

2020 FALL

WORKFORCE
Continuing Education



COURSE SCHEDULE



Essential Careers

Discover how SCC is built for moments like these!



INSIDE

A closer look at all the programs and training we offer.

828.339.4425

www.southwesterncc.edu/continuing-education

CLASS LISTINGS

- 3 College & Career Readiness
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GENERAL INFORMATION

Due to uncertainty surrounding the COVID-19 pandemic at press time for this publication, some details related to seat-based classes may change. Please contact Latresa Downs at ldowns@southwesterncc.edu or 828.339.4426 before registering.

CONTACT INFORMATION	
Toll Free Number	1.800.447.4091
General Information	339.4426
College & Career Readiness	339.4272
Defensive Driving	339.4656
Emergency Medical Services	306.7044 OR 306.7053
English Language(ESL)/Civics	339.4620
Fire and Rescue	306.7045
GED & HiSet Testing	339.4486
Heritage Arts	366.2005
Human Resources Development	306.7020
Law Enforcement	306.7043 OR 306.7046
Job & Career Preparation	306.7020
Motorcycle Rider	306.7041 OR 306.7040
Nursing Assistant	339.4305 OR 339.4331
Personal Enrichment	339.4657
Professional Licensure	339.4657
Small Business Center	339.4211 OR 339.4426
Transcripts	339.4426 OR 339.4206
Workforce Education	339.4218

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

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

WEBSITE
Visit www.southwesterncc.edu/workforce-innovations for more information on classes.

DISCLAIMER
The classes presented in this publication should not be considered a contract between SCC and any student. Changes or errors may occur for various reasons. A minimum number of students may be required before a class can be conducted. Pre-registered students will be contacted if changes or class cancellation is necessary. Please visit www.southwesterncc.edu/workforce-innovations/class-schedule for the most current class schedule.

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

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

SAFE DRIVING PROGRAM



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

For more info, visit www.southwesterncc.edu/dd or call 828.339.4656.

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

Identification Statement:
An Equal Opportunity Institution • Printed July 2020. Issue 3
447 College Drive, Sylva, NC 28779
50,000 copies of this publication were printed at a cost of 18¢ each.
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For advertising information, please contact us at 828.339.4000.
Distributed free, published 3 times a year.



Don't let COVID-19 slow you down! Distance learning College & Career Readiness Classes Available!

High School Equivalency

Prepare for the HSE exam (GED® or HiSet)
Available study options: Online or Mail-in lesson packets
Contact: Crystal Snover ☎ 828.339.4361 ✉ c_snover@southwesterncc.edu

English/Inglés

Learn the English language online!
Aprende inglés / civismo en línea
Contact/Contacte Con: Jennifer Yowell ☎ 828.339.4620 ✉ j_yowell@southwesterncc.edu

Career Readiness Prep

Prepare for future employment
Available study option: Online
Contact: Melanie Phillips ☎ 828.366.2023 ✉ m_price@southwesterncc.edu

PERSONAL ENRICHMENT

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

ART

Drawing *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 12

Cost: \$75 + \$30 in materials

Location: Jackson Campus, Burrell Building, room 302

Dates/Times: Th • Oct. 8 - Nov. 12 • 5:30 - 7:30P

Instructor: J. Lyle

Learn the art of drawing in a graphic novel/comic book-like fashion, the process of creating material and scripting it, Thumb-nail sketches, in-depth research, rough sketches, resolving story telling issues, tight sketches and presentation of finished material.

BUSINESS

QuickBooks *Self-Supporting*

Course Code: SEF 4000 • **Course Hours:** 16 • **Cost:** \$75

Location: Macon Campus, room 108

Dates/Times: T,Th • Sept. 9 - 24 • 5:30 - 7:30P

Instructor: T. Vernon

Learn QuickBooks accounting software, Desktop or Online.

LANGUAGE

Beginning Spanish *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 16 • **Cost:** \$85

Location: Macon Campus, room 205

Dates/Times: Th • Sept. 10 - Oct. 29 • 5:30 - 7:30P

Instructor: N. Barrantes

OR

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: T • Sept. 1 - Oct. 20 • 6 - 8P

Instructor: L. Costantino

This course will introduce students to the basic vocabulary and grammar of the Spanish language as well as Spanish culture.

Beginning Italian *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 16 • **Cost:** \$85

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: Th • Sept. 24 - Nov. 12 • 6 - 8P

Instructor: L. Costantino

This course will introduce students to the basic vocabulary and grammar of the Italian language and Italian culture.

Advanced Spanish *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 16 • **Cost:** \$85

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: M • Aug. 10 - Sept. 28 • 6 - 8P

Instructor: L. Costantino

This course will build upon the basic vocabulary and grammar of the Spanish language.

Introduction to Voiceovers *Self-Supporting*

Course Code: CSP 4000 • **Cost:** \$49

Location: Online/On-Demand class

Explore the fun, rewarding possibilities of the voiceover industry! A one-time, 90-minute, introductory class.

PHOTOGRAPHY

Astrophotography

Course Code: CSP 4001 • **Course Hours:** 15 • **Cost:** \$85

Location: Jackson Campus & online

Dates/Times: T • Oct. 20 & 27 • 7 - 10P

Instructor: Z. Stockbridge

This course is intended for students who already have a basic understanding of telescopes. Students will set up and use a telescope to find the Moon and planets.

Beg. to Inter. Digital Photography *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 18

Cost: \$120

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: T • Nov. 3 - Dec. 8 • 5:30 - 8:30P

Instructor: M. Turlington

Learn about camera menus, lighting, focus, editing photos and more! Students will need to bring a DSLR camera, owner's manual & tripod to class.

WELLNESS

Hatha Yoga for Health *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 10

Cost: \$60

Location: Macon Campus, room 110

Dates/Times: M,Th • Aug. 24 - Sept. 24 • 6 - 7P

Instructor: J. Germain

Appropriate for all levels. Students should bring their own mats and any props they wish to use.

Boosting your Immune System *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2.5

Cost: \$20

Location: Jackson Campus, Burrell Building, room 302

Dates/Times: Th • Aug. 20 • 5:30 - 8P OR

Th • Sept. 10 • 5:30 - 8P

Instructor: R. Winchester

Learn the importance of holistically boosting your immune system. Students must bring baby wipes for infusion.

WINE

Wine Tasting *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 8

Cost: \$65/Includes wine sampled in class

Location: Jackson Campus, Bradford Hall, Conf. Center

Dates/Times: M • Oct. 5 - 26 • 5:30 - 7:30P

Instructor: W. Dunn

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

PROFESSIONAL LICENSURE

Contact: Brian Hollands, 828.339.4657 or

b_hollands@southwesterncc.edu.

Registration:

www.southwesterncc.edu/workforce-innovations/professional-licensure

General Contractor CE

Course Code: CAR 3118 • **Course Hours:** 8

Cost: \$70

Location: Jackson Campus, Burrell Building, room 102

Dates/Times: S • Sept. 12 • 9A - 5P OR

T • Oct. 27 - Nov. 3 • 6 - 10P

Instructor: J. Shope

This course will satisfy the NC Licensing Board for General Contractors continuing education requirements for 2021 license renewal and includes the 2-hour mandatory course content provided by the Licensing Board.

Electrical Contractors' License Renewal Education

Course Code: ELC 3016 • **Course Hours:** 8

Cost: \$70

Location: Jackson Campus, Burrell Building, room 102A

Dates/Times: T • Sept. 15 - 22 • 5:30 - 9:30P

Instructor: J. Buchanan

This course meets the requirements of the NC State Board of Examiners of Electrical Contractors for eight hours of continuing education credit.

NOTARY PUBLIC

Notary Public Education

Course Code: MLS 3874 • **Course Hours:** 7

Cost: \$70

Location: Jackson Campus, Burrell Building, room 303

Th • Sept. 17 • 9A - 5P

T • Oct. 13 • 9A - 5P

Th • Nov. 19 • 9A - 5P

Th • Dec. 10 • 9A - 5P

Location: Macon Campus, Cecil Groves Center, room 212

Th • Sept. 10 • 9A - 5P

Th • Oct. 22 • 9A - 5P

Th • Nov. 12 • 9A - 5P

Instructor: R. Cedrone

This course covers the qualifications, procedures and certification for becoming a notary. *Before class, students must purchase and read through the 2016 Notary Public Guidelines for North Carolina, available in the SCC Bookstore or online through the UNC-CH School of Government.

Electronic Notary Public Education

Course Code: MLS 3874 • **Course Hours:** 4

Call or email to added to the waitlist for this class.

This course is designed for commissioned Notaries who want to become commissioned as Electronic Notaries.

MOTOR VEHICLES

Escort Vehicle Operator

Course Code: AUT 3004 • **Course Hours:** 4

To be added to the waitlist call: 828.339.4657

*Note that initial applicants will also need to have taken a Defensive Driving course certified by the National Safety Council - this is separate course requirement.

Motor Vehicle Dealer License Pre-Licensing

Self-Supporting

Course Code: SEF 3001 • **Course Hours:** 12

Cost: \$235

Dates/Times: T,W • Oct. 13 - 14 • 8:30A - 3:30P

Location: Macon Campus, room TBD

Instructor: D. Mauk

This course provides prospective auto dealers with the twelve hours of authorized pre-licensing training in order to be licensed in the state of North Carolina.

Motor Vehicle Dealer License Renewal *Self-Supporting*

Course Code: SEF 3001 • **Course Hours:** 6

Cost: \$140

Dates/Times: Th • Oct. 15 • 8:30A - 3:30P

Location: Macon Campus, room 212

Instructor: D. Mauk

This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulation and on the Vehicle Registration Section Title Manual.

NC Auto Safety Inspection Certification

Course Code: AUT 3129 • **Course Hours:** 8

Cost: \$70

Dates/Times: M,T • Aug. 17 - 18 • 6 - 10P

M,T • Sept. 21 - 22 • 6 - 10P

M,T • Oct. 5 - 6 • 6-10P

M,T • Nov. 9 - 10 • 6-10P

M,T • Nov. 30 - Dec. 1 • 6 - 10P

Location: Jackson Campus, Summit Building, room 127

Instructor: R. Frady

This course covers the inspection rules and procedures of a public inspection station. Participants must obtain an NCID prior to class - go to NCID.NC.gov and click "Register."

REAL ESTATE

*** Please note that the NCREC will allow an elective course to be substituted for the General or Broker update courses for the '19-'20 license renewal period. Licensees must complete 8 hours of CE by Sept. 30.**

Real Estate Elective: Ethics *Self-Supporting*

Course Code: SEF 3001 • **Course Hours:** 4

Cost: \$60

Location: Jackson Campus, Burrell Building, room 102A

Dates/Times: T • Aug. 20 • 8:30A - 12:30P

Instructor: T. Daniels

CE Elective Course #3117. For all licensees.

This course will explore the ethical issues surrounding real estate transactions through case studies, and based on NAR's Pathways to Professionalism, will include a discussion of tips for showing respect for property, the public and peers.

Real Estate Elective: A Case Study Approach

Self-Supporting

Course Code: SEF 3001 • **Course Hours:** 4

Cost: \$60

Location: Jackson Campus, Burrell Building, rm. 102 A&B

Dates/Times: T • Aug. 20 • 1:30 - 5:30P

Instructor: T. Daniels

CE Elective Course #3279. For All Licensees.



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Nurse AIDE

APPLY TODAY!

Do you genuinely enjoy helping other people?

Within **one semester**, you can receive the training you need to land a **great job**. Nurse Aide is a **Gateway** to many of SCC's 13 other Health Sciences programs.

Fall Nurse Aide Classes:

Prefix	Number	Course Title	Section #	Days	Start Time	End Time	Start Date	End Date
NUR	3240	Nurse Aide I	U-3000	MWTH	5:30 PM	9:30 PM	8/17	12/4
PHM	4100	Med Aide	U-3000	T	4:30 PM	8:30 PM	9/1	10/6

Macon Campus:

NUR	3240	Nurse Aide I	U-3100	MWTH	5:30 PM	9:30 PM	8/17	12/4
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For more info on Nurse Aide courses visit,
www.southwesterncc.edu/health-sciences/nurse-aide



For more information:

To learn more, contact program coordinator, **Donna Conner**.

📞 828.339.4459

✉️ d_conner@southwesterncc.edu

HERITAGE ARTS

Don't see a time that fits your schedule?

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

CERAMICS & POTTERY

Beginning Wheel

Course Code: PRC 3104 • **Course Hours:** 60, 6.0 CEU

Cost: \$180/Cost of materials not included

Location: Swain Center, room 123

Dates/Times: T,Th • Aug. 25 - Oct. 29 • 6 - 9P

Instructor: E. Delfield

For beginners. Students will learn to center clay on a wheel, turn, trim and glaze basic forms. Prereq: None.

Hand Building I

Course Code: PRC 3104 • **Course Hours:** 24, 2.4 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 123

Dates/Times: M,Th • Sept. 2 - 30 • 9A - 12P OR

Oct. 5 - 28 • 9A - 12P

Instructor: J. Marley

Students will concentrate on hand building planters and decorative items for the garden. Prerequisite: None.

Bowls for Beginners

Course Code: PRC 3104 • **Course Hours:** 24, 2.4 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 123

Dates/Times: M,W • Sept. 2 - 30 • 1 - 4P

Instructor: S. Coe

Students will create a variety of bowls for a variety of uses. Prereq: Beginning Wheel and/or instructor's permission.

Kiln Construction

Course Code: PRC 3104 • **Course Hours:** 69, 6.9 CEU

Cost: \$180/Cost of materials not included

Location: Swain Center, room 125 & outside

Dates/Times: T, Th • Sept. 15 - Dec. 3 • 10A - 1P

Instructor: J. McKee

For intermediate to advanced students. Learn process to design & construct a kiln and weather cover from beginning to final firing. Students will fire pottery in constructed kiln. Prereq: Intermediate Wheel and/or instructor's permission.

Raku & Pit Fire

Course Code: PRC 3104 • **Course Hours:** 36, 3.6 CEU

Cost: \$125/Cost of materials not included

Location: Swain Center, room 125 & outside

Dates/Times: T • Sept. 15 - Dec. 1 • 5 - 8P

Instructor: J. McKee

For intermediate students. Explore low-fire processes including Raku and pit-fire. Prereq: Intermediate Wheel and/or instructor's permission.

Intro to Clay *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2, 0 CEU

Cost: \$20/Cost of materials is included

Location: Swain Center, room 125

Dates/Times: M • Sept. 28 OR Oct. 26 • 6 - 8P

Instructor: J. Matthews

Students will have the opportunity to hand build several pieces of pottery and try working with clay. Prereq: None.

Plates for Beginners

Course Code: PRC 3104 • **Course Hours:** 24, 2.4 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 123

Dates/Times: M,W • Oct. 5 - 28 • 1 - 4P

Instructor: S. Coe

Students will create a variety of plates for a variety of uses. Prereq: Beginning Wheel and/or instructor's permission.

Heritage Pots

Course Code: PRC 3104 • **Course Hours:** 24, 2.4 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 125

Dates/Times: T,Th • Sept. 1 - 30 • 1 - 4P

Instructor: K. Hubbs

Students will create a variety of forms based on traditional folk pottery, such as crocks, churns, and pitchers.

Prereq: Beginning Wheel and/or instructor's permission.

Candleholders & Oil Lamps

Course Code: PRC 3104 • **Course Hours:** 20, 2.0 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 125

Dates/Times: M - Th • Oct. 5 - 8 • 1 - 5P

Instructor: K. Hubbs

Students will create a variety of candleholders and oil lamps in this weeklong workshop. Prereq: Beginning Wheel and/or instructor's permission.

Mugs for Beginners

Course Code: PRC 3104 • **Course Hours:** 24, 2.4 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 123

Dates/Times: M,W • Nov. 2 - 25 • 1 - 4P

Instructor: S. Coe

Students will create a variety of mugs for a variety of uses. Prereq: Beginning Wheel and/or instructor's permission.

Drinking Vessels

Course Code: PRC 3104 • **Course Hours:** 20, 2.0 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 125

Dates/Times: M - Th • Nov. 9 - 12 • 1 - 5P

Instructor: K. Hubbs

Students will create a variety of mugs, tumblers, and goblets in this weeklong workshop. Prereq: Beginning Wheel and/or instructor's permission.

HERITAGE ARTS

Independent Study Ceramics *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 4.0, 0 CEU

Cost: \$65/Cost of materials not included

Location: Swain Center, room 125

Dates/Times: W • Aug. 5 - 26, Sept. 9 - 30, Oct. 7 - 28, Nov. 4 - Dec. 2 • 9 - 10A

Instructor: J. Marley

Students will get open access to the studio and can meet weekly with the instructor to review progress. Prerequisites: Portfolio review or Beginning Wheel.

CREATIVE INTERESTS

Medicinal Herbs *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2, 0 CEU

Cost: \$28/Cost of materials is included

Location: Swain Center, room 102

Dates/Times: W • Aug. 26 • 10A - 12P

Instructor: K. Taylor

Learn about useful and helpful plants growing in your garden. We will cover how to collect these plants and a the variety of uses for them, included essential oils, tinctures, and compresses. Prereq: None.

Live Wreaths *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2, 0 CEU

Cost: \$28/Cost of materials is included

Location: Swain Center, room 102

Dates/Times: W • Oct. 28 • 10A - 12P

Instructor: K. Taylor

Create your own decorative wreath! Participants will learn the basic process; types of plants and materials to select, and arranging and assembling the wreath. Prereq: None.

PAINTING & DRAWING

Beginning Drawing *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 10, 0 CEU

Cost: \$88/Cost of materials not included

Location: Swain Center, room 102 & outside

Dates/Times: M • Aug. 24 - Sept. 28 • 3 - 5P

Instructor: J. Marley

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

Painting with Oils *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 10, 0 CEU

Cost: \$88/Cost of materials not included

Location: Swain Center, room 102 & outside

Dates/Times: W • Sept. 2 - 30 • 3 - 5P

Instructor: J. Marley

A great class for beginners to learn basic set up, application, and process of oil painting. Prereq: None

Painting with Acrylics *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 10, 0 CEU

Cost: \$88/Cost of materials not included

Location: Swain Center, room 102 & outside

Dates/Times: M • Oct. 5 - Nov. 2 • 3 - 5P

Instructor: J. Marley

A great class for beginners seeking to expand their knowledge and understanding of painting using acrylic paints. Prereq: None.

Painting Fall Color *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 10, 0 CEU

Cost: \$88/Cost of materials not included

Location: Swain Center, room 102 & outside

Dates/Times: W • Oct. 7 - Nov. 4 • 3 - 5P

Instructor: J. Marley

We'll take our easels outside and capture the the color of fall on the canvas. Oil or Acrylics welcome. Prereq: None

PHOTOGRAPHY

Fall Color Photography

Course Code: PHO 3001 • **Course Hours:** 16, 1.6 CEU

Cost: \$70/Cost of materials not included

Location: Swain Center, room 105

Dates/Times: M,W • Oct. 12 - Nov. 4 • 9 - 11A

Instructor: H. Campbell

Create a portfolio of working during one of the most beautiful seasons in the mountains! Topics covered will include panorama, detail shots, and editing. Participants will have access to the Swain Center Computer lab to edit their photos. Prereq: None.

PRINTMAKING

Cherokee Language Printing *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2, 0 CEU

Cost: \$26/Cost of materials is included

Location: Swain Center, room 110

Dates/Times: W • Nov. 18 • 3 - 5P

Instructor: J. Marley

This class will explore printing in the Cherokee language. A great class for all ages. Prereq: None.

Printing Holiday Cards *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2, 0 CEU

Cost: \$26/Cost of materials is included

Location: Swain Center, room 110

Dates/Times: M • Nov. 23 • 6 - 8P

Instructor: J. Marley

Print your own holiday cards on our vintage letterpress! Students will get instruction in type setting and create multiple cards to share. Prereq: None.

Independent Study Print *Self-Supporting*

Course Code: CSP 4000 • **Course Hours:** 2, 0 CEU

Cost: \$40/Cost of materials not included

Location: Swain Center, room 110

Dates/Times: W • Aug. 5 - 26 OR Sept. 9 - 30 OR

Oct. 7 - 28 OR Nov. 4 - Dec. 2 • 8:30 - 9A

Instructor: J. Marley

Self-directed, independent study for experienced individuals. Prereq: Review of previous experience.



Get in shape, create and find fun ways to get the most out of life through a wide variety of options.

PERSONAL ENRICHMENT



No matter where you are in life, regardless of circumstances, we are here to help you succeed!

COLLEGE & CAREER READINESS

SMALL BUSINESS CENTER

Southwestern Community College's Small Business Center (SBC) is proud to serve small business owners and entrepreneurs with complimentary seminars, a resource center, and one-on-one counseling. As part of a network of experienced SBC's across North Carolina, we're dedicated to helping small businesses thrive. Our SBC understands the unique challenges that local businesses encounter, and we're ready to offer professional advice and instruction.

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

GENERAL BUSINESS SEMINARS

Instagram Made Easy

T Aug. 18 12 - 1:15P C. Pennix-Brown

Top Reasons for Business Failure (and How to Avoid Them)

W Aug. 19 12 - 1:15P Sequoyah Fund

Facebook Made Easy

T Aug. 25 12 - 1:15P C. Pennix-Brown

Using Canva to Promote Your Business

W Aug. 26 12 - 1:15P Sequoyah Fund

Get Your Business Online with Google

Th Aug. 27 10 - 11A SBC

How to Brand Your Business?

T Sept. 1 12 - 1:15P C. Pennix-Brown

Government Agencies that Work for Small Business

W Sept. 2 12 - 1P tenBiz

Budgeting and Money Management

W Sept. 2 12 - 1:15P Sequoyah Fund

Using Shopify to Build an Online Business

W Sept. 2 2 - 3:30P A. Means

How to Use Canva to Create Your Logo

T Sept. 8 12 - 1:15P C. Pennix-Brown

Cash: The Lifeline of Your Business

W Sept. 9 12 - 1:15P Sequoyah Fund

Intro to Government Contracting

W Sept. 9 10 - 11:30A S. Harvey, SBA

Business Tax Essentials

Th Sept. 10 9:30 - 11:00A NCDOR

How to Build an Email Marketing Database for Your Business?

T Sept. 15 2 - 3:30P A. Means

How to Create a Media Kit for Your Business?

T Sept. 15 12 - 1:15P C. Pennix-Brown

How to Get a Small Business Loan

W Sept. 16 12 - 1:15P Sequoyah Fund

Amplify Your Instagram

T Sept. 22 12 - 1:15P C. Pennix-Brown

How to Set and Manage Goals for Business Success

W Sept. 23 12 - 1:15P Sequoyah Fund

NC Tax Withholding 101

Th Sept. 24 9:30 - 11:00A NCDOR

Video Marketing for Business

T Sept. 29 12 - 1:15P C. Pennix-Brown

How to Write a Business Plan

W Sept. 30 12 - 1:15P Sequoyah Fund

How to prepare Your Small Business for Black Friday, Shop Small Saturday & Cyber Monday

T Oct. 6 12 - 1:15P C. Pennix-Brown

How to Pivot Your Marketing Strategy in a Changing Market

W Oct. 7 12 - 1P tenBiz

How to prepare Your Nonprofit for Giving Tuesday

T Oct. 13 12 - 1:15P C. Pennix-Brown

Review Your Website's Attractiveness and Tips to Increase Traffic & Sales

W Oct. 14 2 - 3:30P A. Means

Managing Seasonal Cash Flow

W Oct. 14 12 - 1:15P Sequoyah Fund

Monetize Your Ideas Online

T Oct. 20 12 - 1:15P C. Pennix-Brown

Sales & Use Tax

Th Oct. 22 9:30 - 11:00A NCDOR

Designing Digital Products with Canva

T Oct. 27 12 - 1:15P C. Pennix-Brown

How to Make Your Business More Competitive

W Oct. 28 12 - 1:15P Sequoyah Fund

Have A Business Idea Now Where Do I Start?

M Nov. 2 10 - 11:30A S. Harvey, SBC

Achieving Better Work/Life Balance

W Nov. 4 12 - 1:15P Sequoyah Fund

Building Your Business Around Your Community

W Nov. 4 12 - 1P tenBiz

Build Your Business with Instagram

T Nov. 10 2 - 3:30P A. Means

How to Use Instagram Stories & IGTV

T Nov. 10 12 - 1:15P C. Pennix-Brown

Creating a Customer Profile

W Nov. 18 12 - 1:15P Sequoyah Fund

SMALL BUSINESS CENTER

GENERAL BUSINESS SEMINARS (CONT.)

Relationship Building = Repeat Business

W Dec. 2 12 - 1P tenBiz

Leaders vs. Managers

W Dec. 2 12 - 1:15P Sequoyah Fund

How to Deal with Difficult People

W Dec. 9 12 - 1:15P Sequoyah Fund

Making an Offer They Can't Refuse

W Dec. 16 12 - 1:15P Sequoyah Fund

VIRTUAL BOOTCAMPS

Imagine IF - Business Plan Boot Camp

Dates/Times: Th • Sept. 3 • 2 - 4P

This half-day workshop is designed for the current and prospective small business owner that is interested in creating or strengthening their business plan. During this workshop, attendees will go through each section of the business plan, key strategies for development and leave with a greater understanding of the resources available to assist them with the business planning process.

Can Your Business Idea Make Money?

Dates/Times: Th • Sept. 17 • 2 - 4P

When starting a business, one of the most critical things that small businesses need to learn is sound financial management. Managing cash flow, credit and other aspects of a company's operations can mean the difference between success and failure. This course will help attendees develop financial knowledge and create a financial plan that will help their small business succeed.

Know Your Numbers, Don't Ignore Them

Dates/Times: Th • Oct. 1 • 2 - 4P

A financial plan is a forecast for the future performance of a business, usually prepared using spreadsheet software. This course will teach existing small business owners how to create a financial plan.

Marketing Boot Camp 101

Dates/Times: Th • Oct. 15 • 2 - 4P

When starting a business, it is important to market well, so that your business is recognized in the community. Marketing can be a difficult to figure out for a new business owner, because of the overwhelming amount of different marketing strategies out there. This course will teach you how to create a marketing plan that fits your business, and allows you to market smarter not harder. A specific plan for your business will allow you to market your business at every stage, whether it is in need of sales or it is thriving.

NON-PROFITS

Nonprofits 101 - What you need to know to succeed

Th Oct. 1 9 - 10:30A M. Pearce

How to Create a Written Fundraising Plan?

Th Oct. 1 11 - 12:30P M. Pearce

Grant Writing 101

Th Oct. 8 9 - 10:30A M. Pearce

Grant Research

Th Oct. 8 11 - 12:30P M. Pearce

Fuel Your Brand and Jump Start Your Sales

Dates/Times: Th • Oct. 29 • 2 - 4P

If you need a little push to get your Marketing Plan back on track, then this workshop is for you! This Boot Camp has been specifically designed for existing small business owners. But at every growth stage, the planning process is different. This Boot Camp has specifically been created for business owners who are not quite large enough to have a marketing resource on staff.

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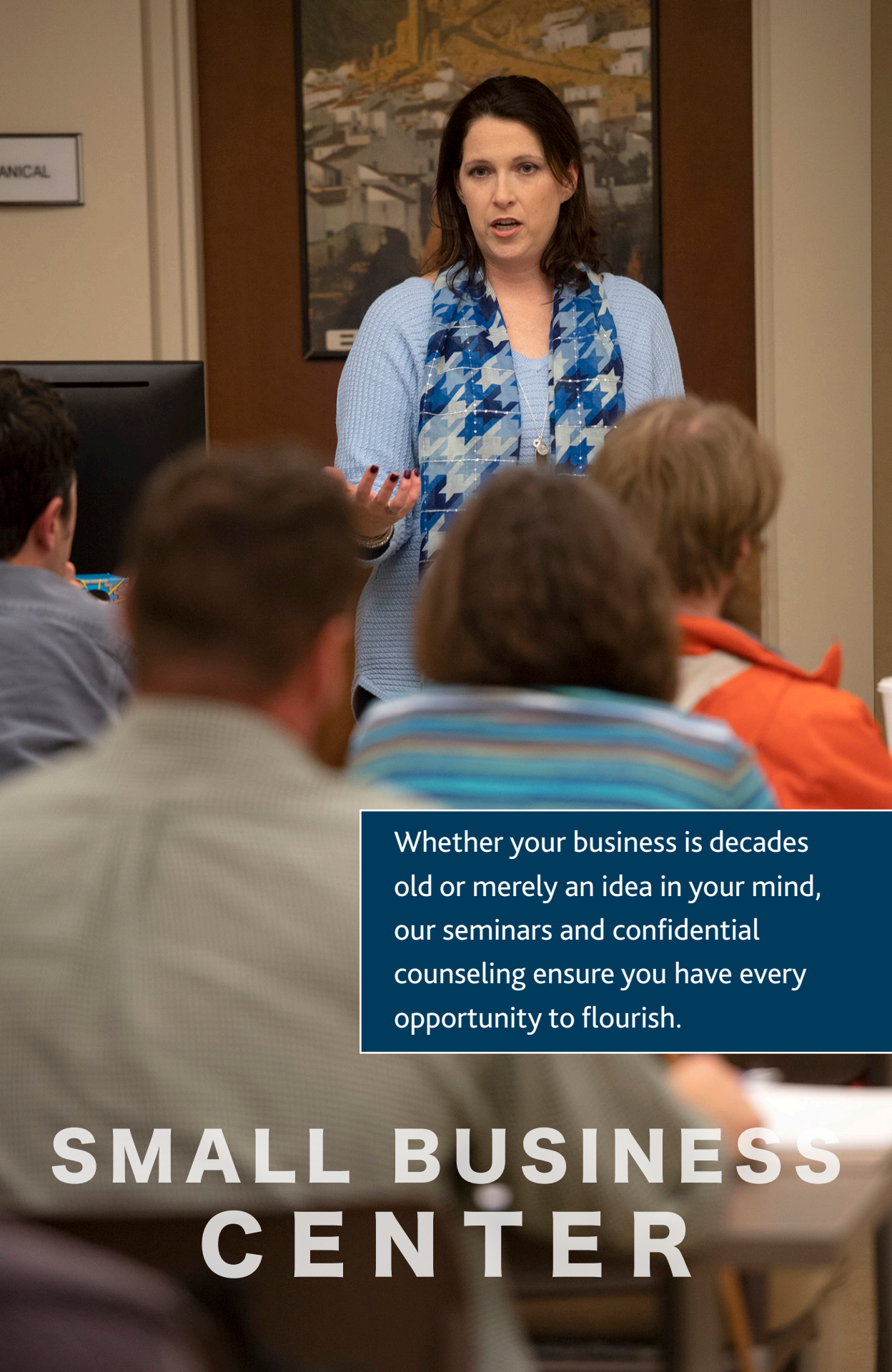
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Whether your business is decades old or merely an idea in your mind, our seminars and confidential counseling ensure you have every opportunity to flourish.

SMALL BUSINESS CENTER

WORKFORCE EDUCATION

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

Pre-register/Registration: Scott Sutton, 828.339.4296 or scottss@southwesterncc.edu.

Private Pilot Ground School

Course Code: AER 3103 • **Course Hours:** 60

Location: Macon Campus

Dates & Times: M,W • TBA • 6 - 9P

Cost: \$180 +Textbooks

Instructor: M. Bryson

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

Bartending

Course Code: HOS 3007 • **Course Hours:** 24

Location: Jackson Campus, Balsam Center, room 152

Dates & Times: T,Th • TBA • 6 - 9P

Cost: \$125

Instructor: A. Blazer

This course will assist students in becoming a professional bartender. Class will include lecture, demonstration and hands-on participation. Students must be at least 21 years of age.

OSHA 10 Hour Construction Outreach

Course Code: OSH 3013 • **Course Hours:** 10

Location: Jackson Campus, room 125

Dates & Times: T,Th • Oct. 13 & 15 • 5 - 8P

Cost: \$70+\$8 Card

Instructor: K. Ashe

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

Real Estate Pre-Licensing

Course Code: RLS 3700 • **Course Hours:** 88

Location: Jackson Campus, Founders Hall, room 125

Dates & Times: T,Th • TBA • 5:30 - 9:30P

Cost: \$180 +Textbooks

Instructor: TBA

This course prepares students to pass the real estate broker exam administered by the N.C. Real Estate Commission.

Beginning Drone Pilot

Course Code: SEF 3001 • **Course Hours:** 16

Location: Jackson Campus, Burrell Building, room 302

Dates & Times: TBA • 5:15 - 9:15P (F)1 - 5P

Instructor: T. Goode

The FAA now requires all commercial drone pilots to pass a certification test to pilot a UAS (unmanned aerial system).

NC Real Estate Post Licensing:

Broker Contracts and Closing

Course Code: RLS 3703 • **Course Hours:** 30

Location: Jackson Campus, Founders Hall, room 125

Dates & Times: M • TBA • 9A - 3:30P

Cost: \$125 +Textbooks

Instructor: TBA

This course is the second of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the North Carolina Real Estate Commission. Textbook: NC Real Estate Manual

Flagger Training

Course Code: SAF 4000 • **Course Hours:** 4

Location: Jackson Campus, Burrell Building, room 303

Dates & Times: T • Sept. 22 • 5 - 9P

Cost: \$70

Instructor: K. Allen

This certification course teaches the basic procedures and operations needed to become a Flagger.



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WORKFORCE EDUCATION

TABLE GAMES DEALER TRAINING SCHOOL

Blackjack Dealer Training

Course Code: GAM 3001 • **Course Hours:** 190

Cost: \$180

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

Location: Harrah's Cherokee Casino Resort

Dates & Times:

M-Th • TBA • 11A - 4P

M-Th • TBA • 7P - 12A

Location: Jackson Campus, Balsam Center, room 152

Dates & Times: M-Th • TBA • 7 - 11P

Poker Dealer Training

Course Hours: 112

Cost: \$180

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

Location: Harrah's Cherokee Casino Resort

Dates & Times: M-Th • TBA • 12 - 4P



DEFENSIVE DRIVING COURSES

Defensive Driving Courses *Self-Supporting*

Course Code: SEF 3001 • **Course Hours:** 4

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

4 HOUR CLASS DATES

Cost: \$75

Location: Macon Campus, room 205

Dates & Times:

Sept. 15 • 6 - 10P

Oct. 6 • 6 - 10P

Nov. 7 • 9A - 1P

Dec. 1 • 6 - 10P

Location: Jackson Campus, Founders Hall, room 125

Dates & Times:

Aug. 18 • 6 - 10P

Aug. 29 • 9A - 1P

Sept. 1 • 6 - 10P

Sept. 29 • 6 - 10P

Oct. 13 • 6 - 10P

Oct. 24 • 9A - 1P

Nov. 10 • 6 - 10P

Nov. 21 • 9A - 1P

Dec. 8 • 6 - 10P

Attitudinal Dynamics of Driving *Self-Supporting*

Course Code: SEF 3001

Course Hours: 8

Cost: \$125

You **MAY** be eligible for this course if your traffic citation is for careless and reckless - 20-141.6, speeding in a school zone - 20-141.1, speeding in a work zone - 20-141 (j2) or speeding more than 20 mph over posted speed limit. The DDC-ADD class must be completed within the time ordered by the court. ***MUST** have written permission from the Office of the District Attorney.

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

Location: Jackson Campus, Founders Hall, room 125

Dates & Times:

Sept. 5 • 9A - 6P

Oct. 31 • 9A - 6P

Dec. 5 • 9A - 6P

ONLINE WORKFORCE EDUCATION COURSES

Dates: Classes start 1st Tuesday of each month.

Sept. 1, Oct. 6, Nov. 3, Dec. 1

Registration Fee: \$185

Students must register five business days before the start date of the class.

Computer Technician

Course Code: CET 3100

Course Hours: 288

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

Electronic Health Records Office Professional

Course Code: MED 3300

Course Hours: 276

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

Professional Medical Coding and Billing with Applied PCS Part 1

Course Code: MED 3300

Course Hours: 320

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

Professional Medical Coding and Billing with Applied PCS Part 2

Course Code: MED 3300

Course Hours: 320

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

Medical Transcription Editor Part I

Course Code: MED 3300

Course Hours: 320

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

Medical Transcription Editor Part II

Course Code: MED 3300

Course Hours: 320

Prerequisite: Online Medical Transcription Editor Part I

This 16-week course is the second in a two-part program designed to teach the student to transfer audio-recorded dictation into hard copy medical documents. The student also will gain the knowledge and skills of speech recognition editing, which will help them produce medical documents that are used by physicians, medical personnel, and courts of law on a daily basis.

Veterinary Office Manager

Course Code: MED 3300

Course Hours: 347

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

Pharmacy Technician Part I

Course Code: MED 3300

Course Hours: 277

Part I of 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.

Pharmacy Technician Part II

Course Code: PHM 3250

Course Hours: 243

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

Alarm System Installation

Course Code: MNT 3200

Course Hours: 144

This course introduces the student to the operation and skill standards for the alarm industry. Topics focus on the basics in electrical theory and application, schematic reading, test equipment, standards, calculations, installation, etc.

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SCC ONLINE COURSES

ED2GO

New classes start on Aug. 12, Sept. 16, Oct. 14, Nov. 11, Dec. 9. You must register at least five business days before the course begins

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

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

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

BUSINESS MANAGEMENT

Computer Skills for the Workplace

Course Code: CIS 3100 • **Course Hours:** 24 • **Cost:** \$75

This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies you need to prosper in a modern workplace.

Start your own Small Business

Course Code: MLS 3230 • **Course Hours:** 24 • **Cost:** \$75

Learn how to take your dream of starting a business and put it into action.

Start your own Arts and Crafts Business

Course Code: MLS 3230 • **Course Hours:** 24 • **Cost:** \$75

If you have an art/craft and you dream about starting your own home-based or small business, this is the course for you!

COMPUTER

Introduction to Excel 2019/Office 365

Course Code: CIS 3100 • **Course Hours:** 24 • **Cost:** \$75

This course provides in-depth knowledge for beginners that will have you using Excel like a pro.

Introduction to SQL

Course Code: CIS 3103 • **Course Hours:** 24 • **Cost:** \$75

Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases.

Intermediate SQL

Course Code: CIS 3103 • **Course Hours:** 24 • **Cost:** \$75

This course will expand your SQL knowledge and provide skills for writing powerful queries that perform complicated searches and sorts of data.

HEALTHCARE

Lose Weight and Keep it off

Course Code: HEA 3009 • **Course Hours:** 24

Cost: \$75

In this course students will learn how to establish a healthy approach to weight loss and weight maintenance.

Luscious, Low-Fat, Lightning-Quick Meals

Course Code: HOS 3041 • **Course Hours:** 24

Cost: \$75

In this course students will learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture.

NONPROFIT MANAGEMENT

COM 3727-Get Grants!

Course Code: COM 3727 • **Course Hours:** 24 • **Cost:** \$75

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

Nonprofit Fundraising Essentials

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

Students will explore the skills needed to become successful fundraisers and discover where the best corporate and foundation fundraising jobs are and how to apply for them.

Marketing Your Nonprofit

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

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

TEACHER PROFESSIONAL DEVELOPMENT

*Please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.

Teaching Smarter with SMART Boards

Course Code: EDU 3200 • **Course Hours:** 24 • **Cost:** \$75

In this class, students will discover how to create outstanding presentations with SMART Board and SMART Notebook technology.

Spanish in the Classroom

Course Code: EDU 3001 • **Course Hours:** 24 • **Cost:** \$75

Students will learn the basics of conversational phrases, family names and directions, etc.

Teaching Students with Autism: Strategies for Success

Course Code: EDU 3200 • **Course Hours:** 24 • **Cost:** \$75

In this course, students will discover the neurobiology behind disorders and the way it affects students' behavior, learning and thinking.

Teaching Students with ADHD

Course Code: EDU 3200 • **Course Hours:** 24 • **Cost:** \$75

In this course, students will discover practical ways to help children with ADHD control their behavior and succeed in school.



From table-gaming and bartending to real estate and construction, we offer accelerated training to help get you in the workforce quickly.

WORKFORCE EDUCATION



NC Auto Safety Inspection Certification is just one of the opportunities we offer to help you start - or continue - making money doing something you love.

PROFESSIONAL LICENSURE



PUBLIC SAFETY TRAINING

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

EMERGENCY MEDICAL SERVICES

Pre-registration is required for all EMS certification courses. Courses may be cancelled due to insufficient enrollment.

Contact: Todd Sumner, 828.306.7044 or todd@southwesterncc.edu.

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

BLS for Healthcare Providers

Dates: Aug. 4, Sept. 8, Oct. 13, Nov. 10 (Call for more dates)
This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

EMS Instructor Methodology-online

Dates: Aug. 1 (Call for more dates)
This course is designed to meet the requirements of the Office of EMS for those individuals who are seeking to become a North Carolina Level I EMS Instructor.

Heartsaver CPR, AED & First Aid

Dates: Aug. 4, Sept. 8, Oct. 13, Nov. 10 (Call for more dates)
This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements.

Tactical Combat Casualty Care (TCCC)

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

Two types of TCCC courses are offered:

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

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

Pre-Hospital Trauma Life Support (PHTLS)

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

Emergency Medical Responder

Dates: Aug. 3 (Call for more info) • **Location:** Room 118
The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This class consists of 72 hours didactic and hands-on patient scenario training.

EMS Technical Scope of Practice Evaluations

Call for appointment.

Emergency Medical Technician

Date: July 27 • **Location:** Room 118
The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system.

Emergency Medical Technician - Hybrid Course

Date: Aug. 1 • **Location:** Room 118/Online
The class consists of didactic and hands-on patient scenario training and 24 hours of EMS Field Internship. This offering consists of 200 hours of didactic web-based coursework and several in class practical sessions held at the PSTC, as well as, 24 hrs. of EMS Field Internship.

Online Continuing Education

Date: Classes are running now!
Our online continuing education courses will be offered for both BLS and ALS providers. Call for more information.

Advanced Emergency Medical Technician

Date: November 2020 • **Location:** Room 118
This class consists of 199 hours didactic education, clinical education of 60 hours in the hospital setting and 48 hours of field internship at area EMS agencies.

FIRE AND RESCUE

SCC offers a wide variety of fire and rescue training courses in cooperation with individual fire and rescue departments in Jackson, Macon, Swain Counties and the Qualla Boundary. **Contact:** Richard McWilliams, 828.306.7045 or r_mcwilliams@southwesterncc.edu.

Registration:
www.southwesterncc.edu/pstc/fire-rescue

NC Rapid Intervention Team (NCRIT) Course

Course Code: FIP 6400 • **Course Hours:** 40
Date: Fall 2020
This block course covers all three required parts of the NC Rapid Intervention Team (NCRIT) Certification course series as outlined by the NC Fire and Rescue Commission.

PUBLIC SAFETY TRAINING

Level I Instructor

Course Code: FIP 3806 • **Course Hours:** 26
Date: Fall 2020
During this course students will learn the legal requirements in the classroom, how to properly present a lesson and how to interact with the class. Course requirements: Individuals must be certified for three years prior to taking this course.

Pump Maintenance and Testing

Course Code: FIP 3632 • **Course Hours:** 24
Date: TBA (Call for more info)
This certification-related course is designed to educate driver/operators responsible for the operation of fire department pumping apparatus. Contact the Office of State Fire Marshal (OSFM) for details.

Loss Control

Course Code: FIP 3014 • **Course Hours:** 16
Date: Aug. 10, 12, 17, 19
Location: West Macon Fire Department
The course covers both Salvage and Overhaul and is designed to cover the indicators of structural instability while finding areas of hidden fires.

Fire & Life Safety Preparedness

Course Code: FIP 3021 • **Course Hours:** 12
Date: TBA
Location: Cullasaja Fire Department
This course is designed to assist the candidate in all functions of a fire and life safety program including: inspections, prevention, education, and cause determination.

Rescue

Course Code: FIP 3017 • **Course Hours:** 20
Date: TBA
Location: Cullasaja Fire Department
This course will present the firefighter candidate with techniques and safety procedures to be used during a number of rescue activities and will include the proper use of rescue tools and the extrication of entrapped victims from motor vehicles.

Health & Wellness

Course Code: FIP 3024 • **Course Hours:** 12
Date: TBA
Location: Cullasaja Fire Department
This course educates first responders on the importance of maintaining high levels of fitness and wellness in order to perform their assigned duties efficiently and safely.

Fire & Life Safety Preparedness

Course Code: FIP 3021 • **Course Hours:** 12
Date: Aug. 28 & 29
Location: Cowee Fire Department
This course is designed to assist the candidate in all functions of a fire and life safety program including: inspections, prevention, education and cause determination.

Mayday

Course Code: FIP 3026 • **Course Hours:** 8
Date: Sept. 10 & 11
Location: Cowee Fire Department
By using simulated situations, this course focuses on identifying parameters that constitute a mayday call.

Safety & Survival

Course Code: FIP 3025 • **Course Hours:** 16
Date: Sept 12 & 13
Location: Cowee Fire Department
Focus placed on firefighter survival techniques and identifying factors that put firefighters in dangerous situations.

Emergency Medical Care

Course Code: FIP 3016
Course Hours: 12
Date: Sept. 17, 18, 19
Location: Cowee Fire Department
This course is designed to give the candidate a basic understanding of emergency medical care procedures.

Fire Control

Course Code: FIP 3013 • **Course Hours:** 36
Date: Oct. 1, 2, 3, 4, 8, 9, 10
Location: Cowee Fire Department
This course deals with the extinguishment of a multitude of different fires and the use of varied tools.

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PUBLIC SAFETY TRAINING

LAW ENFORCEMENT (LETP)

North Carolina - Basic Law Enforcement Training (NC-BLET)

Course Code: CJC-3938

Course Hours: 755+

Contact: Zach Dezar, 828.306.7046 or d_dezar@southwesterncc.edu

The North Carolina - Basic Law Enforcement Training course is a state-accredited program designed to prepare entry-level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs. Upon successful completion of the NCDOJ Commission-mandated course, academy graduates will be eligible for certification for employment as a sworn law enforcement officer within the State of North Carolina. SCC-PSTC-LETP typically schedules two academies (**Spring/Fall**) annually. Applicants are required to meet all required qualifications, including agency sponsorship.

North Carolina - Detention Officer Certification Training (NC-DOCC)

Course Code: CJC-3941

Course Hours: 208

Contact: Mitch Boudrot, 828.306.7043 or m_boudrot@southwesterncc.edu

This course is a state accredited program designed to prepare entry-level individuals with the cognitive and physical skills for eligibility as certified Detention Officers. SCC-PSTC-LETP typically schedules two academies (**Spring/Fall**) annually. Applicants are required to meet all required qualifications, including agency sponsorship.

General Instructor Training (NC-GI)

Course Code: CJC-3928

Course Hours: 80

Contact: Mitch Boudrot, 828.306.7043 or m_boudrot@southwesterncc.edu

This course should be taken by Criminal Justice personnel planning to teach in any course mandated by either the Criminal Justice Education Training Standards Commission or the Sheriffs' Education Training Standards Commission. SCC-PSTC-LETP typically schedules one session (**Summer**) annually.

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

Course Code: CJC-5055

Course Hours: 767.5

Contact: Don Coleman, 828.306.7055 or d_coleman@southwesterncc.edu

Successful completion of the NPS-SLET program, in its entirety, is an eligibility requirement for a Type II (Seasonal) Law Enforcement Commission with the National Park Service (NPS) and allied agencies. Course information and application materials may be accessed online at southwesterncc.edu/pstc/law-enforcement/national-park-service-nps. Applicants are required to meet all required qualifications. SCC-PSTC-LETP typically schedules two sessions (**Spring/Fall**) annually.

Mandated In-Service Training (MIST)

Course Code: CJC-3952

Course Hours: Varies by topic

Locations: SCC-PSTC, host agencies & online

Contact: Bob Cook, 828.306.7052 or r_cook@southwesterncc.edu

These courses are designed to provide training in all topical areas that are mandated annually by a North Carolina accrediting commission or agency of state or federal government for continued certification as a law enforcement officer.

Speed Measurement Instrument Training (SMI)

Course Code: CJC-3934

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

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

NCJA School Resource Officer (SRO) Training

Course

Course Code: CJC-4040

Course Hours: 40

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

This course provides certified law enforcement officers who are currently assigned, or will be assigned, full-time duty within an elementary, middle or high school, with the history, philosophy and basic skills necessary to serve as a School Resource Officer (SRO). Attendance is required at all class sessions. Participants must develop and instruct a ten-minute presentation. A score of 80% on an examination is required for passing this course. One (1) re-examination is allowed.

Contracted (10-99) Civilian Role Players

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

Civilian role players contribute to the success of our reality-based law enforcement and public safety training programs. Candidates must meet eligibility requirements and pass a background check prior to consideration and assignment to scheduled public-safety scenario-based training. Training provided.

For additional SCC-Public Safety Training - Law Enforcement Training Program information, please visit:

www.southwesterncc.edu/pstc/law-enforcement

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