



FALL 2014

# Workforce Innovations Continuing Education Schedule



[www.southwesterncc.edu](http://www.southwesterncc.edu)



# 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 as a Second Language: 339.4262

Fire and Rescue: 306.7045

GED Testing: 339.4486

GED, Adult High School, and

Special Pathways Programs: 339.4272

Heritage Arts: 366.2005

Human Resources Development: 306.7020

Law Enforcement: 306.7043 or 306.7046

Motorcycle Rider: 306.7041 or 306.7040

Nursing Assistant: 339.4305 or 339.4331

Occupational Training: 339.4426

Personal Enrichment: 339.4426

Professional Licensure: 339.4426

Small Business Center: 339.4211

Transcripts: 339.4206 or 339.4426

## PRE-REGISTRATION

Pre-register by calling the Continuing Education Office nearest you. Designate which class you would like to take and leave your name, address, and phone number. If you need to cancel enrollment in class, call prior to class meeting.

## REGISTRATION

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

## REGISTRATION FEES

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

## ELIGIBILITY

Admission is open to adults who are at least 18 years old and who are not enrolled in public school. Sixteen to 18-year-olds may enroll in some courses, when space is available and pending proper permission. Students under 18 years of age may enroll in summer classes specifically for the younger student.

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

## COURSE REPETITIONS

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

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

## CONTINUING EDUCATION CREDIT

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

## REFUND POLICY

Registration fee refunds are granted only under the following circumstances:

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

## DISCLAIMER

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

Please visit [www.southwesterncc.edu/workforce-innovations/class-schedule](http://www.southwesterncc.edu/workforce-innovations/class-schedule) for the most current class schedule.

**NEW!**  
**Starting in August**  
**ONLINE**  
**registration for**  
**Workforce Innovations**  
**[www.southwesterncc.edu/ie](http://www.southwesterncc.edu/ie)**

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

To pre-register for any of our Occupational Training classes or if you do not see a profession represented and would like to request training, call 828.339.4296 or email [scottss@southwesterncc.edu](mailto:scottss@southwesterncc.edu).

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

Jackson Campus, Balsam Center, Room 152

T,Th	8/19-9/30	10A-1P	C. Lewis	\$125
T,Th	10/7-11/18	6-9P	C. Lewis	\$125

**HOS 3007-Mixology-The Study of Mixing Beverages:** (18 hrs.) Students will learn how to mix today's most popular drinks, how to effectively and efficiently manage a bar, and customer service skills and techniques that create a pleasant experience for customers, while in turn increasing your tips. Students must be at least 21 years of age.

Jackson Campus, Balsam Center, Room 152

MW	8/11-8/27	10A-1P	C. Lewis	\$70
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**Escort Vehicle Operator Certification:** (8 hrs.) This 8-hour 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.

Jackson Campus, Founders Hall, Room 133

S	9/13	8A-5P	R. Frady	\$70
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**SAF 4000-Flagger Training:** (4 hrs.) This four-hour flagger certification course teaches the basic procedures and operations needed to become a flagger. This course will provide each participant with the knowledge, skill and responsible attitude to control traffic through work zones (safely-effectively-quickly). The course prepares participants to do highway or utility flagging.

Jackson Campus, Burrell, Room 303

T	10/14	5-9P	Keith Allen	\$70
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**MNT 3103-Fork Lift Operator:** (12 hrs.) Participants successfully completing this course will be eligible for the fork lift operator's license. Topics to be presented include basic design of lift trucks, stabilization of trucks, maintenance, repair costs and safety aspects in operation.

Jackson Campus, Burrell, Room 303

T,Th,S	11/4-11/8	5:30-8:30P (9A-4P Sat.)	Keith Allen	\$70
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**SEF 3001-Independent Auto Dealer Continuing Education:** (12 hrs.) This course provides prospective auto dealers with the hours of authorized pre-licensing training necessary to be licensed in the state of North Carolina. Topics include: powers of commissioner, dealer license plates, vehicle inspections, titling and registration, frequently used forms and dealer disclosures. **Self-Supporting.**

Jackson Campus, Bradford Hall, Room 100

W,Th	7/30-7/31	8:30A-3:30P	D. Mauk	\$195
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**MED 3030-MC1-Medical Coding ICD-10:** (128 hrs.) This online course covers the basics of ICD 10 diagnosis and procedural coding conventions and guidelines. Course topics can include but are not limited to accurate coding, correct sequencing of codes according to published coding conventions and guidelines, importance of clinical documentation improvement and the responsibilities and role of coders. Upon completion, students should have a basic understanding and knowledge of ICD10 coding conventions and guidelines for diagnostic and procedure coding. Textbook is required and available at the SCC Bookstore.

Online	8/18-11/21	Kimberly Rice	\$180+\$5TF
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**OSH 3013-OSHA 10-Hour Construction Outreach:** This course is designed for construction workers, foremen, job supervisors and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by **OSHA 29 CFR 1926**. Upon successful completion, students will receive an OSHA 10-Hour Construction Outreach DOL course completion card. *(Students must bring a check in the amount of \$5 for the card-processing fee on the last night of class.)*

Jackson Campus, Burrell, Room 303

T,Th	10/21-10/30	5-8P	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 jobs. 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.)*

Jackson Campus, Burrell, Room 303

T,Th	9/9-9/18	5-8P	Keith Ashe	\$70
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**OSC 3602-Professional Office Management:** (87 hrs.) This program will prepare the student to successfully work in an office environment. Topics presented: office management, computer business applications, Word processing, Excel and PowerPoint. Students will also receive their Career Readiness Certification (CRC). Classes are held on Mondays and Wednesdays, with some Tuesdays and Thursdays required.

Jackson Campus, Burrell

M,W	8/11-11/19	4:30-7:30P	J. Stikeleather	\$180+\$5TF
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## REGISTER TODAY!

JACKSON CAMPUS  
828.339.4000

MACON CAMPUS  
828.306.7001

PUBLIC SAFETY TRAINING CENTER  
828.306.7041

SWAIN CENTER  
828.366.2000

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

hygiene, and personal safety. Students will be made aware of the regulations of the Occupational Health & Safety Act. **Textbook required.**  
**Purchase ServSafe Essentials textbook prior to start of class.**  
 Jackson Campus, Bradford Hall, Room 201  
 T,Th 9/2-9/18 5:30-8:30P C. Allen \$70

**NEW!****Online Occupational Training Courses****NEW!**

Online: Classes start first Tuesday of Each Month 8/5, 9/2, 10/7, 11/4, 12/2. \$180 +\$5 Technology Fee

**CAS 3000-Computer Technician:** (305 hrs.) This 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. (Course Length: 16 weeks); Contact Hours: 305 Class Hours (20 hours per week for 16 weeks). Students must register five business days before the start date of the class.

**MED 3300-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 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. (Course Length: 15 weeks); Contact Hours: 285; Class Hours (19 hours per week for 15 weeks). Students must register five business days before the start date of class.

**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 FTCC in partnership with Career Step. Contact Hours: 320 Class Hours (20 hours per week for 16 weeks). Students must register five business days before the start date of the class.

Please Note: After completing Online Medical Transcription Editor Part I, the student will enroll in Online Medical Transcription Editor Part II. The student must complete both classes to successfully finish the medical transcription editor program. **REQUIREMENTS:** To enroll in medical transcription editor, the student will be required to enroll in Online Medical Transcription Editor Part I. After completing Online Medical Transcription Editor Part I, the student will enroll in the companion Online Medical Transcription Editor Part II. The student must complete both classes to successfully finish the medical transcription editor program.

**MED 3300-Online Medical Transcription Editor Part II:** (320 hrs) Complete the medical transcription editor program! This 16-week course is the second 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, personal employment consultations, contracts and pricing guide, referral letters, resumé 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 of a course to be able to register for Part II of the course. Contact Hours: 320 Class Hours (20 hours per week for 16 weeks). Students must register five business days before the start date of the class.

### **WE MAY CANCEL IT BECAUSE WE DIDN'T KNOW YOU PLANNED TO TAKE IT!**

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

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## OSC 3609-Pharmacy Technician-Health Care Unit/Retail Training:

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

**GAM 3001-Blackjack:** (170 hrs. total) Southwestern Community College, in collaboration with Harrah's Cherokee Casino, is offering the SCC/Harrah's Table Gaming Certification to help individuals enter the exciting gaming industry. This required two part certification will teach the individual to proficiently deal the game of Blackjack, 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! Blackjack Tuition: \$180

Contact Harrah's Cherokee Casino HR Department 497.7777 or Latresa Downs at 339.4426.

## Brewing, Distillation, and Fermentation:

This program is designed to prepare students for entry-level work in the industry of brewing, distillation and fermentation in craft breweries. The course will involve hands-on training, learning the various aspects of production, operations, safety and sanitation, and associated process technologies. **Students MUST be 21 years of age or older to take this course.**



**Beginning Home Brewing:** (18 hrs.) This five-week course provides students with an introduction to home brewing beer. Students will learn through classroom and hands-on demonstrations the concepts of brewing, ingredients, processes, equipment, and different styles of microbrews. Learn everything you need to know to brew your first batch of beer in class. Class will meet on Tuesdays with one Saturday class required. Must be 21 years of age. **Self-Supporting.**

Jackson Campus, Balsam, Room 152

M 9/1-9/30 5:30-8:30P \$99  
(One Saturday Class 9/13 9A-3P)

# PROFESSIONAL LICENSURE

**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 129

MT	8/18-8/19	6-10P	R. Frady	\$70
MT	9/22-9/23	6-10P	R. Frady	\$70
MT	10/20-10/21	6-10P	R. Frady	\$70
MT	11/17-11/18	6-10P	R. Frady	\$70

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

Jackson Campus, Summit, Room 129

MT	8/25-8/26	6-10P	R. Frady	\$70
MT	10/6-10/7	6-10P	R. Frady	\$70
MT	12/1-12/2	6-10P	R. Frady	\$70

**OBD Emissions Recertification:** (4 hrs.) Familiarizes students with the mandates and procedures required for recertification as a North

Carolina OBD II Inspector-Mechanic.

Jackson Campus, Summit, Room 129

M	9/8	6-10P	R. Frady	\$70
M	11/3	6-10P	R. Frady	\$70

**NC 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. 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, TBD

TH	8/28	9A-4:30P	R. Cedrone	\$70
TH	9/25	9A-4:30P	K. Brendell	\$70
Sat	10/4	9A-4:30P	K. Brendell	\$70
TH	10/30	9A-4:30P	K. Brendell	\$70
TH	11/20	9A-4:30P	K. Brendell	\$70

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828.366.2000

**Sign Language Made Easy:** (16 hrs.) A complete program for using sign language in everyday life. This unique course is for both beginning students and those with signing experience.

Macon Campus, Cecil Groves Center, Room 227

M	9/29-11/17	6-8P	D. Christy	\$85
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**Basic Computing:** (12 hrs.) Learn computer skills and bring the world to your fingertips. Communicate with friends, family, and the world. 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. \*This class is strictly for beginners, so don't hesitate if you are afraid you won't be able to keep up!

Jackson Campus

TTH	9/9-9/25	5:15-7:15P	D. Moses	\$70
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Macon Campus, Cecil Groves Center, Room 108

TTH	9/30-10/23 (skip 10/14 & 10/16)	5:15-7:15P	D. Moses	\$70
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**Basic Skills For Macintosh Operating System:** (16 hrs.) This course is designed for participants interested in learning the rudimentary knowledge of Mac OS Mavericks. The hands-on instruction will cover creating Apple IDs, to personalizing the Mac, using Spotlight as a search tool, Finder Basics, installing / removing Apps and much more. Participants do not need to have an excellent working grasp of computers to take this course.

Jackson Campus

MW	9/15-10/8	5-7P	V. Holzknacht	\$85
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**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 voiceover. 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 voiceover field. **Self-Supporting.**

Macon Campus, Cecil Groves Center, Room 232

W	12/10/14	6-8:30P	Creative Voice Development	\$25
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**Intercultural Superhighway:** (1.5 hr) This is not merely a lecture course. In fact, audiences have frequently made the comment, "That's the most fun I've ever had at a lecture." The word "communication" in Latin means "to share." From his extensive travel to all seven continents and over 70 countries, Dr. Stiles will share the passion he developed in his own attempts to live abroad and communicate interculturality. Attendees will be challenged with the privilege of genuinely relating with persons from outside one's own culture. Each guest will personally discover and experience this crucial element of Intercultural Communication to the extent that he or she will be eager to share with others.

Jackson Campus, TBD

TH	10/2	5:30-7P	J. Stiles	\$25
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**Introduction To Storytelling:** (14 hrs.) Storytelling has been a form of communication throughout the history of mankind. People love to hear and tell stories. Storytelling is great entertainment, yet it has a purpose, too. We tell stories to children to introduce them to the world of literature. In many families, tales about family history and ancestors are passed down from generation to generation through storytelling. Many public speakers tell stories as part of their presentations. Humorous stories told about yourself in certain circumstances can not only favorably draw your audience to you as a person, but also teach how to not take yourself too seriously. You will first learn to write the story, to speak the story, arouse emotion, share values, and more. With the skills achieved, you can choose to entertain, learn to better illustrate storytelling in a class setting, make better speeches and at the same time learn to face your fear of public speaking, or to simply learn how to write and pass on your family stories.

Jackson Campus, Burrell, Room 209

T	9/9-10/21	6-8P	A. Ammons Garza	\$80
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Macon Campus, Cecil Groves Center, Room 204

TH	9/11-10/23	6-8P	A. Ammons Garza	\$80
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**Spanish – Beginner Level 2:** (20 hrs.) Beginner Spanish-Level 2 is the level of choice for those that have completed Beginner Spanish-Level 1 or who know its equivalent. There will be a continuation of grammar studies which will include: Possessive adjectives, numbers, the verb "Estar" vs the verb "Ser", special uses of the plural, demonstrative adjectives and pronouns etc. Conversation practice will also be included. A video presentation will begin in this level which will continue throughout future courses. This video presentation consists of 52 episodes of a story in Spanish about a missing person. Each episode is 30 minutes in length. The student will listen to native speakers as the story line takes the class from Mexico to Spain, and from Spain to Argentina. Later, the story line takes us to Puerto Rico and then back to Mexico.

Jackson Campus, Founders Hall 112

M	7/28-9/22 (skip 9/1)	6-8:30P	A. Rainone	\$95
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(book cost add'l \$26.75)

**Beginning To Intermediate Digital Photography:** (18 hrs.) Just starting out or wanting to sharpen your skills? This class has it! Join professional photographer, Matthew Turlington of Penumbra Gallery, to learn about camera menus, lighting, focus, editing photos, and more. Students will need to bring a DSLR camera, owner's manual & tripod to class.

Jackson Campus, Burrell

M	8/25-10/6 (skip 9/1)	5:30-8:30P	M. Turlington	\$90
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TH	10/16-11/20	5:30-8:30P	M. Turlington	\$90
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Macon Campus, Groves Center

TH	8/28-10/2	5:30-8:30P	M. Turlington	\$90
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M	10/13-11-17	5:30-8:30P	M. Turlington	\$90
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**Advanced Photography:** (18 hrs.) Continue to sharpen your technique and delve into Photoshop – the digital darkroom. Pre-requisite: Beginning to Intermediate Photography with Matthew Turlington.

Jackson Campus, Oaks 115

T	8/26-9/30	5:30-8:30P	M. Turlington	\$90
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T	10/14-11/18	5:30-8:30P	M. Turlington	\$90
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828.306.7041

SWAIN CENTER  
828.366.2000

**Introduction To Rigid Heddle Loom Weaving:** (12 hrs.) This class is an introduction to weaving through the use of this small loom, ancient in its design and use, but today so practical for small spaces, portability or the timid beginner. Students will get a sound foundation in the principles for all weaving while constructing two small projects. Weaver-controlled lace techniques will be incorporated in a table runner. Color- and-weave patterns will be used to weave a scarf. These two projects will acquaint students with many of the possibilities for weaving on this most versatile loom as well as any future weaving they may do on most any other loom type. Material list supplied upon registration – approx. \$20.

Jackson Campus, TBD

TH	8/21-10/2 (skip 9/18)	5:30-7:30P	S. Levielle	\$70
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**Rigid Heddle Loom Weaving II:** (12 hrs.) This class is a follow-up to the introduction Rigid Heddle class, having students investigate more options on this small loom. Students will continue working on gaining a sound foundation in weaving principles. Color- and-weave patterns will be further explored, as will stripes and plaids. Pick-up lace techniques will also be explored as a way of increasing your options on this basic loom.

TH	10/16-11/20	5:30-7:30P	S. Levielle	\$70
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**Sketching:** (12 hrs.) Explore the fundamentals of sketching. Focusing on still life and an gesture drawings, students will use a variety of media to execute quick drawings and studies. These studies are an indispensable artist tool, and are used to form ideas, layouts for larger works, or to quickly capture a scene. Open to all skill levels.

Jackson Campus, TBD

T	8/19-9/23	6-8P	A. Fouweather	\$70
T	10/7-11/11	3-5P	A. Fouweather	\$70

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

Jackson Campus, TBD

TH	8/21-9/25	6-9P	A. Fouweather	\$90
TH	10/9-11/13	6-9P	A. Fouweather	\$90

**Beginning Watercolor:** Get an introduction into the wonderfully expressive world of watercolors! This class will introduce students to the history, materials, fundamentals and techniques of watercolor painting, while exploring the basics of composition and color theory. Instruction will be very hands on, and students are encouraged to experiment to their heart's content as they begin learning how to incorporate found objects into their tool box, as well utilizing various techniques such as wet on wet, dry brushing and glazing to create unique paintings. Of course, no watercolor class would be complete without discussing how to avoid common pitfalls and the inevitable mud puddle!

Jackson Campus, TBD

T	8/19-9/23	3-5P	A. Fouweather	\$70
T	10/7-11/11	6-8P	A. Fouweather	\$70

**Create Your Own Greeting Cards:** (3 hrs.) Explore creating unique, hand-made seasonal greeting cards from common holiday decorations you have on-hand. This workshop will show you how to make use of all the scraps of wrapping paper, ribbons and other bits and pieces. By using simple collage techniques along with other decorative elements such as brads, stickers and more; anyone can create beautiful, one of a kind greeting cards while helping reduce holiday waste.

Jackson Campus, TBD

TH	11/20	5:30-8:30P	A. Fouweather	\$30
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**Learning To Quilt:** (24 hrs.) This eight week series will cover the basics that include proper cutting, sewing a quarter-inch seam, using the proper tools and using your sewing machine. Please note that this is not sewing machine training, but rather understanding seams, needles and threads, tensions, and cleaning. A twin size quilt will be made during the series. Four different blocks will be taught that will include the most fundamental elements of traditional piecing. The supply list will be given in the first class as each part of the quilt will need to be discussed before selections are made.

Jackson Campus, TBD

TH	8/21-10/16 (skip 9/25)	9A-12P	M. Ramey	\$100
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**Fun With Quilting:** (24 hrs.) This course will cover more advanced applications in piecing that include setting the blocks "on point." This process requires the use of side setting triangles and corner setting triangles. The mitered borders make the look complete. The finished quilt is a beautiful chain quilt.

Jackson Campus, TBD

TH	8/21-10/16 (skip 9/25)	1-4P	M. Ramey	\$100
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**Beginning Chainsaw Carving:** (4 hrs.) Get started in the art of Chainsaw Carving by learning the basics from the area's leading chainsaw artist. In this short course, the instructor will cover carving equipment, safety issues, types of wood, and will provide a demonstration for students to then carve a simple bear at home.

Jackson Campus, TBD

Sat	10/4	10A-2P	F. Bauknecht	\$65
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**Sketching Outside:** (3 hrs.) Drawing outside is an excellent opportunity to explore a variety of subjects found in nature. This class is for individuals with beginning to intermediate level drawing skill or who would like a workshop to refresh their skills. The focus of the class will be on sketching, with an emphasis on composition, light, and space. Students should bring a sketch book, pencils, pens, and any other drawing materials they would like to use.

Swain Center, Room 114

F	8/29/14	9A-12P	J. Marley	\$25
F	9/19/14	1-4P	J. Marley	\$25
F	10/10/14	9A-12P	J. Marley	\$25

REGISTER TODAY!

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828.339.4000

MACON CAMPUS  
828.306.7001

PUBLIC SAFETY TRAINING CENTER  
828.306.7041

SWAIN CENTER  
828.366.2000

The following seminars are designed with the new start-up or budding entrepreneur in mind. Learn what it takes to be successful in starting and operating a small business one week at a time. Take one course, or take them all for FREE. Contact the Small Business Center at [www.ncsbc.net](http://www.ncsbc.net) or 828.339.4211 to reserve your seat or to request one-on-one confidential counseling.

**Am I Entrepreneurial Material?:** Gain insight into self-assessment, community analysis, business structures and resources available.

Jackson Campus, Burrell 303

M 8/11 5:30-8:30P T. Snider

Macon Campus – Rm 215

Th 8/14 9A-12P T. Snider

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

Macon Campus, Room 110

M 8/18 5:30-8:30P T. Snider

Jackson Campus, Burrell 302

Th 8/21 9A-12P T. Snider

T 10/14 9A-12P T. Snider

Swain Center, Room 114

M 12/8 5:30-8:30P T. Snider

**Doing Business with the Government:** Discover how to identify sales opportunities; evaluate federal and state solicitations for jobs; register a business; find assistance resources; understand the bid process; match a firm with the various SBA and other federal contracting preference programs to maximize a firm's marketability; and tap into the SBA surety bond guaranty program. Speakers: George Jones, Procurement Technical Assistance Counselor with the SBTDC and Mike Arriola, Senior Area Manager with the SBA.

Jackson Campus, Burrell

T 8/26 10:00-11:30A

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

Jackson Campus, Burrell 303

M 8/25 5:30-8:30P T. Snider

Macon Campus, Room 212

Th 8/28 9A-12P T. Snider

**Choosing a Legal Structure:** This seminar will give you the information you need to understand the differences between the different types of legal structures of a small business. It will cover the basic advantages and disadvantages of each of the following: Sole Proprietorship, Partnership, S and C Corporation, and Limited Liability Company. In addition, you will learn the various reporting requirements and process involved for setting up each type.

Jackson Campus, Burrell 303

T 9/2 5:30-8:30P T. Snider

Macon Campus, Room 212

Th 9/4 9A-12P T. Snider

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

Macon Campus, Room 110

M 9/8 5:30-8:30P T. Snider

**Giving Good Customer Service:** Great customer service will give you an advantage you need to survive in today's tough business climate. Now more than ever before, businesses must be customer-oriented and have employees with strong "people skills" in order to succeed. This customer service session will give you the skills needed to communicate professionalism, strengthen customer relationships and secure a competitive advantage through customer service excellence.

Macon Campus, Room 110

Th 9/11 5:30-8:30P T. Snider

**Organization & Time Management for Small Biz:** How much time do you spend in your business doing things that don't contribute to your success? Effectively managing your time can produce results you never thought were possible before. This seminar will give you tools to prioritize, set goals, manage interruptions and use time blocking and to-do lists to avoid procrastination and get the most out of your day.

Jackson Campus, Holt Library Conference Room

M 9/15 9A-12P T. Snider

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

Macon Campus, Room 212

Th 9/18 9A-12P T. Snider

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

Macon Campus, Room 110

M 9/22 5:30-8:30P T. Snider

Jackson Campus, Burrell 302

Th 9/25 9A-12P T. Snider

**Craft Artists - Who are My Customers and How Do I Reach Them?:** Customers have endless options on how to spend their money, so it's important to spend some extra time deciding how to market your craft business. Learn how to identify who your customers are, where to find

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them and how to speak to them in a way that piques their interest.

Swain Center, Room 114

M	9/29	5:30P-8:30P	T. Snider
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**Small Business Taxes:** Learn what is required of the small business owner when filing taxes, what tax dates are important, what records should be kept and the actual process of filing. Learn what triggers tax audits and steps to take in order to prevent or survive an audit.

Macon Campus, Room 228

Th	10/2	2P-5P	D. Kanipe
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Jackson Campus – Burrell 303

M	10/6	5:30P-8:30P	D. Kanipe
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**Using Excel for Your Small Biz:** 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, Founders Hall, Room 124

Th	10/9	2P-5P	T. Snider
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Macon Campus, Room 228

M	10/13	5:30-8:30P	T. Snider
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**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 break-even 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, Founders Hall 125

M	10/20	5:30-8:30P	T. Snider
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Macon Campus, Room 212

Th	10/23	9A-12P	T. Snider
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**Networking & 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. In addition, learn some tips for effective networking such as where and how to network, and the most important things to do and avoid doing in order to make a good first impression.

Macon Campus, Room 110

M	10/27	5:30-8:30P	T. Snider
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**Managing Your Money for Craft and Art Businesses - Budgeting, Pricing and Cash Management:** Creative craft and art businesses face many challenges when it comes to managing the financial aspects of business. Seasonality, cost of materials and production, and various other factors make it difficult to manage money in this type of business without proper planning and information.

Swain Center, Room 114

Th	10/30	9A-12P	T. Snider
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**How to Do Business Financials:** Business financials that introduce breakeven analysis as a tool to assist the entrepreneur in measuring financial feasibility. Exercises identify the kinds of data needed to project the revenue, start-up, and operating costs of a business. This seminar helps participants develop an understanding of cash flow and break even analysis and its relationship to business planning in addition to identifying financial concepts. How to calculate a simple break-even analysis for a sample business and construct a projected cash flow statement for a sample business

Macon Campus, Room 228

Th	11/6	2-5P	D. Kanipe
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Jackson Campus, Burrell 303

M	12/1	5:30-8:30P	D. Kanipe
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**Market Feasibility for Farmers - Agri-Business:** Look at the market feasibility of your agriculture business by examining the market of your business, the customers you will sell to, your competition and the amount of sales you expect. In addition, learn how to perform a breakeven analysis by looking at how indirect and direct costs affect the breakeven point and how you can modify that number based on what you feel is realistic in your market area. This analysis will help you make a better determination if the market is large enough to support the business idea.

Jackson Campus, Burrell 302

Th	11/13	9A-12P	T. Snider
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**Promotion and Professionalism for Craft Artists:** "Take your business to the next level" by learning how to identify and clearly communicate essential information about you, your craft and your business. Work on crafting an effective "sales pitch." Identify successful procedures in acquiring and maintaining a professional image.

Swain Center, Room 114

Th	11/20	9A-12P	T. Snider
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**The Triple Bottom Line of Farming and Agriculture:** Farmers are always challenged with being able to meet the needs of their present business without compromising the ability of future generations. Discover opportunities to improve the triple bottom line of business (equity, environment and economy) and learn basic concepts and metrics that determine the sustainability of the business. Discuss why "sustainability" is such a hot topic and why agriculture businesses in particular should be so interested in it.

Jackson Campus, Burrell 302

Th	12/4	9A-12P	T. Snider
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**Pricing and Promotion for Agriculture Businesses:** Two of the most challenging aspects of an agriculture-related business is determining the right price and promoting your business. This session will help you identify factors that affect the price of products and services, let you practice pricing products and services, and understand the effect pricing has on other aspects of the business. In addition, you will begin developing promotional strategies and gain an understanding of how important effective promotion is to the success of the business.

Jackson Campus, Burrell 302

Th	12/11	9A-12P	T. Snider
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Serving | Strengthening | Sustaining Our Communities

### WOMEN ENTREPRENEURS

#### Lunch and Learn with The Support Center's Women Business Center

Learn more about The Support Center, the Small Business Center and other resources available to you and your business. You will have the opportunity to network with other business owners over lunch that will be provided. This event is for women entrepreneurs only.

Jackson Campus, Burrell

T 9/16 11A-1P



### MARKETING BOOT CAMP

4-week Training Series On Improving Your Marketing Game!

#### Session #1- Find Your Niche

Learn how to be relevant in your market by researching your competitors and community, and strategically deciding how you will fit in and compete. What will it take to earn your competitor's business and why will a customer choose you over other options that exist? In addition, discover what some gaps are in the market and how to fulfill them through your products, services and advertising methods.

Jackson Campus, Burrell 303

M 11/3 5:30-8:30P T. Snider



#### Session #2- Hit the Bullseye

Learn how to market yourself in a way that your customers will pay attention to. Zero in on who your customers really are and why they choose to do business with you. Who are they, where can you find them? Learn how to use online resources to get demographic and census data about your target market.

Jackson Campus, Burrell 303

M 11/10 5:30-8:30P T. Snider

#### Session #3- Spread the Word

Learn how branding, advertising and promotion are different, yet all critical components of your marketing plan. Gain insight into how important it is to effectively advertise and brand your business. Develop promotional strategies that your customers can relate to. Spend some time discussing and thinking about the image and identity you want for your business, and what type of reputation and branding your customers expect from someone they will buy from.

Jackson Campus, Burrell 303

M 11/17 5:30-8:30P T. Snider

#### Session #4- Make an Offer They Can't Refuse

Learn the art of selling your product, your service and yourself! Contrary to popular opinion, selling isn't as much about gimmicks, presentations and sales speeches as it is about listening and getting to know what your customer really wants. Participants will learn valuable skills on how to listen to the customer and communicate clearly the benefits of what they have to offer. Also learn buying patterns and habits of consumers and how to capitalize on them.

Jackson Campus, Burrell 303

M 11/24 5:30-8:30P T. Snider



The Small Business Center regularly schedules FREE business seminars and maintains a host of reference materials for use by business owners. Seminars are offered on a scheduled and customized basis throughout SCC's service area.

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# FRANKLIN STUDENT BECOMES 1ST FROM SCC TO EARN GED® UNDER NEW GUIDELINES

If the new guidelines for preparing to take the GED® seem intimidating, Ruedi Woods has some advice for you.

Just show up.

A Colorado native who moved to Franklin after dropping out of high school, Woods worked diligently in GED® preparation classes through Southwestern Community College's educational opportunities program and passed his exam this spring.

"When you come in at first, it looks huge – like it's going to be a real challenge," Woods said. "But the key is to attend regularly. If you attend, you move forward fast. SCC's instructors did an extremely good job. They gave me help when I didn't understand something."

SCC offers GED® preparation classes in Jackson, Macon and Swain Counties - including the Qualla Boundary and Highlands. Classes are available in the day, evening and online.

The GED® testing process was overhauled starting on Jan. 2, but it took Woods less than four months to successfully prepare. He logged 113 hours of training between January and April.

His commitment to the program impressed SCC instructors, including Nita Arnold.

"With all the changes to the testing process, we didn't know what to expect," Arnold said. "Ruedi was here every day. It was very encouraging to see this could be done so quickly. We're so proud of him."

"We learned a lot through him," Arnold added. "We'll be even more efficient going forward now."

Besides earning his GED®, Woods took college and career readiness classes and prepared a resume that he hopes will help him find employment with a general contractor.

Darlene Anderson, SCC's educational opportunities coordinator, said her program does much more than prepare students to successfully complete their GED®.

"Students that are working toward their GED® with us will be part of a larger program that prepares them for the workforce or for continuing their college education," Anderson said. "They can even get college credit tuition-free while getting their GED® through several pathways including culinary, automotive systems technology, pharmacy technology, table gaming and many others."

SCC has classes to prepare for the GED® in all three counties including Cherokee and Highlands. Classes are held in the day and evening and online.

For more information about the educational opportunities programs at SCC, contact Devonne Jimison at 828.339.4486 or [devonnej@southwesterncc.edu](mailto:devonnej@southwesterncc.edu).



*Last month, Ruedi Woods of Franklin (fourth from left) became the first Southwestern Community College student to earn his General Equivalency Development (GED®) under the new guidelines that went into effect on Jan. 1. Standing beside Woods are, from left: Darlene Anderson, SCC's educational opportunities director; Carole Langford, SCC instructor; Devonne Jimison, SCC's coordinator of high school equivalency testing; Rita Gregory, SCC's educational opportunities coordinator; and Nita Arnold, SCC instructor.*



**Southwestern Community College is a Pearson Vue-Authorized Test Center.**

We offer free classes in Jackson, Macon, and Swain to prepare you for the test.

Sign up to test by going to [www.GED.com](http://www.GED.com). Just a few easy to follow steps will take you from making a GED® email account, selecting Southwestern Community College as your test center, selecting 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.

## Educational Opportunities

Cherokee Vocational Center  
70 Bingo Loop  
Cherokee, NC 28719  
828.366.2002

Macon Annex  
23 Macon Avenue  
Franklin, NC 28734  
828.306.7020

Southwestern Community College  
447 College Drive  
Sylva, NC 28779  
828.339.4272

Swain Center  
60 Almond School Road  
Bryson City, NC 28713  
828.366.2002

Mountain Projects  
25 Schulman Street  
Sylva, NC 28779  
828.339.4262

Employment Security Commission  
427 Harrison Ave  
Franklin, NC 28734  
828.369.9534

Peggy Crosby Community Center  
348 South Fifth Street  
Highlands, NC 28741  
828.339.4262

Employment Security Commission  
26 Ridgeway St  
Sylva NC 28779  
828.586.4063

College & Career Readiness/Basic Skills classes help individuals improve their reading, writing, and/or math skills. Classes are offered on all levels, from beginning reading to GED® preparation. Classes are interactive and use adult learning techniques. Individualized, instruction, open entry and multiple class locations and times make these classes convenient for adult learners.

All literacy classes are free. You can start classes at any time and do not need to wait for the beginning of the new semester. The following classes are offered.

#### JACKSON CAMPUS (SYLVA)

- Oaks Hall, Room 103 MTWTH 8A-12:30P
- Oaks Hall, Room 103 F 8A-12P
- Oaks Hall, Room 103 MW 6-9P
- Mountain Projects TTH 4:30-7:30P

#### SWAIN CENTER (BRYSON CITY)

- Room 101 MTWTh 10A-2P
- Room 101 MW 5:30-8P

#### VOCATIONAL OPPORTUNITIES OF CHEROKEE (VOC)

- Room 1 & 2 MTWTh 9A-2:30P
- Room 1 & 2 TTh 5-8P

#### PEGGY CROSBY COMMUNITY CENTER (HIGHLANDS)

- Peggy Crosby Center MTH 5-8P

#### MACON ANNEX (FRANKLIN)

- Room 101 MTWTh 8A-12P
- Room 101 MTh 5-8P

### General Education Development (GED®) Testing Information

Southwestern Community College is an official Pearson Vue Testing Center offering the new 2014 GED® test. The new assessment will continue to provide adults the opportunity to earn a high school credential, but it goes further by measuring career-and college-readiness skills that are the focus of today's curriculum and tomorrow's success. Four content areas—literacy, mathematics, science, and social studies—will measure a foundational core of knowledge and skills that are essential for career and college readiness.

Individuals receiving a total passing score of 150 on each test are awarded a High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate is generally accepted on the same basis as a high school diploma when making application for employment, seeking a job promotion or applying for admission into a college or university.

For more information, call 339.4272 or 339.4486.

### Human Resource Development (HRD)

Employability Lab – With today's new and rapidly changing technology and competitive job market, it is important to make yourself stand out. The job of finding a job requires many of the same qualifications it takes once you are hired. Employability Lab helps you determine the qualities that make you most marketable to prospective employers, helps you 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 resume 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, call Rita Gregory at 828.306.7020 or email at ritag@southwesterncc.edu.

The following classes are offered.

#### JACKSON CAMPUS (SYLVA)

- Oaks Hall, Room 104 MW 8A-3P
- F 8A-1P

#### SWAIN CENTER (BRYSON CITY)

- MW 8A-12P

#### MACON ANNEX (FRANKLIN)

- Room 104 MTWTh 9A-2P

### English as a Second Language (ESL)

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 job and career potential. 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 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 104 MTWTH 8:30-11:30A
- Oaks Hall, Room 104 MTWTH 6-9P

#### PEGGY CROSBY COMMUNITY CENTER (HIGHLANDS)

- Peggy Crosby Center TW 5-8P

#### MACON ANNEX (FRANKLIN)

- Room 105 MTWTH 8A-12P
- Room 105 MW 6-9P
- Room 105 TH 6-8:30P Citizenship Preparation
- Macon Program for Progress, Training Bldg. MTH 6-9P

See page 11 for a complete list of locations and contact information.

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## Employability Lab

Free for the Unemployed and Underemployed

*The Employability Lab is a self-paced environment where students develop their professional and personal skills.*

- ☐ Resume Building
- ☐ Job Search Assistance
- ☐ Interviewing Practice
- ☐ Career Exploration and Assessments
- ☐ Weekly Work and Life Skills Classes
- ☐ Basic Computer Skills Development
- ☐ North Carolina Career Readiness Certification
- ☐ And much more...

### Locations:

Jackson Campus – Oaks Hall 104  
Swain Center  
Macon Annex  
Cherokee Vocational Center

For more information contact: Rita Gregory 828.306.7020



## Pathways to Employment

### Sharpen Your Skills

- Reading, writing and arithmetic for the workplace

### Start on Your Career Pathway

- Nursing Assistant
- Home Companion Aide
- HVAC
- Early Childhood Education
- Business
- Professional Office Management
- Culinary
- Facility Maintenance
- Advanced Manufacturing
- And more...

### Develop Skills to Find and Keep Employment

- Career Readiness Certification
- Resume Writing
- Interview Skills
- Strong and Effective Communication Skills
- Balance Work and Life
- Problem Solving
- And more...

Contact Darlene Anderson to learn about these and other Educational Opportunities  
828.339.4361



Project SEARCH is a unique transition school-to-work internship program for young adults with developmental disabilities.

### Project Search includes benefits such as:

- ☐ Non-paid internships within a local host business
- ☐ Competitive, transferable, and marketable job skills
- ☐ Increased independence, confidence, and self esteem
- ☐ Improved communication and problem-solving skills
- ☐ Work-based coaching, instruction, and feedback from the instructor, job coaches, and the business

### Community partners include:

- ☐ Harris Regional Hospital as the host business
- ☐ Vocational Rehab
- ☐ Smoky Mountain Center
- ☐ Cherokee VOC

# Project Search

Please contact Devonne Jimison for additional information:  
devonnej@southwesterncc.edu 828.339.4486



- ☒ Need a GED®?
- ☒ Want to go to college?

## FREE Preparation Program for the GED®

Earn your GED® while you prepare for an exciting career.

Career Pathways: Automotive • Business • Culinary  
Early Childhood Education • Health Sciences • Table Gaming  
Maintenance • Manufacturing

Enroll TODAY!

For more information, call 828.339.4272  
or email: c\_snover@southwesterncc.edu



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 canceled due to insufficient enrollment. For more information or to enroll in EMS training contact Todd Doster at 828.306.7044 or email [tdoster@southwesterncc.edu](mailto:tdoster@southwesterncc.edu).

**Medical Responder to Emergency Medical Technician "Bridge" Course:** This course will be for currently credentialed Emergency Medical Responders who desire to advance to the Emergency Medical Technician level. The course times and meeting days are to be determined. The course will meet at SCC-PSTC. Start date 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.  
SCC-PSTC, Room 105 - TBA

**American Heart Association, Heartsaver First Aid, CPR & AED:** Heartsaver® First Aid CPR AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult and child CPR and AED use.  
SCC-PSTC, Room 105  
W 8/6 9A-4P

**Advanced Medical Life Support:** AMLS is an education program of the National Association of Emergency Medical Technicians (NAEMT). The program is endorsed by the National Association of EMS Physicians (NAEMSP). This program is for all levels of healthcare practitioners committed to providing quality care for patients in medical crisis. AMLS emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies and physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. The course is designed to combine interactive scenario-based lectures with hands-on physical assessments of patients.  
SCC-PSTC, Room 105 - TBA

**Emergency Pediatric Care:** EPC provides a unique approach to pediatric emergency care, offering assessment techniques that can help EMS practitioners rapidly and accurately assess pediatric patients to deter-

mine which situations may be life-threatening and require immediate intervention. In addition to providing current knowledge and training in proper treatment modalities, the course incorporates family centered care throughout all scenarios. Training encompasses lectures, hands-on skills practice and small group critical thinking discussions. EPC is for all emergency medical technicians and paramedics committed to providing quality care for pediatric patients.  
SCC-PSTC, Room 105 - TBA

**Pre-Hospital Trauma Life Support:** 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.  
Swain County EMS - TBA

**Critical Care Paramedic Continuing Education:**  
SCC-PSTC, Room 105  
F 8/1 9A-5:30P

**American Heart Association, Basic Life Support Provider:** The AHA's BLS courses reinforce healthcare professionals' understanding of the importance of early CPR and defibrillation, performing basic steps of CPR, relieving choking, using an AED, and the role of each link in the Chain of Survival.  
SCC-PSTC, Room 105  
Th 8/7 9A-1P  
Th 8/7 6-10P

**Emergency Medical Technician - EMT-Basic: Hybrid:** The focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The class consists of 200 hours consisting of didactic web-based coursework, as well as seven class meetings held on Saturdays from 0800-1700 at SCC-PSTC located in Franklin and 24 hours of EMS Field Internship. August 9, 2014

**EMS Technical Scope of Practice Evaluations:** Call for appointment.

**Medical Responder/Emergency Medical Technician EMS Continuing Education at local Fire Departments:** Multiple offerings of the topics listed below are offered at various fire departments and rescue squads each month. Call Todd Doster for specific times and locations.  
June-Geriatric Emergencies  
July-Trauma and Medical Assessments  
August-Obstetrics and Pediatrics

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Southwestern's EMT-Intermediate students consistently post a 100% pass rate on state exams. Six students successfully completed their course of training for credentialing as EMT-Intermediate on Nov. 26. All students was also successful in their first attempt at the N.C. OEMS credentialing exam. This is a considerable accomplishment as the pass rate on this exam averages 65% across the state. This was also the first course in North Carolina since the implementation of the new EMS Education Standard that was approved by the Office of Emergency Medical Services to allow students to test for National Certification at the Advanced EMT level. We are very proud of each of these students and thank each of them for their hard work and dedication to the communities they will proudly be serving. We also wish to thank each of the instructors who helped prepare these public safety professionals.

### FIRE AND RESCUE

For more information on the following classes contact Travis Scruggs, Fire Rescue Coordinator/Instructor at 828.306.7045 or email [t\\_scruggs@southwesterncc.edu](mailto:t_scruggs@southwesterncc.edu).

#### Balsam Fire Department

Sprinklers	7/14 - 8/11	Ensley	FIP 3319
Fire Prevention Ed./ Cause	8/25 - 10/6	Ensley	FIP 3321

#### Burningtown Fire Department

Medical Continuing Education	1st Thursday of the Month		
Burn Building	TBA	Scruggs	FIP 4729

#### Canada Fire Department

Medical Continuing Education	1st Monday of the Month		
Forcible Entry	7/21 - 8/18	TBA	FIP 3307

#### Cherokee Tribal Volunteer Fire Department

Hazmat Refresher	7/28 - 8/4	Ensley	FIP 4728
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#### Clarks Chapel Fire Department

Radio/Communications	TBA	Callhoun	FIP 4728
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#### Cowee Fire Department

Medical Continuing Education	2nd Thursday of the Month		
Vehicle Extrication	8/21 - 9/18	TBA	FIP 5703

#### Cullasaja Fire Department

Medical Continuing Education	1st Thursday of the Month		
Water Supplies	TBA	McWilliams	
TR Water Rescue Transport & Victim	TBA	Scruggs	FIP 6407/6408
Alarm and Communications	TBA	TBA	FIP 3303

#### Cullowhee Fire Department

Medical Continuing Education	4th Monday of the Month		
Aircraft Fire Fighting Emergencies	TBA	CCCC	FIP 4728

#### Franklin Fire Department

Burn Building Training	TBA	TBA	FIP 4729
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#### Cashiers Fire Department

FF Rescue	7/14 - 8/25	Allen	FIP 3317
Portable Fire Extinguishers	TBA	Ensley	FIP 3305

#### Cashiers Rescue

Heavy Rescue / Extrication	TBA	TBA	FIP 4729
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#### Highlands Fire & Rescue Department

Medical Continuing Education	3rd Tuesday of the Month		
Sprinklers	TBA	TBA	FIP 3319
Ropes	TBA	TBA	FIP 3109

#### Mtn. Valley Fire Department

Building Construction	TBA	TBA	FIP 3322
Rescue	TBA	TBA	FIP 3317
Salvage	TBA	TBA	FIP 3314
Overhaul	TBA	TBA	FIP 3315

#### Nantahala Fire Department

Medical Continuing Education	2nd Thursday of the Month		
Structural Fire Fighting Tactics	TBA	TBA	FIP 4728
FF Building Construction	TBA	TBA	FIP 3216

#### Otto Fire & Rescue Department

Medical Continuing Education	3rd Thursday of the Month		
TR Rescue Riggering	TBA	TBA	FIP 5605
TR VMR Rescue Ops	TBA	TBA	FIP 5701

#### Qualla Fire Department

Sprinklers	8/4 - 9/1	Allen	FIP 3319
Orientation & Safety	TBA	Ensley	FIP 3323
Overhaul	TBA	Ensley	FIP 3115

#### Savannah Fire Department

Medical Continuing Education	2nd Monday of even months		
Water Supplies	8/11 - 9/15	TBA	FIP 3318
Sprinklers	TBA	TBA	FIP 3319

#### Sky Valley/Scaly Fire Department

Medical Continuing Education	4th Tuesday of the Month		
TR General Victim Management	7/29 - 8/12	TBA	FIP 5607
TR General Rescue Riggering	TBA	TBA	FIP 5605

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**SCC-PSTC**

Arson Investigator One	TBA	NC OSFM	FIP 3500
Training Officer Course	TBA	Scruggs	FIP 4728
Hazmat TECH	TBA	NC OSFM	FIP 4901
Chemistry of Hazardous Materials - Online	TBA		FIP 4901
Advanced Arson Investigation	TBA	NC OSFM	FIP 3500

**Sylva Fire Department**

Personal Defensive Driving	7/14 - 7/21	TBA	FIP 4728
Driving Simulator (Skyland FD)	TBA	TBA	FIP 4728

**Swain County Rescue**

TR Wilderness Victim Management	TBA		FIP 6304
TR Water Rescue Transportation	TBA		FIP 6407

**West Macon Fire Department**

Medical Continuing Education	2nd Thursday every 4th Month		
Foam Fire Streams	TBA	TBA	FIP 3312
Fire Dept. Orientation/Safety	TBA	TBA	FIP 3323

**West Swain Fire Department**

Building Construction	TBA	McWilliams	FIP 3322
Ventilation	TBA	McWilliams	FIP 3308

**LAW ENFORCEMENT TRAINING**

**CJC-3938- Basic Law Enforcement Training (BLET)** (744 hrs.): The North Carolina Basic Law Enforcement Training is a State-accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs. The course is comprised of 35 separate blocks of instruction. The Commission-mandated course, upon completion, will enable the graduate to be certified to work as a sworn law enforcement officer in North Carolina. SCC-PSTC offers two academies a year (Summer/Fall). For more information, contact Matt Reynolds, North Carolina Law Enforcement Certification Coordinator/Instructor at 828.306.7046 or email [reynolds@southwesterncc.edu](mailto:reynolds@southwesterncc.edu)

**CJC-3941- Detention Officer Certification Training (DOCC)** (194 hrs.): The North Carolina Detention Officer Certification Course is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified detention officers. The course is comprised of 22 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](mailto:reynolds@southwesterncc.edu)

**SCC-PSTC**

M,T,W,Th,F,Sa 7/28-8/27 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 2014. SCC will work with all agencies to meet these training requirements in traditional seat-based classes or online delivery. Please call Derek Jones at SCC-PSTC, 828.306.7052, for additional information.

**Law Enforcement In-Service Training classes being offered in 2014****The Mandated In-Service Training Topics for 2014:**

2014 Legal Update (4 Credits/Hours)

2014 JMST: A Juvenile – Now What? (2 Credits/Hours)

2014 Officer Safety: The First Five Minutes (4 Credits/Hours)

2014 Firearms Training and Qualification (6 Credits/Hours)

**Topics of Choice for 2014:**

Hazmat (2 Credits/Hours)

Bloodborne Pathogens (2 Credits/Hours)

Fundamentals of Evidence Collection (4 Credits/Hours)

2014 Law Enforcement Intelligence Update (2 Credits/Hours)

Officer Safety: Responding to Crimes Off-Duty (2 Credits/Hours)

Recognizing the Signs: Pre-assaultive and Deceptive Behaviors (4 Credits/Hours)

**CJC-5020: North Carolina Tactical Officer's Association (NCTOA) Western Regional Training** (20 Hrs.):

The Division of Public Safety Training (PSTC) is honored to host this 2nd NCTOA annual tactical operations training event within Western North Carolina. Individual tactical Operators, established and emerging teams as well as proactive patrol personnel will benefit from the integrated and multi-dimensional training schedule and the opportunity to network with others dedicated to the development of tactical mindset, knowledge, critical skill sets and expanded abilities. For more information or to pre-register, contact Mitch Boudrot, Law Enforcement Training Program (LETP) Director Tactical Operations Coordinator / Instructor at 828.306.7043 or email [m\\_boudrot@southwesterncc.edu](mailto:m_boudrot@southwesterncc.edu).

SCC-PSTC and Off-Site Venues TBA

**CJC-5020: Tactical Mindset Course** (8 Hrs.): This course of training focuses upon the capacity of the Law Enforcement Officer, or Tactical Operator, to "Stay In The Fight" despite the circumstances. Through lecture, illustration, incident debriefs, discussion and practical exercises, an emphasis will be placed upon proper preparation for confronting interpersonal human aggression, up to and including the use of lethal responses to suspect resistance. Training includes post-incident tactical strategies for successfully prevailing and winning the encounter. For more information or to pre-register, contact Mitch Boudrot, Law Enforcement Training Program (LETP) Director Tactical Operations Coordinator / Instructor at 828.306.7043 or email [m\\_boudrot@southwesterncc.edu](mailto:m_boudrot@southwesterncc.edu).

SCC-PSTC TBA

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**CJC-5020: Tactical Dignitary Protection Course (32 Hrs.):** This course of training is designed to assist law enforcement personnel when assigned to high-risk threat operations involving dignitary and high-value target protection. The law enforcement officer will be challenged with a variety of protective formations, driving techniques during assaults, tactical shooting with handguns, long guns, submachine guns and countermeasure control tactics. The course will emphasize discipline and provide a comprehensive understanding of coordinating and executing a dignitary assignment with an emphasis upon teamwork to accomplish the primary mission. For more information or to pre-register, contact Mitch Boudrot, Law Enforcement Training Program (LETP) Director Tactical Operations Coordinator / Instructor at 828.306.7043 or email [m\\_boudrot@southwesterncc.edu](mailto:m_boudrot@southwesterncc.edu).

SCC-PSTC and Off-Site Venues TBA

**CJC-5020: Advanced Rapid Deployment Course (48 Hrs.):** This course of training will build upon the established fundamentals of active-killer response previously encountered during mandated law enforcement rapid deployment training. Course content will include linear tactical assaults for multiple passenger transportation vehicles in high-risk situations during increasingly challenging training evolutions. For more information or to pre-register, contact Mitch Boudrot, Law Enforcement Training Program (LETP) Director Tactical Operations Coordinator / Instructor at 828.306.7043 or email [m\\_boudrot@southwesterncc.edu](mailto:m_boudrot@southwesterncc.edu).

SCC-PSTC and Off-Site Venues 7/14-7/18

**CJC-5020: Advanced SWAT Operator Course (44 Hrs.):** Advanced SWAT Operator is a challenging course that will force Basic Operators to push themselves and their teams through each progressive training evolution, with an emphasis upon teamwork in the accomplishment of mission objectives. Training will include intense physical fitness, contact/cover, ballistic shield deployment, gas mask deployment, dynamic and static room clearing, day and night scenarios, vehicle evolutions – from vehicle assaults/rescues, as well as engaging threats from within a vehicle, tactical handgun, tactical shotgun, tactical rifle and tactical submachine gun deployment and precision with live-fire evolutions and callouts, and tactical mindset, among other dimensions during the week. This course is designed to access the physical and mental limits of SWAT Operators. For more information or to pre-register, contact Mitch Boudrot, Law Enforcement Training Program (LETP) Director Tactical Operations Coordinator / Instructor at 828.306.7043 or email [m\\_boudrot@southwesterncc.edu](mailto:m_boudrot@southwesterncc.edu).

SCC- PSTC and Off-Site Venues 7/28-8/1

## 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. You'll then move on to more advanced skills in stopping quickly, cornering

and swerving. Minimum 6 – Maximum 12. 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, light-weight motorcycles are provided.

SCC-PSTC F (6-10P), Sa, Su (8A-5P), July 18-20, August 15-17

## TRAFFIC SAFETY TRAINING

For further information and to enroll, contact David Hensley, Traffic Safety Training Coordinator/Instructor at 828.306.7054 or email [d\\_hensley@www.southwesterncc.edu](mailto:d_hensley@www.southwesterncc.edu)

**CJC-3934: RADAR Operator Training:** This training seeks to educate the student in the proper set-up, test for accuracy, and operation of specific RADAR instruments on the current approved list for the State of North Carolina. Classroom work will include Introduction to RADAR Training, Speed Offenses and Speed Enforcement, Basic Principles of Speed Measurement, Legal and Operational Considerations, and Courtroom Preparation and Testimony. Students are allotted time in the field for familiarization and operation of specific RADAR instruments, field practice, and motor-skill performance testing. **Requirements:** Currently certified Law Enforcement Officer in the State of North Carolina holding at least PROBATIONARY Status with the NC Criminal Justice Education and Standards Commission or meet the requirements of the NC Sheriff's Education and Training Standards Commission. 100% attendance of minimum instructional hours (32). Successfully complete and pass the State Administered Comprehensive Examination.

SCC, PSTC

September 15 -19 (Review and state administered examination Sept. 23)

**CJC-3934: RADAR, RADAR/LIDAR Recertification Training:** This training is for those officers seeking re-certification in the operation of specific RADAR and/or LIDAR instruments. A short classroom session covering the basic principles of speed measurement and any program or legal updates will be followed by motor-skill performance testing in the field. **Requirements:** Currently certified law enforcement officer in the State of North Carolina holding at least PROBATIONARY status with the NC Criminal Justice Education and Training Standards Commission or meet the requirements of the NC Sheriff's Education and Training Standards Commission. 100% attendance of the minimum instructional hours (12). Successfully complete and pass the State Administered Comprehensive Examination.

SCC, PSTC

September 22 (Review and state administered exam Sept. 23)

**CJC-5000: DWI Detection and Standardized Field Sobriety Testing (SFST):** Designed to enhance the officers skills in detecting impaired drivers and interpreting the signs. Students will be introduced and trained in the administration of the National Highway Traffic Safety Administration (NHTSA) approved battery of Standardized Field Sobriety Tests and to recognize the clues and cues from each test. **Requirements:** Currently certified Law Enforcement Officer in your state, a Federal Law

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Enforcement Officer or active duty Military. Successfully complete and pass a skills test and comprehensive exam.  
SCC, PSTC      TBA

**CJC-5000: Advanced Roadside Impaired Driving Enforcement (ARIDE):** Designed in addition to DWI Detection and SFST to add skills in detection of drug impaired drivers. These skills are more important than ever with the influx of illicit drug and prescription drug abuse. This training serves as the connection between the SFST's and Drug Recognition Expert Training. Completion of this course will not qualify you as a Drug Recognition Expert. **Requirements:** Currently certified Law Enforcement Officer in your state, a Federal Law Enforcement Officer or active duty Military. Completed DWI Detection and Standardized Field Sobriety

Testing training or refresher training in past two years. Successfully show proficiency in the SFST's and successfully pass a comprehensive exam.  
SCC, PSTC      TBA

**FIP-3601: Emergency Vehicle Driver:** This course is for emergency responders who operate medium to large apparatus, i.e. fire trucks and ambulance. The training is meant to enhance the operator's skills in precision and defensive driving operation along with creating awareness of the dangers involved when operating large apparatus. **Requirements:** Current full-time, part-time, or volunteer first responder with duties to include operation of apparatus on the streets or highways. Students must provide apparatus for practical skills evaluations.  
SCC, PSTC      TBA

## DEFENSIVE DRIVING

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

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

Jackson Campus • Macon Campus • Swain Center

Some of the violations eligible are speeding, failing to reduce speed, exceeding safe speed, failure to reduce speed, stop sign violation, unsafe movement, red light violation, improper passing, improper use of traffic lane, failure to give turn signal, driving left of center, failure to turn or dim headlights and crossing median.

Drivers are not eligible if they have a commercial driver's license and the violation occurred while they were operating a commercial vehicle. Drivers are also ineligible if an accident was involved that resulted in personal injury to someone or resulted in property damage in excess of \$1,000. Other restrictions may apply.

Completion of the National Safety Council's Four-Hour Defensive Driving Course for an eligible traffic violation may prevent assessment of insurance points or premium surcharges on your insurance policy and/or points on your North Carolina Driver's License. You must verify eligibility with the clerk of court and your insurance company. You are NOT eligible for this program if...

- You have paid off the ticket or citation before class.
- You have a CDL and your violation occurred while operating a commercial motor vehicle.
- You completed the class in exchange for a PJC, or otherwise received a PJC, in the last three years.

*A "Prayer for Judgment Continued (PJC)" means the determination of guilt by the court though no sentence has been imposed. With*

*respect to a PJC for any moving violation, there shall be no insurance premium surcharge nor any assessment of points unless the vehicle owner, principal operator, or any licensed operator in the owner's household has a driving record consisting of a PJC for any moving violation during the three years immediately preceding the date of application or the preparation of the renewal. GS 58-36-75(f)*

Anyone may take advantage of this class, even if you have not received a violation. The benefit of taking a defensive driving course is being able to keep you and other drivers safe on the road. You will refresh your own safe driving techniques, and pick up on some techniques to help avoid and alert others with unsafe driving practices while you're driving. Excellent information is included for all drivers, including new drivers. Call any SCC location for information. **Self-Supporting. Self-Supporting classes are not eligible for refunds.** \*\*You will need your citation, driver's license, and \$60 cash to register for the Defensive Driving classes\*\*

To register at any SCC location, Bring your driver's license, your citation and \$60 in cash. Drivers must register five business days prior to the class. No late arrivals will be admitted to class. Refunds will NOT be granted for failure to attend class. If you are under 18 you must get a concurrent enrollment form signed prior to registration. **Self-Supporting.** Self-Supporting classes are ineligible for refunds.

### Fall 21014 Classes

Jackson Campus, Founders Hall  
Room 117

T	8/19	6-10P
Th	8/28	6-10P
T	9/9	6-10P
S	9/27	9A-1P
Th	10/16	6-10P
S	10/25	9A-1P
T	11/4	6-10P
Th	11/13	6-10P
T	12/9	6-10P
Th	12/11	6-10P

Macon Campus, Room 204

S	9/20	9A-1P
T	10/28	6-10P
S	11/8	9A-1P
S	12/6	9A-1P

Swain Center, Room 114

T	8/26	6-10P
T	9/23	6-10P
Th	10/30	6-10P

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**NUR-3240 - Nursing Assistant I:** The graduate of the Nursing Assistant training program is eligible to sit for the North Carolina State competency exam. The cost of the exam is \$101 which will be payable to Pearson Vue. After successful completion of the state exam, graduates will be registered on the North Carolina Nurse Aide Registry through the N.C. Division of Health Service Regulation. The cost of the class includes the registration fee, malpractice insurance, accident insurance, and student identification. For more information or to register, contact Tneshia Richards at 828.339.4459 or by email at [t\\_richards@southwesterncc.edu](mailto:t_richards@southwesterncc.edu).

**Registration Fee: \$213**

Macon TBA

NUR-3240	8/19-12/16	9A-2:15P	TTH
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Macon TBA

NUR 3240	8/18-12/15	4P-9:15P	MW
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Jackson 255

NUR 3240	8/22-12/12	8A-2:30P	FS
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**Nursing Assistant II:** The graduate of the Nursing Assistant II training program, after successfully validating competency in mandated skills, is eligible for validation by the instructor as a Nursing Assistant II with the North Carolina Board of Nursing. Once the instructor validates the students' skills with the NC Board of Nursing, the student may go online and pay the \$24 fee and be registered as a Nursing Assistant II with the NC Board of Nursing. The cost of the class includes the registration fee, malpractice insurance accident insurance, and student identification. In order to register for this class, the student must be actively listed on the North Carolina Nurse Aide Registry and be able to provide documentation of a High School Diploma or GED®. For more information or to register, contact Tneshia Richards at 828.339.4459 or by email at [t\\_richards@southwesterncc.edu](mailto:t_richards@southwesterncc.edu).

**Registration Fee: \$213**

Haywood Class

NUR-3241	11/3-1/13	5-10P	MT
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**Online Courses: ED2GO**

If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity for you to gain skills without the structure of the traditional classroom. You will receive CEUs for each of these six-week classes. There are three basic steps that you must complete in order to register.

1. You must register online at Ed2Go for the class prior to the start date
2. Complete SCC registration and payment process that is emailed to you within 5-7 business days prior to class start date. Complete the first exam by the Monday after class start date.

Over 300 online continuing education courses are offered 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.

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

GET STARTED by visiting: [www.southwesterncc.edu/workforce-innovations/online-courses-continuing-education](http://www.southwesterncc.edu/workforce-innovations/online-courses-continuing-education)

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](mailto:vitan@southwesterncc.edu)

[www.southwesterncc.edu/workforce-innovations/online-courses-continuing-education](http://www.southwesterncc.edu/workforce-innovations/online-courses-continuing-education)

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## CERAMICS &amp; 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., No CEUs. **Self-Supporting.**

Swain Center, Room 125

W	10/15	6-9P	J. Matthews	\$22
F	12/04	12-3P	J. Matthews	\$22

**Firing: Low-Fire Processes:** Students will concentrate on the design, production, and finishing of a variety of non-functional forms to be used in a variety of low-fire process. Firing processes covered will include horse hair, fuming, pit firing, as well as pit kiln construction, and application techniques of terra sigillatas and slips. Cost of materials not included. Prerequisites: Beginning Wheel or instructor's permission. 96 hours, 9.6 CEUs.

Swain Center, Room 125

TTh	8/19 – 12/08	9A - 12P	K. Hubbs	\$180
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**Large Pieces for Shows:** This class is for advanced students and focuses on developing large pieces for art shows and festival. Students will be expected to engage in self-directed work in creating a body of work to sell and present. Emphasis will be place on quality, clean work and a high level of surface decorations, glazing and firing techniques. Cost of materials not included. Prerequisites: Beginning & Intermediate Wheel or instructor's permission. 68 hours, 6.8 CEUs.

Swain Center, Room 125

T	8/19 – 12/08	6-10P	J. McKee	\$180
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**Clay: Wheel Throwing I & II:** 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 and safety issues along with various firing techniques including oxidation, traditional raku, and horsehair. Cost of materials not included. Prerequisite: None. 96 hours, 9.6 CEUs.

Swain Center, Room 123

TTh	8/19 – 12/08	6-9P	E. Delfield & A. Burrell	\$180
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**Clay: 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 bottles, butter dishes, and teapots. 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 with at least four lid forms, including cutting lids from closed forms and the use of hand-building tools. In addition, students will have enhanced their surface finishing techniques including glazing. Supplies not included. Prerequisites: Beginning Wheel or instructor's permission. 24 hours, 2.4 CEUs.

Swain Center, Room 125

TTh	9/02 – 9/25	1-4P	K. Hubbs	\$70
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**Firing: Raju – Alcohol Fuming:** This course will focus on the Alcohol Fuming method of Raku firing. This process results in non-functional ceramics that have brilliant colors ranging from deep purples and blues to lustrous coppers and golds. Students will be expected to make a variety of forms on their own to fire using this process. Students will also learn proper tools and safe procedures for this process. At the conclusion of the course students will be able to demonstrate the Alcohol Fuming process on a variety of forms. Cost of supplies not included. Prerequisites: Beginning Wheel or instructor's permission. 24 hours, 2.4 CEUs.

Swain Center, Room 125

M	9/08 – 10/13	1-4P	J. Matthews	\$70
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**Clay: 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. Prerequisites: Completion of Intermediate Wheel instructor's permission. 24 hours, 2.4 CEUs.

Swain Center, Room 125

TTh	10/07 – 10/30	1-4P	K. Hubbs	\$70
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**Clay: Hand Building:** Students will concentrate on a variety of hand building techniques including pinch pots, coils, strips, slabs, extrusions, and chunks. Topics covered will include clay bodies, bowls, vases, bottles, tiles, sculptures, handled items, jewelry, stamping, incising, and a variety of glazing and firing techniques. At the conclusion of the course students will have completed a number of projects and demonstrated proficiency in hand building. Cost of supplies not included. Prerequisites: None. 18 hours, 1.8 CEUs.

Swain Center, Room 125

M	11/02 – 12/07	1-4P	J. Matthews	\$70
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**Independent Study: Ceramics:** This course is a self-directed, independent study for advanced students. Students will meet weekly with the instructor for the four-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: Beginning Wheel & Intermediate Wheel and/or instructor's permission. 2 hours, No CEUs.

Swain Center, Room 125

M	9/08 – 9/29	3-5P	K. Hubbs	\$50
M	10/06 – 10/27	3-5P	K. Hubbs	\$50
M	11/02 – 11/23	3-5P	K. Hubbs	\$50
M	11/30 – 12/14	3-5P	K. Hubbs	\$50

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## PRINTMAKING & LETTERPRESS CERTIFICATE

**Relief Printing:** Relief printing process in which an impression is created by the uncarved or unprepared areas of a block or plate. Students in this course will explore three types of relief printing: Lino block, wood block, and calligraph. At the conclusion of the course students will be able to possess a basic understanding of relief printing and be able to demonstrate lino block, wood block, and calligraph printing methods. Cost of materials is included. Prerequisites: None. 36 hours, 3.6 CEUs.

Swain Center, Room 110

MW	9/3 – 10/13	6-9P	A. Fouweather	\$125
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**Intro to Letterpress Printing:** This class will introduce students to the basic concepts of letterpress printing. Topics covered will include type setting, set up and operating the press, printing text and images, and printing in Cherokee Syllabary. Students will have an opportunity to use the press to print cards and images. Cost of materials is included. Prerequisites: None. 3 hours, .3 CEUs.

Swain Center, Room 110

Th	10/16	6-9P	F. Brannon	\$70
Th	12/04	6-9P	F. Brannon	\$70

**Intro to Intaglio:** Introduction to the history and methods of the Intaglio printing processes. Emphasis will be on studio time, providing demonstration and practice of various techniques, including engraving, dry point and mezzotint etching. Students completing the class will be able to demonstrate how to prepare a metal plate, will display familiarity with the various tools specific to each type of process, practice proper inking techniques, and know how to use the intaglio press. Cost of materials is included. Prerequisites: None. 36 hours, 3.6 CEUs.

Swain Center, Room 110

MW	10/20 – 11/25	6-9P	A. Fouweather	\$125
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**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. Students will first print in English and then produce printing projects using the Cherokee writing system while learning the basics of letterpress printing. Cost of materials included. Prerequisite: None.

Swain Center, Room 110

Th	10/30 – 11/19	6-9P	F. Brannon	\$70
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## MORE THAN 200 STUDENTS ATTEND ADVANCED MANUFACTURING EXPO

From the time he was five years old, Cameron Ponchot knew he wanted to work in the field of science when he grew up.

This spring at the Swain Regional Business Education and Training Center, Ponchot saw the kind of technology that could make it possible for him to pursue his passion and stay in his home county well beyond high school graduation.

An eighth grader at Swain Middle School, Ponchot was one of more than 200 students to check out robotics, computer programming, a 3-D printer and other technology on display during the inaugural manufacturing and STEM awareness event – a part of the NC Manufacturing Awareness Week 2014.

"It's really neat," Ponchot said after watching a robotics demonstration put on by Mark Little of ConMet. "I'd like to go to a company like that. I'm really excited that Swain High School is about to get a robotics class."

Organized by Swain County Schools and SCC, the event featured nearly a dozen exhibits from regional organizations like Google and Duke Energy.

Scott Sutton, SCC's director of occupational training, was available to discuss the Mechatronics/advanced manufacturing program Southwestern plans to debut this summer in Swain County.

SCC and its partners throughout its service area recently secured more than \$1.5 million in advanced manufacturing training grants, from Golden LEAF and Duke Energy, which will be used to ensure area

manufacturers can train their employees on the latest technology for years to come.

"We're thrilled that all these young students got a chance to see where manufacturing and technology are headed right here where they live," said Sonja Haynes, SCC's dean of workforce innovations.

"Events like this showcase what our local businesses and industries are doing, and they allow us to demonstrate how we're meeting their educational and training needs."

Regina Gilchrist Ash, who handles STEM Development for Swain County Schools, was pleased with the enthusiasm of students who attended the event.

"When our students get excited about possibilities, see hope for a future, and then can attach relevance from their science, technology and math classes to that future, we are making real progress," Ash said.

For more information about SCC's Workforce Innovations programs, contact Sonja Haynes at [s\\_haynes@southwesterncc.edu](mailto:s_haynes@southwesterncc.edu).



*Cameron Ponchot, an eighth grader at Swain Middle School, works with robotics equipment under the guidance of ConMet's Mark Little during the inaugural manufacturing and STEM awareness event April 2 at the Swain Regional Business Education and Training Center.*

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# SCC OFFERS NEW MECHATRONICS PROGRAM

The business of manufacturing has changed dramatically in recent years.

That's why Southwestern Community College is fundamentally overhauling the way it trains the manufacturing employees of tomorrow.

With more than \$1 million in Golden LEAF Grant funding secured over the winter, Southwestern has purchased advanced manufacturing equipment and hired longtime instructor Jim Falbo to coordinate a new mechatronics engineering technology program that will begin this fall.

"These aren't your grandfather's manufacturing jobs," said Sonja Haynes, SCC's dean of workforce innovations. "We're talking about more advanced automation and robotics. It's no longer a job where you sit at a workstation and assemble something with your hands all day. Everything is computerized and more technical, and we can get you ready to fill these jobs in a short amount of time."

A majority of the classes will be at the Swain Regional Training Center with the remaining ones taking place at SCC's Jackson Campus. SCC also received a \$250,000 Duke Energy Foundation Grant for advanced manufacturing equipment for the electronics program on the Jackson Campus.

Haynes said the starting salary for program graduates is expected to be between \$40,000 and \$50,000, depending on the plant and the worker's skills.

Falbo, who spent half his career as a controls technician at an Illinois nuclear power plant, holds an associate's degree in automated systems and robotics (from Joliet Junior College) as well as a master's in education (from the University of St. Francis).

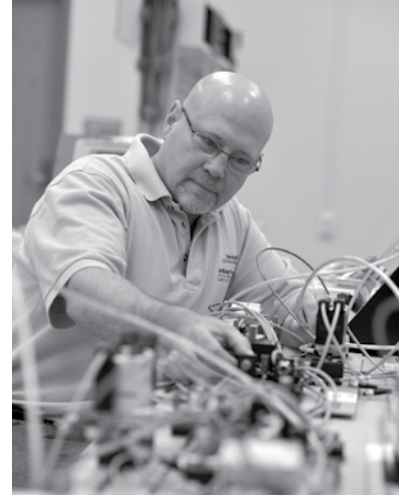
"What really attracted me to this position was when I read a media report where a Swain County leader talked about understanding the need to diversify the county's economic plan and that they couldn't rely only on tourism anymore," said Falbo, who previously taught at Haywood Community College. "I realized this is a county that sees the long-term importance of these manufacturing jobs as well as continuing to attract more employers, and I want to be a part of helping prepare people to fill these positions."

In the same way as manufacturing jobs have changed, SCC has restructured its entire approach to delivering the training.

"It's a stackable program," Haynes said. "It means students can come in and get a certificate within 6-to-10 weeks, making them eligible for employment. They can then work toward additional certificates. These certificates can be transferred into a curriculum program, which would lead to a two-year associate's degree."

"It's a new concept we're trying out," Haynes added. "It allows students to have a more flexible schedule, so they don't have to be in class for a traditional college semester. Folks who are already working in manufacturing are a focus for us too, so we want to be able to meet their scheduling needs."

For more information about the mechatronics engineering technology program, contact Falbo at [j\\_falbo@southwesterncc.edu](mailto:j_falbo@southwesterncc.edu).



*Jim Falbo, coordinator of SCC's mechatronics engineering technology program, is shown here with some of the equipment that will be used in the advanced manufacturing training.*



A black and white photograph of a young man in a dark polo shirt working on a complex mechatronics project. He is looking intently at a piece of equipment that has many wires and mechanical parts attached to it.

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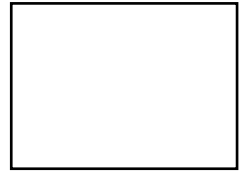
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# Workforce Innovations

## Continuing Education Schedule

# FALL 2014

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