring and existing brokers.



**FOR
SALE**

Spring 2018

WORKFORCE INNOVATIONS

Continuing Education Schedule

See Page 3

for an index of all class listings.

Professional Licensure

Educational Opportunities

Personal Enrichment

Small Business Center

Occupational Training

Online Occupational Training

Public Safety Training

Heritage Arts

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

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.
- 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 of 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.

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.

NEW!
Online registration for
Workforce Innovations
www.southwesterncc.edu/ie

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

Identification Statement:

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SCC educational opportunities students have writings published

By: Julia Hartbarger

Students in Southwestern Community College's educational opportunities program can now add "published authors" to their list of achievements.

"Through Their Eyes: The Quill Took Flight" is a book of writings from English as a Second Language (ESL) and high school equivalency students.

"We are so appreciative of the grant from the SCC Foundation Grant Committee that allowed us to do this," said Dr. Patricia Graham, SCC's educational opportunities instructor who also served as editor, compiler and translator for the book. "This gave the students an opportunity to express themselves, and it was such a blessing to see everyone work so well together."

The book, which features poetry, fiction and non-fiction stories, has both an English version and the original work in the students' respective languages.

In addition to Graham, Kay Wolf, SCC's educational opportunities coordinator, served as translator and editor. Amy Russ, SCC's developmental English instructor, also served as an editor.

The different languages and cultures found in the book include: Gujarati, Chinese, Vietnamese, Spanish, Arabic, Thai and English as well as Appalachian and Cherokee tales.

"This book allows us to see their culture and the struggles they have faced through their point of view," said Graham. "Seeing the look on their faces when they saw their names next to their work meant so much to me."

Books can be purchased on Amazon.com. For more information about SCC's educational opportunities program, visit www.southwesterncc.edu, call 828.339.4262 or checkout listings on the next page.



Pictured from left: Jamie Wilkes of Sylva; Crystal Wood of Sylva; Kanokwan Brown of Cullowhee; Amy Russ, SCC developmental English instructor; Karen Martin, SCC educational opportunities instructor; and Dr. Patricia Graham, SCC educational opportunities instructor.

EDUCATIONAL OPPORTUNITIES

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,Th 9A-12P
- Oaks Hall, Room 103 M,W 6-9P
- Mountain Projects T,Th 4:30-7:30P
- Swain Center (Bryson City) Room 101 T,Th 5:30-8:30P
- Ginger Lynn Welch Complex Large Conference Room T,Th 9A-12P, 6-9P
- Peggy Crosby Community Center (Highlands) Peggy Crosby Center T,W 6:30-8P
- Macon (Franklin) Macon Annex, Room 101 M,T,W,Th 8A-12P
Macon Campus, Room 228 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 Melanie Price at 828.306.7020.

- Jackson Campus (Sylva) Oaks Hall, Room 104 T 9A - 2P
- Swain Center (Bryson City) TBD Based on Need
- Macon Annex (Franklin) Room 104 T, Th 9A-12P

English Language Acquisition (ELA) / 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 (ELA)

Las clases de ingles están diseñados para ayudar la gente mejorar leer, escribir y hablar ingles. Hablando ingles cor-

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

Peggy Crosby Community Center (Highlands)

- Peggy Crosby Center T,W 6-8P

Macon (Franklin)

- Macon Annex, Room 105 M,W 9A-12P
- Macon Campus, Room 108 M,W 6-9P
- Clarks Chapel Methodist Church (Childcare Available) T 6-9P
- Cherokee -Good Sheperd Church (Childcare Available) M 6-9P

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, pay 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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PROFESSIONAL LICENSURE

For more details, please visit www.southwesterncc.edu/workforce-innovations/professional-licensure.

SEF 3001- 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.

Jackson Campus, Burrell, Room 303			<i>Self-Supporting</i>	
T	1/9	9A-4:30P	R. Cedrone	\$70
Th	2/15	9A-4:30P	R. Cedrone	\$70
Th	3/22	9A-4:30P	R. Cedrone	\$70
Th	5/31	9A-4:30P	R. Cedrone	\$70
Macon Campus, Cecil Groves Center, Room 212				
T	2/6	9A-4:30P	R. Cedrone	\$70
T	3/27	9A-4:30P	R. Cedrone	\$70
T	6/5	9A-4:30P	R. Cedrone	\$70

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 to class. Before class, students must purchase and read through the 2016 Notary Public Guidelines for North Carolina, available in the SCC Bookstore or online through the UNC-CH School of Government.

SEF 3001- Electronic Notary Public Education: (4 hrs.) This course is designed for currently commissioned notaries who want to become commissioned as electronic notaries. 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, especially the Electronic Notary Frequently Asked Questions section. \$70 Call or email for more information: Brian Hollands 828.339.4657 or b_hollands@southwesterncc.edu

** Students must bring to class a valid state, federal, or tribal ID and the Electronic Notarization Manual. Self-Supporting*

SEF 3001- 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			<i>Self-Supporting</i>	
M,T	2/19-2/20	6-10P	R. Frady	\$70
M,T	3/19-3/20	6-10P	R. Frady	\$70
M,T	4/23-4/24	6-10P	R. Frady	\$70
M,T	5/21-5/22	6-10P	R. Frady	\$70

SEF 3001- 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* \$70 Call or email for more information: Brian Hollands 828.339.4657 or b_hollands@southwesterncc.edu

SEF 3001- 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, Burrell, Room 102A			<i>Self-Supporting</i>	
S	1/13	8A-5P	J. Buchanan	\$70
T	3/20-3/27	5:30-9:30P	J. Buchanan	\$70
Macon Campus, Room 212				
T	4/10-4/17	5:30-9:30P	J. Buchanan	\$70

SEF 3001- Motor Vehicle Dealer License Pre-licensing: (12 hrs.) This course provides prospective auto dealers with the twelve hours of authorized pre-licensing training in order to be licensed in the state of North Carolina.

Jackson Campus, Burrell, Room 209			<i>Self-Supporting</i>	
T,W	3/6-3/7	8:30A-3:30P	D. Mauk	\$235

SEF 3001- Motor Vehicle Dealer License Renewal: (6 hrs.) This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulation and on the Vehicle Registration Section Title Manual.

Jackson Campus, Burrell, Room 209			<i>Self-Supporting</i>	
Th	3/8	8:30A-3:30P	D. Mauk	\$125

FORKLIFT

SEF 3001- Forklift Train the Trainer: (6 hrs.) OSHA requires employees operating lift trucks to be certified by their employer in the employer's facility and on the equipment they will be operating. This class is designed to teach qualified lift truck operators how to train and certify other operators on safe operation and meet OSHA Powered Industrial Truck Standard 1910.178 and 1926.602 requirements.

Jackson Campus, Summit, Room 127			<i>Self-Supporting</i>	
Call or email for more information: Brian Hollands 828.339.4657 or b_hollands@southwesterncc.edu				

HUMAN RESOURCES

SEF 3001- Associate Professional in Human Resources (aPHR): (24 hrs.) This course will prepare you to take the HRCI aPHR exam. The HRCI application and exam fees (\$350 and \$100) are not included in the course tuition. To be eligible for the aPHR you must have a high school diploma or global equivalent. No HR experience is required since this is a knowledge-based credential. \$110

Jackson Campus, Summit, Room TBD			<i>Self-Supporting</i>	
Call or email for more information: Brian Hollands 828.339.4657 or b_hollands@southwesterncc.edu				

MEDICAL

SEF 3001- Spanish for Medical Professionals: (20 hrs.) This interactive course will provide healthcare professionals and students with the fundamental tools needed to effectively communicate with their Spanish-speaking patients and families. This course may provide CEU's, call (828) 339-4657 or email b_hollands@southwesterncc.edu for more information. *Self-Supporting*

Macon Campus, Room 212				
T	2/13-5/15	5:30-8P	B. Dunham	\$125
(Note; course meets every other Tuesday – 2/13, 2/27, 3/6, 3/20, 4/3, 4/17, 5/1, and 5/15)				

PERSONAL ENRICHMENT

For more details about these and other personal enrichment classes, please visit www.southwesterncc.edu/workforce-innovations/personal-enrichment.

BASKETRY

CSP 4000- Basketry: A Functional Art (15 hrs.) Baskets are both beautiful and versatile. Simply take one down from its spot and use it for shopping, carrying pot-luck, displaying holiday arrangements, etc. Learn how to construct baskets, from the simple to the more difficult. During the weaving process, students will learn different types of reed, dying the reed, weaving styles, and how to prepare a basket kit. Students will have an opportunity to make 3-4 baskets during the 6-week course, using several different techniques.

Jackson Campus, Redbird *Self-Supporting*
Th 5/10-6/14 5:30-8P J. Pell \$85+\$95 material fee

COMPUTERS

CSP 4000- Excel: (8 hrs.) Whether you've used Excel every day for years or you're just getting started, you will learn tips, tricks, and functionality you'll find hard to live without in this class.

Jackson Campus, Founders Hall, Room 123 *Self-Supporting*
M,Th 2/12-2/22 5:30-7:30P S. Hanson \$75
Macon Campus, Room 111
T,Th 1/9-1/18 5:30-7:30P S. Hanson \$75
M,Th 4/9-4/19 5:30-7:30P S. Hanson \$75

CSP 4000- Basic Computers: (12 hrs.) This course includes everything you need to know to start exploring the world of technology from turning the computer on, using the mouse, navigating the keyboard, learning computer language and more! By the end of the course, you will be able to communicate with family and friends using email, explore any subject within your imagination on the world-wide web, write letters, recipes, and other documents, and track your assets.

Jackson Campus, Founders Hall, Room 123 *Self-Supporting*
M,Th 2/12-2/22 3-5P S. Hanson \$55
Macon Campus, Room 108
T,Th 1/9-1/18 3-5P S. Hanson \$55
M,Th 4/9-4/19 3-5P S. Hanson \$55

FITNESS

CSP 4000- Fitness Fusion: (15 hrs.) Fulfill that New Year's Resolution! Using Zumba techniques and toning sticks, each workout will feel more like a dance party than the traditional regimented style we've all come to dread.

Jackson Campus, Bradford Hall, Gym *Self-Supporting*
T,Th 1/9-2/27 5:15-6:15P G. Wang \$45
T,Th 3/13-5/15 5:15-6:15P G. Wang \$45

MUSIC

CSP 4000- Demystifying the Guitar: (12 hrs.) This class is for all levels of experience. The course will give and interpret a fundamental system that allows you to teach yourself to play the guitar. Students will learn tuning, basic musical math of the 12 note scale, how to set these up on your guitar with or without a capo, master rhythm and much more.

Swain Center, Room 114 *Self-Supporting*
T 5/8-5/29 6-9P Wendell McRae \$55

CSP 4000-Makin' Mountain Music on Guitar (Banjo, Mandolin, Dobro, etc.): (12 hrs.) This class is a follow up to "Demystifying the Guitar." The course will explore applying concepts learned in Demystifying the Guitar to well-known mountain music standards. Learn how to have fun, apply rhythm, scales/fills, harmonies and alternate chord voicings to actual songs!

Jackson Campus, Burrell, Room 303 *Self-supporting*
T 6/11-7/2 6-9P Wendell McRae \$55

PHOTOGRAPHY

CSP 4000- Beginning to Intermediate Digital Photography: (18 hrs.) Who doesn't want to capture the breathtaking mountains 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.)

Jackson Campus, Burrell, Room 303 *Self-Supporting*
T 1/16-2/20 5:30-8:30P M. Turlington \$120
Macon Campus, Room 215
Th 3/15-4/19 5:30-8:30P M. Turlington \$120

CSP 4000- Advanced Digital Photography: (18 hrs.) Continue to sharpen your technique and delve into Photoshop – the digital darkroom. Pre-requisite: Beginning to Intermediate Photography with Matthew Turlington.

Macon Campus, Room 108 *Self-Supporting*
T 5/1-6/5 5:30-8:30P M. Turlington \$120

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PERSONAL ENRICHMENT

LANGUAGE

CSP 4000- American Sign Language: (30 hrs.) American Sign Language (ASL) is the fourth most-used language in the United States. The ultimate purpose of this class is to provide a basic and adequate vocabulary in sign language, which the student can use to communicate effectively with those who are deaf, and the joy of learning a language that is beautiful and expressive.

Self-Supporting

Macon Campus, Room 215

T 5/17-7/19 5:15-8:15P C. Brantley \$125

CSP 4000- Beginning Italian Part 2: (24 hrs.) This course will introduce students to the basic vocabulary and grammar of the Italian language as well as Italian culture. 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. This is the perfect course for anyone who is planning a visit to Italy and/or loves Italian food and culture. 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!

Jackson Campus, Burrell, Room 303

Self-Supporting

M 3/12-4/30 5:30-8:30P L. Costantino \$115

CSP 4000- Beginning Spanish: (24 hrs.) This course will introduce the student to the basic vocabulary and grammar of the Spanish language as well as Spanish/Hispanic culture. Students will learn to listen, understand, speak, read, and write Spanish at a beginning level thereby developing the necessary skills needed for basic communication and comprehension. Tips on traveling in Spain, including handouts of helpful word lists, will also be given. This is the perfect course for anyone who loves Spanish or Hispanic food and culture. 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!

Jackson Campus, Burrell, Room 303

Self-Supporting

Th 3/15-5/3 5:30-8:30P L. Costantino \$115

PAPERCRAFTING

CSP 4000- Creative Fun with Paper, Inks and Stamps: (20 hrs.) This is a 10-week workshop that will bring out the creative spirit inside you. Students will be guided through step-by-step instructions to personally complete and take home a variety of projects. Techniques learned will range from beginner to advanced, however no prior experience is required. Students must bring their own scissors and multipurpose-liquid-glue. All other materials will be provided to create weekly projects. Workshop Projects created may include: Greeting Cards, Packaging (Boxes, Bags, and Gift Card Holders), Gift Items/Home Décor (Stamped Waxed Candles, Votive Holders, Recipe Box, Tea Box, Mini Scrapbook, Paper Flower Arrangement, Wall Sampler)

Macon Campus, Room 113

Self-Supporting

M 3/12-5/14 5:30-7:30P T. Murphy \$115



LEARN ABOUT DRONES:

- Safety
- FAA regulations
- License prep
- Intro to aerial photography

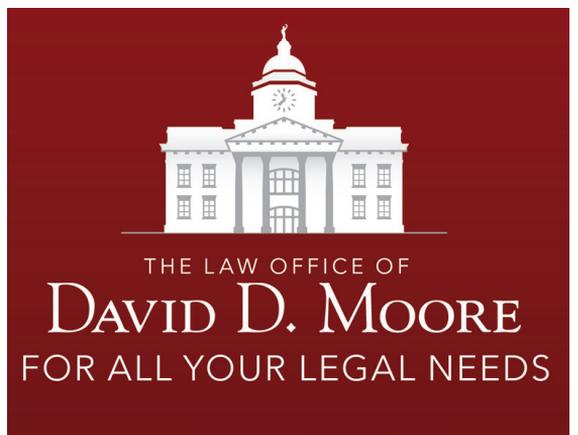
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SCC HONORS RECENT PHLEBOTOMY GRADS; NEXT CLASS STARTS IN JANUARY

Ten students recently completed the phlebotomy program through Southwestern Community College's occupational training division.

It was the largest class since SCC began offering the condensed, accelerated certificate option two years ago, and officials have announced a new class will be forming in January.

The class costs \$185 plus books, insurance, background checks, immunizations, drug screening and uniforms.

"We're noticing a significant increase in interest, both from employers and

students," said Scott Sutton, director of occupational training at SCC. "Since we started offering this program, our graduates have consistently been able to find quality jobs. The demand for these skills remains high throughout our service area of Jackson, Macon, Swain Counties and the Qualla Boundary."

The total program runs for just under three months. Approximately half of that span is spent meeting twice a week in class; the other half is clinical training.

For more information or to enroll in the next class, call 828.339.4426 or write ldowns@southwesterncc.edu.



Graduates of SCC's phlebotomy program are pictured here with their instructor. Front row, from left (hometowns in parenthesis): Heather Dunaway (Cullowhee), Amanda Thurmond (Cullowhee), Bryan Kaylor (Fayetteville) and SCC instructor Dale Hall. Center row: Mary Kay Warren (Waynesville), Lisa Hawkins (Franklin) and Whitney Parris (Whittier). Back row: Victoria Martin (Winston-Salem), Desiree Spach (Clemmons) and Christopher Chastain (Franklin). Not pictured is Lori Harrison (Franklin).

Southwestern

COMMUNITY COLLEGE

FOUNDATION



SCC Foundation value doubles during Dr. Tomas' tenure

Since Dr. Don Tomas was named president of Southwestern Community College six years ago, the SCC Foundation's total value has more than doubled.

That means the Foundation currently has more than \$5.5 million in the bank to support student success - primarily through scholarships. In 2011, when Dr. Tomas became SCC's sixth president, the SCC Foundation had a total portfolio valuation of approximately \$2.59 million.

A big chunk of that increase came from the establishment of the \$1 million Student Success Scholarship Endowment - by far the largest in SCC history. That campaign began in 2013 and reached its seven-figure goal during the Bluegrass, Blue Jeans & Bling gala on September 16. Multiple other scholarship endowments and estate planning commitments have come together in recent years under the leadership of Brett Woods, director of the SCC Foundation.

"I honestly have no words to describe the generous nature of the people throughout our service area," Dr. Tomas said. "Our donors absolutely recognize the value of SCC. They get it. They understand what our students, our employees and our alumni bring to this region. They support us, and they change our students' lives one gift at a time.

"Our hope is that we can continue to grow, keep building momentum and maybe even double our Foundation's value again," Dr. Tomas added. "Vance Davidson, a member of our SCC board of trustees, often says that we give students 'a hand up, not a handout.' Even though we're helping more students than ever before, there are still many more who need a hand up so that they can pursue their college education. And we want to be able to provide that for them."

To learn more about giving options through the SCC Foundation, contact Brett Woods at 828.339.4241 or b_woods@southwesterncc.edu.

FOR SALE

CLASS
VACANCY

Need real estate training? SCC's got you covered

It's a great time to be in the business of selling houses and land in Western North Carolina.

According to all the economic indicators and research, the region's real estate market is thriving.

Whether you're a seasoned real-estate broker or just looking to get started in the field, Southwestern Community College offers the professional licensure classes you need to be successful. While selling real estate isn't particularly easy, it can be flexible, lucrative and fun.

"The economy is improving, and anytime is a good time to learn more about the real estate process," said Renee Cooney, who owns and operates Legacy Properties by Renee, LLC. She was named the 2016 Realtor of the Year® by Carolina Smokies Association of Realtors, recently chosen to participate in the NC REALTORS® William C. Bass Leadership Academy, and she will be teaching several of SCC's classes this spring.

"It's important to know that real estate is not a 9-5 job," she added. "It's a lifestyle. It's a career that truly reflects the motivation and dedication to the work and people involved."

SCC offers pre-licensing and post-licensing classes as well as the mandatory continuing education credits that realtors need to keep their licenses current.

"It's exciting to see how the industry has bounced back," said Scott Sutton, SCC's director of occupational training. "Our goal at SCC has always been to provide training that the community needs, and it's clear to me that there's a huge demand for real estate training and we are here for you every step along the way."

According to Cooney, year-to-date numbers show that homes are selling more quickly, and the average sales price is increasing from \$133,000-\$153,000. Cooney's also noticed that her class sizes have doubled in the past year, and she welcomes the opportunity to show others how to be successful in an industry that's been fulfilling for her personally.

"I enjoy education, leadership, meeting people and teaching them what real estate is all about," Cooney said. "It's extremely rewarding to help others make their dreams a reality and become successful professionals."

REAL ESTATE

*Students are required to provide their name and license number at course check-in and should bring their current pocket card to class.

For more information about a career in Real Estate, call **828.339.4296** or email **scotts@southwesterncc.edu**.

RLS-3700-Real Estate Pre-licensing: (84 hrs.) This course meets the educational requirement for the North Carolina real estate broker license and prepares you to pass the real estate broker examination administered by the N.C. Real Estate Commission (NCREC).

SCC, Jackson Campus, Founders Hall, Room 112

T,Th 1/2-3/15 5:30-9:30P R. Cooney \$180 + Books

NC Real Estate Post Licensing Class-Broker Relationships and Responsibilities: (30 hrs.) Real Estate Broker required training to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the North Carolina Real Estate Commission Topics covered include: Agency Relationships and Duties- A Practical Review; Working with Sellers (Residential Sales); Working with Buyers (Residential Sales); Compensation & other issues when agents leave/change firm; and License status & education issues. *Textbook required: NC Real Estate Manual.*

Macon Campus, Room 204

M 4/2-4/30 9A-3:30P R. Cooney \$125

***SEF 3001-Real Estate General Update (#9918):** (4 hrs.) For Non-BICs and Non-BICs-Eligible ONLY. This course will focus on radon; selected topics in property management; law and rule updates; protection of consumers' confidential information; and a review of licensing and education requirements.

Jackson Campus, Burrell 102A

Self-supporting

T 4/17 8:30A-12:30P T. Daniels \$55

***SEF 3001- Real Estate Broker in Charge Update (#8818):** (4 hrs.) For BICs and BICs-Eligible ONLY. This course will address the same topics as the General Update course plus reminders for brokers-in-charge.

Jackson Campus, Burrell 102B

Self-supporting

T 4/17 8:30A-12:30P T. Daniels \$55

***SEF 3001- Real Estate Elective Ethics (#3117):** (4 hrs.) For All Licensees. This course will explore the ethical issues surrounding real estate transactions through case studies, and based on NAR's Pathways to Professionalism. (This course meets the NAR Code of Ethics training requirement for the current 2-year cycle, Jan. 1, 2017 - December 31, 2018.)

Self-supporting

Jackson Campus, Burrell Room 102A&B

T 4/17 1:30A-5:30P T. Daniels \$55



“It’s important to know that real estate is not a 9-5 job, it’s a lifestyle. It’s a career that truly reflects the motivation and dedication to the work and people involved.”

- Renee Cooney
Owner, Legacy Properties

**FOR
SALE**

OCCUPATIONAL TRAINING

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 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 scott@southwesterncc.edu.

ACC-3240-Local Government Finance: (42 hrs.) This course is intended to meet the NC Department of State Treasurer standards for the core duties of finance operations in local government units. Topics include overview of local government finance and accounting, GS 159, the role of finance officer, pre-audit and budget processes. This course must be taught with the NC Department of State Treasurer approved curriculum.

Macon Campus, Room 110

Th 1/11-4/5 3-6P K. Doster \$125

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, drink recipes, using proper amounts, mixes, glassware and garnishes, employment opportunities, the use of wines, glassware and drink recipes. Students completing this course should be able to identify a minimum of 35 recipes, using proper amounts, mixes, glassware and garnishes. All tools and equipment of the trade will be used. Class will include lecture, demonstration and participation. Students must be at least 21 years of age.

SCC, Sylva, Balsam Center, Room 152

M,W 1/22-2/26 6-9P A. Blazer \$125

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 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 (Approx. \$75).

Jackson Campus, Burrell, Room 302

T,W 3/13-3/27 5-8P R. Moore \$70

ISC 3600-Craft Beer Brewing: (40 hrs.) This course is designed as an introduction to craft beer brewing, and to prepare students for entry-level work in the industry of brewing. Each class will be hands-on and involve learning how to brew different types of craft beer on a Sabco Brew Magic system. Some of the topics we will cover include: the history of beer making, beer styles, ingredients, and the entire brewing process from sanitation to bottling. This course will serve as a general overview of craft beer and craft beer making. Call 828.339-4426 or email: l Downs@southwesterncc.edu to register! \$125

OSH 3013-OSHA 10-Hour Construction Outreach: This course is designed for construction workers, foremen, job supervisors, and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Upon successful completion, students will receive an OSHA 10-Hour Construction Outreach DOL course completion card. (Students must bring a check in the amount of \$5 for the card processing fee on the last night of class).

SCC, Macon Campus, Room 106

M,T 2/5-2/13 5-8P K. Allen \$70

SAF 4000-K7154-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

M 3/5 5-9P K. Allen \$70

M 4/30 5-9P K. Allen \$70

UAS-3111-Introduction to Drones: (24 hrs.) This course will cover information on what students should know before they buy and what they should know before they fly (regulations and laws in regard to drones and flying locations), as well as what is required to fly a drone professionally. Emphasis will be placed on safety, and the curriculum will cover Federal Aviation Administration regulations, the NCDOT Division of Aviation UAS flight standards and best practices, preparation steps for commercial operations and potential commerce opportunities. This class does not require drone ownership.

Jackson Campus, Burrell, Room 302

M,Th,S 2/5-2/17 5-8P(M,Th) 10A-5P(S)

T.Goode \$70

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OCCUPATIONAL TRAINING

TABLE GAMES DEALER TRAINING SCHOOL

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 course 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. \$180

T-Th	1/16-3/2	7P-12A
T-Th	2/13-3/30	11A-4P
T-Th	3/13-4/27	7P-12A
T-Th	4/10-5/25	11A-4P
T-Th	5/8-6/22	7P-12A

Poker Dealer Training: (112 hrs.) Proficiently deal Poker 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, cheque handling, Open/Closing Table, and understanding the casino industry and tourism environment. \$180

T-F	1/2-2/16	12N-4P	Jason Jones
T-F	1/2-2/16	8P-12N	Kelly Meyer



ONLINE OCCUPATIONAL TRAINING COURSES

Classes start 1st Tuesday of each month (1/9, 2/6, 3/6, 4/3, 5/1). Registration Fee: \$185
Students must register five business days before the start date of the class.

CET 3100- Online Computer Technician: (288 hrs.) This course is specifically designed to prepare students for the CompTIA A+ certification exams.

MNT-3200-Alarm System Installation: (144 hrs.) This course introduces the student to the operation and skill standards for the alarm industry. Upon completion, the student will have the knowledge to sit for a national certification exam as an Alarm Security Technician. 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.

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. Upon completion of the Electronic Health Records Office Professional program, you will be prepared for the appropriate certification exams.

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

MED 3300-Online Medical Transcription Editor Part II: (320 hrs.) Learn to transfer audio-recorded dictation into hard copy medical documents. 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. Must complete Part I to be able to register.

MED 3300-Online Professional Medical Coding and Billing with Applied PCS Part 1: (320 hrs.) AHIMA-approved, two-part course prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams.

MED 3300-Online Professional Medical Coding and Billing with Applied PCS Part 2: (320 hrs.) This course will include legal compliance, CPT/HCPCS Coding, Advanced ICD-10 Coding, Advanced Anatomy & Physiology, and Exam Prep.

OSC 3609-Online Pharmacy Technician-Health Care Unit/Retail Training: (264 hrs.) This course provides curriculum that will prepare a student to find employment (and success) as a pharmacy technician in the healthcare or retail setting. 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 optional externship built into the program allows students to optimize their learning experiences in this course.

MED 3300- Veterinary Office Manager: (347 hrs.) This on-line training program through Career Step will allow you to gain the skills needed to work as a veterinary assistant or a medical office assistant in any type of medical facility. Students will gain knowledge in Microsoft Office, Business Writing, Animal Safety, Client Management, Patient Management, Pharmacy and Pharmacology, Laboratory and Surgical Procedures, Medical Law and Ethics, Medical Office Procedures, Basic Anatomy, and Medical Office Management. This program prepares students to sit for the CMAA (Certified Medical Administrative Assistant) certification exam.

SCC ONLINE COURSES

ED2GO

New classes start on 1/17, 2/14, 3/14, 4/11, and 5/16

You must register at least five business days before the course begins

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

When you visit our website, instructions are readily available and easy to follow.

For additional information, please contact Vita Nations at 339.4656 or vitan@southwesterncc.edu

COMPUTER

WEB 3000-Creating Web Pages: (24 hrs.) Create and post your very own Web site using HTML. \$75

WEB 3000-Creating Mobile Apps with HTML5: (24 hrs.) This course will provide students with the knowledge to build apps using the latest HTML5 standards. \$75

WEB 3000-Responsive Web Design: (24 hrs.) Learn how to design and build fully responsive websites optimized for smartphones, tablets and desktop viewing. \$75

NONPROFIT MANAGEMENT

COM 3727-A to Z Grant Writing: (24 hrs.) This informative course will equip students with the skills and tools needed to enter the exciting field of grant writing! This course is mainly for nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government and individual donors. Online \$75

COM 3727-Get Grants!: (24 hrs.) Over this 6-week course, students will learn the step-by-step process of grant proposal writing, whether it be a federal grant, one from a national private foundation or a smaller grant from local foundation. Students will also learn about both federal and foundation grant writing, how to develop successful, grant-fundable proposals, how to recognize what makes a project attractive to a funding agency and see how to create a compelling case. In just a few weeks, students will be prepared to convert an idea into a complete, well-developed package. This course is highly recommended for development professionals, educators, nonprofit agency staff members or volunteers, and anyone else involved in fundraising for a large or small organization. Online \$75

MKT 3419-Marketing Your Nonprofit: (24 hrs.) Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers, all while keeping an eye on the bottom line? In the face of stiff competition, more worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter and not longer. This course will show students how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. Students will also learn how to persuade the media to communicate an organization's message and further its ideals and goals. Online \$75

MKT 3419-WOW! What A Great Event!: (24 hrs.) Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques and procedures used by experts and master event planners to help students avoid embarrassing and costly planning errors or production mistakes. Students will discover how to select the right suppliers for food, decorations, entertainment, and learn how to effectively employ them within budgetary constraints. Students will get easy access to event industry information compiled by and for professional event planners. Students will be pointed in the right direction to meet other event and meeting planners and to join a professional association or industry group. Online \$75

MLS 3710-Starting A Nonprofit: (24 hrs.) This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about incorporation, organization, and other issues pertinent to anyone involved with a nonprofit start-up. No matter the level of experience you have, you're sure to find this unique course to be a valuable source of useful strategies and industry-specific advice that you can put to immediate use. You'll learn how to incorporate, select a board of directors, write bylaws, craft a mission statement, obtain tax-exempt status, develop a budget, create a marketing plan, explore fundraising options, and more. The course is also supplemented with useful checklists, worksheets, reading lists, and field trips to a wide variety of online resources. By the time you graduate, you will be well-prepared to meet the challenge of starting and operating a successful nonprofit. Online \$75

MLS 3710-Nonprofit Fundraising Essentials: (24 hrs.) Take the first step toward a rewarding career in fundraising for nonprofit organizations! Students will explore the skills needed to become successful at fundraising, where the best corporate and foundation fundraising jobs are and how to apply for them. Course topics include: every area of nonprofit fundraising, annual funds, special events, corporate relations, foundation relations, major gifts, planned giving, and capital campaigns. In addition, students will be given real-life examples of writing projects, as well as, fundraising software tools that can be used to track efforts and enhance the results. By the end of the course, students will have a wealth of new nonprofit fundraising ideas, and will be well on the way to success in this exciting career field. Online \$75

Climb toward YOUR potential in one of these outdoor careers:

- ➔ Outdoor leadership
- ➔ Wilderness Emergency Medicine
- ➔ Wilderness Therapy

Prefix	Number	Course Title				
	Section #	Days	Start Time	End Time	Start Date	End Date

Outdoor Leadership (ODL)

ODL	115	Methods of Experiential Education				
	BD1	T	12:00 PM	3:50 PM	1/8	5/11
ODL	125	Wilderness First Responder (during Spring Break)				
	BD1	M-SU			3/3	3/11
ODL	135	Land Based Activities I				
	BD1	M	12:00 PM	6:50 PM	1/8	5/11
ODL	212	Land Based Activities II				
	BD1	T	12:00 PM	6:50 PM	1/8	5/11
ODL	228	Outdoor Leadership for Special Populations				
	BD1	M	12:00 PM	3:50 PM	1/8	5/11
ODL	286	Issues/Outdoor Leadership				
	BD1	TH	12:00 PM	3:50 PM	1/8	5/11

WEB-CENTERED

Outdoor Leadership (ODL)

ODL	140	Intro - Wilderness Therapy				
	WC1	1/8	5/11			
ODL	245	Wilderness Therapy Models				
	WB1	1/8	5/11			

If you are interested in SCC's Outdoor Leadership options, contact Paul Wolf at 828.366.2003 or pjwolf@southwesterncc.edu





PUBLIC SAFETY TRAINING

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 Sumner at 828.306.7044 or todds@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 196 hours didactic education, 48 hours of clinical education in the hospital emergency department, 48 hours of field internship at area EMS agencies and 12 hours of final comprehensive practical evaluation.
SCC-PSTC TBA-Call for information

ASHI-Wilderness First Aid: Wilderness environments create special situations not usually encountered in the urban or suburban environment. This 20-hour course will cover preparation and assessment, preventing and caring for injuries, environmental hazards, biological hazards and medical emergencies. The course will give the basic understanding of emergency response in an outdoor setting to specific techniques and considerations for a wide range of incident scenarios. Call for more information. TBA

ASHI-Wilderness EMT Upgrade: This course is for those who want to expand their EMT scope of practice. The student must have a valid North Carolina EMT Certification or equivalent. The course is 40-hours and builds on the EMT training with wilderness concepts and skills with many role-playing scenarios. Call for more information. TBA

ASHI-Wilderness First Responder: This course is for the wilderness professional or others who want a higher level of training or require the WFR. The course will expand the knowledge base of the EMR to cover wilderness concepts and skills. Call for more information. TBA

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 Multiple offerings- Call for times

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 TBD-February

Heartsaver CPR, AED & FirstAid: 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 Multiple offerings- Call for times

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

Emergency Medical Technician- Traditional: 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 includes 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. Contact for information of next offering.
SCC-GCRS - T-10 1/10/18-4/28/18
SCC-PSTC - T9 1/10/18-4/28/18

EMS Instructor Methodology- Online: Instructor Methodology meets requirements for credentialing as an NCO-EMS Level 1 instructor
SCC-PSTC - M-2 1/16/18-3/13/18

NAEMT - Safety: Safety is developed by the National Association of Emergency Medical Technicians. This course is designed to promote a culture of EMS Safety and reduce the number of EMS workplace injuries. This course covers resource management, emergency vehicle safety as well as patient handling and other topics. Course completion provides 8 hour of CAPCE credit.

GCRS 2/6/18
PSTC 4/10/18

Geriatric Education for Emergency Medical Services (GEMS): GEMS provides EMS practitioners at all levels the skills and knowledge to handle the unique medical, social, environmental and communications challenges of older adults. Developed by NAEMT, in partnership with the American Geriatrics Society, GEMS empowers EMS practitioners to help improve medical outcomes and quality of life for geriatric patients.

SCC-PSTC 3/15/18

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 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. 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 as well as 24 hrs. of EMS Field Internship. Contact for information of next offering.

SCC-PSTC 1/13/18-3/5/18

EMS Technical Scope of Practice Evaluations: Call for appointment.

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 ground operation. Classes may be offered according to the needs of

each 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 live fire and smoke exercises can be conducted in and on the structure and rescue operations can be simulated throughout the building. Please visit www.southwesterncc.edu/pstc/re-rescue for full listing of classes or contact Benji Johnson at 828.306.7045 or b_johnson@southwesterncc.edu

FIP 3000: Firefighter 1&2 Academy: (458 hrs.) This State accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified firefighters. The course is comprised of thirty-two separate blocks of instruction. The Fire Academy, upon completion, will enable the graduate to be certified to work as a Fire Fighter in the State of North Carolina as well as work with the USFS as a Wildland Fire Fighter level II and will also qualify the candidate to work as a firefighter in any IFSAC or Pro-Board Compliant state pending completion of the Fire Fighter certification test which will be administered at the conclusion of training as part of the Academy.

FIP 3001: Orientation & Safety: (16 hrs.) This course will enable the firefighter candidate to become aware of the advanced operations of the department and understand their position in the organization from a more detailed perspective.

FIP 3025: Safety & Survival: (16 hrs.) This class will show firefighters how to overcome the stressful environments during rescue operations they may encounter. Firefighters will get a better understanding of what to expect in a stressful environment such as: out of air emergency, lost or disoriented firefighters, rescuing a down firefighter, SCBA limitations, navigating spaces with SCBA, rescuing fire victims and self-survival techniques.



SCC FIRE ACADEMY HOLDS GRADUATION CEREMONY

By: Julia Hartbarger

Graduates of Southwestern Community College's Fire Academy, Class No. 4 were honored during a graduation ceremony held on Aug. 29 at the Jerry Sutton Public Safety Training Center in Franklin.

The nine graduates of Class No. 4 include: Takoma Bird of Cherokee; Kara Howard, Cherokee; Levi Ledford, Franklin; Luke Ledford, Franklin; Christopher McCoy, Cherokee; Kaylom Saylor, Cherokee; Kyle Southard, Franklin; Jarrett Shuler, Bryson City; and Vance Scott, Franklin.

"The Fire Academy is a challenge from day one," said Benji Johnson, SCC's fire/rescue program director. "We strive to take the cadets to their absolute breaking point and push them to be stronger physically and mentally as well."

The graduates underwent 476 hours of intense training and had a 100-percent pass rate on their final exam.

The Fire Academy was started in 2013 to provide high-quality certified firefighters to the public.

Several graduates have pursued full-time and part-time jobs in the fire service, locally and across the state.

For more information about the Fire Academy, contact Johnson at 828.306.7045 or 828.306.7041.

For more information about SCC and the other programs offered, visit www.southwesterncc.edu, call 828.339.4000, or stop by your nearest SCC location today.



Pictured are front row, left to right: Curtis Dowdle, dean of SCC's Public Safety Training Center, Benji Johnson, SCC's fire/rescue program director; Kara Howard of Cherokee; Kyle Southard, Franklin; Levi Ledford, Franklin; and Jarrett Shuler, Bryson City. Second row, left to right: Matthew Pruett, SCC's fire/rescue support; Kaylom Saylor, Cherokee; Takoma Bird, Cherokee; Luke Ledford, Franklin; and Scott Vance, Franklin. Not pictured: Christopher McCoy of Cherokee.

FIP 3018: Water Supplies: (20 hrs.) This course is designed to teach the candidate the methods of moving water from a source to an emergency scene, as well as to teach the basic components of a local water distribution system.

FIP 3010: Ladders: (16 hrs.) This course is designed to teach the candidate all aspects of ladder safety.

FIP 3006: Personal Protective Equipment: (20 hrs.) Students will learn the function of each article of protective equipment, the leading cause of death of firefighters and the hazardous environment requiring the use of protective equipment. Information will cover use, maintenance, donning, care and handling of SCBA.

FIP 3354: Air Monitoring & Sample: (16 hrs.) This course is designed to assist firefighters and emergency responders in hazardous material incidents. Responders learn about the different types of gas monitoring systems, different types of gasses and how to safely obtain the samples.

LAW ENFORCEMENT

The Southwestern Community College (SCC) Division of the Public Safety Training Center (PSTC) Law Enforcement Training Program (LETP) is responsible for, and committed to, providing the highest level of training capabilities to those who serve, safeguard and secure our communities within the State of North Carolina, our Nation's Federal level of law enforcement and essential personnel within the criminal justice system.

The LETP encompasses basic through advanced law enforcement certification training, inclusive of annual in-service training, as established by the State of North Carolina Department of Justice - Criminal Justice Education & Training Standards Commission, the State of North Carolina Department of Justice - Sheriff's Education & Training Standards Commission, the National Park Service - Law Enforcement Training Center and the Federal Law Enforcement Training Accreditation Board. Please visit our website for full listing of classes and applicable pre-requisites: <https://www.southwesterncc.edu/pstc/law-enforcement>

Basic Law Enforcement, Detention Officer, General Instructor Course Offerings

For more information and for a schedule of classes visit our website, or contact: Mitch Boudrot at 828.306.7043 or m_boudrot@southwesterncc.edu

CJC 3938: Basic Law Enforcement Training (BLET): (744 hrs.) State-accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs.
SCC 1/16-6/19

Visit www.southwesterncc.edu/pstc/law-enforcement/basic-law-enforcement-training for updates to the training session schedule

CJC 3941: Detention Officer Certification Training (DOCC): (206 hrs.) State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified detention officers.
SCC 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.
SCC TBA

LEO In-service Course Offerings Traditional and Online

For more information and schedule of upcoming classes visit our website or contact Mark Welch at 828.306.7052 or m_welch@southwesterncc.edu

CJC 3952: In-Service Training for Law Enforcement: In-Service Training Requirements from the NC Criminal Justice and Sheriffs' Education and Training Standards Commission.
SCC WT TBA 8A

Law Enforcement Tactical Course Offerings

For more information and schedule of upcoming classes visit our website or contact Mitch Boudrot at 828.306.7043 or m_boudrot@southwesterncc.edu

CJC 5020: Tracking for the Patrol Officer: (24 hrs.) This course trains the patrol officer to utilize visual tracking to investigate and control incidents that occur outdoors.
SCC TBA

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 NC - Basic Law Enforcement Training (NC-BLET) SC/AT curriculum. SCC WT TBA 8A

CJC-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.
SCC WT TBA 8A

CJC-5020: Crowd Management: (24 hrs.) Crowd Management is an intensive course of training that will physically and mentally challenge officers during numerous drills, formations, teamwork exercises, demanding simultaneous command, control & communications within the numerous variables encountered during mass demonstrations. This course will include a full day of downed-officer/citizen rescues, involving the extraction of individuals from crowds through the use of vehicles, open-air rescues as well as extracting non-violent protesters through the use of carries and chemical munition deployment during a demonstration.
PSTC TBA 8A

CJC-5020: Basic SWAT Operator: (44 hrs.) Both physically and mentally demanding, this course of training will cover the tactics and training required by a Basic Operator assigned to a Tactical Team.
PSTC TBA

CJC-5020: Advanced SWAT Operator: (44 hrs.) This course of training will expand upon the tactics and training established following successful completion of the Basic SWAT Operator training course.
PSTC TBA

CJC 5045: Basic School Resource Officer Training: (40 hrs.) This course is designed for officers who desire to become or are currently assigned as school resource officers.
SCC WT TBA 8A

LEO National Park Service (NPS) Course Offerings
For more information and a schedule of classes visit our website, or contact Don Coleman at 828-306-7055 or d_coleman@southwesterncc.edu

CJC 5055: National Park Service - Seasonal Law Enforcement Training (NPS-SLET): (740 hrs.) 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.
SCC 1/8-4/27

LEO Traffic Safety Course Offerings
For more information and schedule of upcoming classes visit our website or contact Curtis Dowdle at 828.306.7040 or cdowdle@southwesterncc.edu

CJC-3926 LIDAR Operator Certification: (13 hrs.) Student certification in the use of LIDAR Speed Measuring Instruments.
SCC WT 3/16-3/20 8A

CJC-3934 RADAR Operator Certification Training: (40 hrs.) Certification course for Officers seeking certification to operate RADAR in North Carolina.
SCC WT 3/13-3/20 8A

CJC-3937 RADAR Operator Re-Certification Training: (17 hrs.) Re-certification course for officers seeking re-certification to operate RADAR in North Carolina.
SCC WT 3/2-3/20 8A

CJC-3937 RADAR/LIDAR Operator Recertification: (17 hrs.) This course is intended to recertify the student in the use of RADAR and LIDAR Speed Measuring Instruments.
SCC WT 3/2-3/20 8A

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SCC SMALL BUSINESS CENTER RANKED AMONG TOP 10 IN STATE



By: Julia Hartbarger

Southwestern Community College's Small Business Center has helped many small businesses succeed over the years; whether they were just starting out or established for decades.

So many businesses have been helped that SCC's Small Business Center has been ranked among the top 10 in NC.

This success is due to the passion and dedication of SCC Small Business Center director Tiffany Henry, who recently earned the "Innovation Award - Services and Collaboration" from the N.C. Community College System Small Business Center Network. It's the second time she's earned this award in the last three years.

"These small businesses and entrepreneurs are the backbone of our economy," Henry said. "Having a small part in their success and growth is beyond rewarding."

In the past year, SCC's Small Business Center has served almost 1,900 people through seminars and programs. Henry has worked with 106 clients that resulted in 27 business startups which created 241 jobs. There were also 69 jobs that were retained through helping existing businesses.

"These small businesses and entrepreneurs are the backbone of our economy. Having a small part in their success and growth is beyond rewarding."

"We continue to be amazed and inspired by the way Tiffany helps small businesses succeed," said Dr. Thom Brooks, vice president for instruction and student services at SCC. "She finds out what services are needed and she delivers. She's an outstanding resource for existing and aspiring business owners throughout our service area."

SCC's Small Business Center offers seminars, workshops, private one-on-one counseling, training and much more to help business owners at every stage. For more information about SCC's Small Business Center, visit www.southwesterncc.edu/SBC or call 828.339.4211.



Tiffany Henry and small business owner, Lauren Baxley.

SMALL BUSINESS CENTER

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, pre-registration is required.

BUSINESS STARTUP SERIES

*These follow a natural progression to facilitate writing a business plan.

How to Start a Business

M 1/22 5:30-7:30P The Sequoyah Fund Jackson

Choosing a Legal Structure

Th 1/25 2-4P IRS Jackson

Finding Financing For Your Business

M 1/29 5:30-7:30P Carolina Small Biz Jackson

How to Write a Business Plan

M 2/5 5:30-8:30P The Sequoyah Fund Jackson

Basics of Bookkeeping

M 2/12 5:30-8:30P The Sequoyah Fund Jackson

Marketing your Business

M 2/19 5:30-8:30P The Sequoyah Fund Jackson

Business Taxes

M 2/26 5:30-8:30P NC Dept. of Revenue Jackson

NON-PROFITS

Boot Camp Basics for Beginner Non-Profits

T 2/27 9A-12P M. Pearce Macon

GENERAL BUSINESS SEMINARS

Build Your Business' Website Using WordPress CMS

Th 2/15 5:30-8:30P B. Sassman Jackson

Driving Traffic to Your Business' Website Using Google Pay Per Click

Th 3/1 3-6P B. Sassman Jackson

Getting Started with Email Marketing

T 3/13 2-4P Constant Contact Macon

Starting a Better Business

W 3/14 11:30A-1P SBC/SBTDC Jackson

T 5/2 11:30A-1P SBC/SBTDC Macon

Using Analytics to Develop Your Business Platform

Th 3/15 4-7P B. Sassman Jackson

Rocket Business Plan

M,W 4/2,4/4 12-5P Carolina Small Business Macon

Grow Your Business with Email & Social Media Length

Th 4/5 3-5P Constant Contact Macon

Sales and Use Tax Workshop

T 4/10 2-4P NC Dept of Revenue Jackson

Independent Contractor vs. Employee

Th 5/3 4-6P IRS Macon

Register online at www.ncsbc.net

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SUMMITS AND LUNCHEONS

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 Carolina Small Business Development Fund. Lunch will be provided. \$5

Macon

W 2/28 11A-1P

M 4/16 11A-1P

Jackson

Th 3/1 11A-1P

T 4/17 11A-1P



Interactive Marketing Summit

This power-packed, one-day summit is perfect for small business owners who want to gain marketing insights on a variety of topics. You'll learn about everything from the latest trends in online marketing and social media to things that cost you nothing other than your time. Business success is fueled by strong marketing tactics, so join us for this "Interactive Marketing Summit".

W 3/21 9A-5P Jackson

Savvy Social Summit

This one-day summit is geared toward current business owners that are interested in maximizing their marketing efforts. Learn about the latest trends in online platforms from eBay to LinkedIn to how to identify your customers. Broaden your reach by building a basic website, and how to create the necessary graphics for your online marketing and how business apps can help take your business to the next level.

W 4/18 9A-5P Macon

SCC's Small Business Center 2018

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- RESOURCES AND FUNDING OPTIONS

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HERITAGE ARTS

CERAMICS & POTTERY

CSP 4000 - Kurinuki Workshop: With visiting artist Mike Lalone. Kurinuki is a Japanese method of carving a pot out of a solid block clay. Students will learn a variety of techniques to create several cups during the workshop. Material cost not included. Prerequisite: Must be 16 or older.

Self-Supporting

Swain Center, Room 125 4 hrs, 0 CEU,
S 4/14 10A-2:30P M. Weiss/J. Marley \$80

CSP 4000 - Pinch Pot Portraits: With visiting artist Mike Lalone. Using the simplest forming process in clay, students will "pinch" their way to a proportional, realistic head sculpture. Cost of materials not included. Prerequisite: Must be 16 or older. 4 hrs, 0 CEU.

Self-Supporting

Swain Center, Room 125 4 hrs, 0 CEU,
S 5/12 10A-1P M. Lalone/J. Marley \$80

CSP 4000 - Intro to Clay: Students will have the opportunity to hand build several pieces of pottery and try the potter's wheel. Cost of materials is included. Prerequisite: Must be 16yrs or older.

Self-Supporting

Swain Center, Room 125 3 hrs, 0 CEU

F 12/8	10A-1P	J. Matthews	\$25
S 12/9	10A-1P	J. Matthews	\$25
S 1/27	10A-1P	J. Matthews	\$25
S 2/24	10A-1P	J. Matthews	\$25
S 3/24	10A-1P	J. Matthews	\$25
S 4/28	10A-1P	J. Matthews	\$25

CSP 4000 - Independent Study Ceramics: This course is a self-directed, independent study for experienced individuals. Students will work on their own, during studio hours. 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. Cost of materials not included. Prerequisites: Portfolio review or Beginning Wheel.

Self-Supporting

Swain Center, Room 125 2 hrs, 0 CEU

Th	1/4-1/25	10A-12P	K. Hubbs	\$65
Th	2/1-2/22	10A-12P	K. Hubbs	\$65
Th	3/1-3/22	10A-12P	K. Hubbs	\$65
Th	4/5-4/26	10A-12P	K. Hubbs	\$65
Th	5/3-5/24	10A-12P	K. Hubbs	\$65

CSP 4000 - Fun with Clay: Create a variety of hand built pottery in this series of classes. Material cost included.

Prerequisite: None.

Self-Supporting

Swain Center, Room 123 2 hrs, 0 CEU

F 1/5	10A-12P	J. Marley	\$25	<i>Topic: Pinch Pots</i>
F 2/2	10A-12P	J. Marley	\$25	<i>Topic: Bowls</i>
F 3/2	10A-12P	J. Marley	\$25	<i>Topic: Animals</i>
F 4/6	10A-12P	J. Marley	\$25	<i>Topic: Extruded Cups</i>
F 5/4	10A-12P	J. Marley	\$25	<i>Topic: Small Flower Pots</i>

PRC 3104 - Joined Vessels: This course will concentrate on the design and production of joined pieces. Prerequisites: Beg. & Int. Wheel and/or Instructor's permission.

Swain Center, Room 125 42 hrs, 4.2 CEU
T,Th 2/27-4/12 2-5P K. Hubbs \$125

PRC 3104 - Advanced Hand Building: Students will concentrate on a variety of hand building techniques including pinch pots, coils, strips, slabs, extrusions, and chunks. Topics covered will clay bodies, bowls, vases, bottles, tiles, sculptures, handled items, jewelry, stamping, incising and a variety of glazing and firing techniques. Cost of materials not included. Prerequisite: None.

Swain Center, Room 123 84 hrs, 8.4 CEU
T,Th 1/9-5/8 10A-1P E. Delfield \$180

PRC 3104 - Lidded Vessels: During this course, students will concentrate on lidded vessels with an emphasis on design and production. Topics include sugar bowls, casseroles, lidded candy dishes, lidded canisters, lidded bottles, butter dishes, and teapots. Cost of materials not included. Prerequisites: Beg. & Int. Wheel and/or Instructor's permission.

Swain Center, Room 125 42 hrs, 4.2 CEU
T 1/9-2/22 2-5P K. Hubbs \$125

PRC 3104 - Beginning & Intermediate Wheel: An Introduction to pottery making. Students will learn to center clay on a wheel, turn, trim, and glaze basic forms. Additional topics covered include the operation of a pottery studio, clay materials, kiln operation, basic pottery vocabulary, and safety. Cost of materials not included. Prerequisite: None.

Swain Center, Room 123 84 hrs, 8.4 CEU
T,Th 1/9-5/8 6-9P E. Delfield \$180

PRC 3104 - Raku & Overglaze Enamels: Overglaze enameling is a decorating process that involves the application of enamels to previously glazed pieces. Students will create a variety of work to explore with this multiple firing technique. Cost of materials not included. Prerequisite: Beg. & Int. Wheel and/or Instructor's permission.

Swain Center, Room 125 90 hrs, 9.0 CEU
T,Th 1/9-5/3 6-9P J. McKee \$180

PRC 3104 - Wood Fire I: Learn basic techniques for constructing small kilns for testing and experimental firings. Topics covered include materials, basic operations, and safety procedures. Student will also create work to test in the completed kiln. Cost of kiln materials included, Cost of other materials not included. Prerequisites: Beg. & Int. Wheel and/or Instructor's permission.

Swain Center, Room 123 81 hrs, 8.1 CEU
W 1/10-4/28 10A-1P E. McIlvaine \$180

PRC 3104 - Clay Surface Decorations: This class will explore a variety of surface decoration techniques including sgraffito, mishima, slip trailing, incising, etching, and decals and transfers. Cost of materials not included. Prerequisites: Beginning Wheel and/or instructor's permission.

Swain Center, Room 123 24 hrs, 2.4 CEU
M,W 1/22-4/11 1-4P S. Coe \$180

PRC 3104 - Joined Vessels: This course will concentrate on the design and production of joined pieces. Prerequisites: Beg. & Int. Wheel and/or Instructor's permission.

Swain Center, Room 125 42 hrs, 4.2 CEU
T,Th 2/27-4/12 2-5P K. Hubbs \$125

PRC 3104 - Throwing Large: This class provides the intermediate level student instruction on the techniques used to throw large pieces on the potter's wheel. Students will explore use of the potter's wheel, as well as glazing and firing considerations for large pieces. Cost of materials not included. Prerequisites: Beg. & Int. Wheel and/or Instructor's permission.

Swain Center, Room 125 24 hrs, 2.4 CEU
 T,Th 4/17-5/10 2-5P K. Hubbs \$125

WEAVING & FIBER

CSP 4000 - Weaving Open Studio: Interested In weaving or would like to try it? Stop by on Thursdays in January and February for our open studio! If you start a project and need more time to finish it, the studio will be available to you for a week. Cost of materials is included. Prerequisites: Must be 16yrs of age.

Self-Supporting
4 hrs, 0 CEU

Swain Center, Room 115

Th	1/11	10A-2P	K. Taylor	\$30
Th	1/18	10A-2P	K. Taylor	\$30
Th	1/25	10A-2P	K. Taylor	\$30
Th	2/1	10A-2P	K. Taylor	\$30
Th	2/8	10A-2P	K. Taylor	\$30
Th	2/15	10A-2P	K. Taylor	\$30
Th	2/22	10A-2P	K. Taylor	\$30

CSP 4000 - Wet Felting: For all skill levels. Create a felted scarf for a friend or for yourself! Students will learn how to create flat felted scarves at home using readily available tools and materials. Cost of materials is included, \$10 materials fee. Prerequisites: Must be 16 of age.

Self-Supporting
6 hrs, 0 CEU

Swain Center, Room 115

S	3/3	10A-4P	K. Taylor	\$41
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TWO-DIMENSIONAL ARTS

PRC 3104 - Winter Photography: Make the most of winter by capturing the landscape with your digital camera! Learn techniques for photographing in the cold, capturing ice crystals and frost, and, if we are lucky, snowfall. Cost of materials not included. Prerequisites: None.

Swain Center, Room 111 16 hrs, 1.6 CEU
 M,W 1/8-2/5 9-11A H. Campbell \$70

PRC 3104 - Nature Photography: Learn how to use your digital camera more effectively to capture interesting light, beautiful compositions, and brilliant colors. By the end of the class, you will have some beautiful nature photographs and will know how to use your camera in ways beyond "automatic" so you can take those "WOW!" photographs more often. Cost of materials not included. Prerequisites: None.

Swain Center, Room 111 16 hrs, 1.6 CEU
 M,W 4/2-4/25 9-11A H. Campbell \$70

PRC 3104 - Beginning Acrylic Painting: In this beginner level class, students will learn the foundations of painting include surface preparations, mixing colors, and basic painting techniques. Students will need to bring their own canvas boards, brushes and a selection of acrylic paints. Cost of materials not included. Prerequisites: None.

Swain Center, Room 110 16 hrs, 1.6 CEU
 T 1/9-2/27 6-8P J. Marley \$70



FINE ARTS DEGREE

Heritage arts classes



PRC 3104 - Landscapes in Acrylic: In this beginner level class, students will learn the foundations of painting include surface preparations, mixing colors, and basic painting techniques. Students will need to bring their own canvas of canvas boards, brushes and a selection of acrylic paints. Cost of materials not included. Prerequisites: None.

Swain Center, Room 110 16 hrs, 1.6 CEU
 T 4/3-5/22 6-8P J. Marley \$70

PRC 3104 - Block Printing: Students in this course will explore linoleum block printing, including using the letterpress and etching press to create images, as well as methods for printing without a press. Cost of materials is included. Prerequisites: None.

Swain Center, Room 110 24 hrs, 2.4 CEU
 T,Th 1/30-2/22 9A-12P J. Marley \$70

CSP 4000 - Cherokee Language Printing: This class will explore printing in the Cherokee language. Cost of materials included. Prerequisite: Must be 16yrs of age.

Swain Center, Room 110 24 hrs, 2.4 CEU, Self-Supporting
 S 2/3 9:30A-12P J. Marley \$25
 S 3/3 9:30A-12P J. Marley \$25
 S 4/7 9:30A-12P J. Marley \$25
 S 5/4 9:30A-12P J. Marley \$25

CSP 4000 - Independent Study Print: 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. Cost of materials not included. Prerequisites: Review of previous experience.

Swain Center, Room 110 Self-Supporting
2 hrs, 0 CEU
 F 1/5-1/26 9-10A J. Marley \$40
 F 2/2-2/23 9-10A J. Marley \$40
 F 3/2-3/23 9-10A J. Marley \$40
 F 4/6-4/27 9-10A J. Marley \$40
 F 5/4-5/25 9-10A J. Marley \$40

PERSONAL SKILLS

CSP 4000 - Salt & Sugar Scrubs: Learn how to make effective salt and sugar scrubs, the differences between salt and sugar scrubs, and how to use them. Cost of materials not included. Prerequisites: Must be 16yrs of age.

Swain Center, Room 114 Self-Supporting
2 hrs, 0 CEU
 S 1/20 10A-12P K. Taylor \$30

CSP 4000 - Rolled Beeswax Candles: A great class for all skill levels! Beeswax candles are fun to make and have many health benefits including increasing negative ions and burning cleanly without toxic fumes. Cost of materials not included, \$10 materials fee. Prerequisites: Must be 16yrs of age.

Swain Center, Room 114 Self-Supporting
2 hrs, 0 CEU
 S 2/10 10A-12P K. Taylor \$30

CSP 4000 - Computer Basics: If you are struggling with some of the basic functions of your computer, this is the class for you. We will review fundamental computer terminology and common problems. After that, we will go through the fundamentals of word processing, spreadsheets, and presentation software. Cost of materials is included. Prerequisites: None.

Swain Center, Room 105 Self-Supporting
16 hrs, 0 CEU
 M,W 1/8-2/5 12-2P H. Campbell \$70
 M,W 4/2-4/25 12-2P H. Campbell \$70

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