

# 2020 SUMMER

WORKFORCE  
Continuing Education



## COURSE SCHEDULE



### Small Business Center

Tiffany Henry jumps into action to help area businesses through the COVID-19 economic crisis

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### COURSE LISTINGS

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828.339.4426

[www.southwesterncc.edu/workforce-innovations](http://www.southwesterncc.edu/workforce-innovations)

# 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](mailto: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](http://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](http://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](http://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 April 2020. Issue 2  
447 College Drive, Sylva, NC 28779

50,000 copies of this publication were printed at a cost of 18¢ each. SCC sells ads in its class schedules to help offset printing costs. For advertising information, please contact us at 828.339.4000. Distributed free, published 3 times a year.

# KIDS COLLEGE

Parents, make the most of this summer by registering your kids for one or more classes in SCC's youth enrichment programs. Students ages 10-15 can choose from several different topics, and we even have a few online classes available. Call 828.339.4426 or [ldowns@southwesterncc.edu](mailto:ldowns@southwesterncc.edu).

## ONLINE CLASSES

### Creating Mobile Apps with HTML5 *Self-Supporting*

**Course Code:** SEF-3001

**Course Hours:** 24

**Cost:** \$75

In this course, students will learn how to imagine, design, build and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

### Drawing for the Absolute Beginner *Self-Supporting*

**Course Code:** SEF-3001

**Course Hours:** 24

**Cost:** \$75

Students will gain a solid understanding of the many tools of the trade. Students will become intimately familiar with paper types, drawing styles, rendering techniques and the basic principle of perspective, layout, design, lighting, volume and space.

### How To Get Started in Game Development

*Self-Supporting*

**Course Code:** SEF-3001

**Course Hours:** 24

**Cost:** \$75

This course will prepare students to start developing games. Students will start by learning the fundamentals of game development and get an overview of game genres, platforms and audiences. Next, they will learn tools and techniques to help make better design decisions and achieve greater efficiencies as they develop games.

## IN-PERSON CLASSES

### Drone Pilot Flying for Kids *Self-Supporting*

**Course Code:** SEF-3001

**Course Hours:** 16

**Cost:** \$125

**Location:** TBA

**Dates/Times:** TBA

**Instructor:** T. Goode

This class, for ages 12-15, will allow students to learn how Drones are being used in today's world. Students will be introduced to Drone operations through class room instruction, and actual flight operations. Classes will include an introduction to small Unmanned Aerial Systems, common uses, and flying a drone.

## KIDS CAMPS

### Cake Decorating *Self-Supporting*

**Course Code:** CSP 4000

**Cost:** TBA

**Location:** Jackson Campus, Bradford Hall, Conf. Center

**Dates/Times:** M - F • June 1 - 12 • 5:30 - 7:30P

This class teaches some of the basic skills every cake decorator needs to know. Students will learn tricks to make a fun cake/cupcake.

### Cooking/Baking Class *Self-Supporting*

**Course Code:** CSP 4000

**Cost:** TBA

**Location:** Jackson Campus, Bradford Hall, Conf. Center

**Dates/Times:** M - F • June 15 - 26 • 5:30 - 7:30P

This class will teach students the basics of cookies and more! Students will start with homemade chocolate chip cookies and work their way to fancier cookies.

# COLLEGE & CAREER READINESS

**College and Career Readiness classes** are held at convenient times and locations each week to meet the needs of adults with busy lives. Online Classes and Work from Home Options Available. For more information about SCC's College and Career Readiness, visit [www.southwesterncc.edu/college-and-career-readiness](http://www.southwesterncc.edu/college-and-career-readiness).

## High School Equivalency

For more information contact Crystal Snover at 828.339.4361 or [c\\_snover@southwesterncc.edu](mailto:c_snover@southwesterncc.edu)

## Career Readiness Preparation (HRD)

For more information, contact Melanie Phillips at 828.366.2023 or [m\\_price@southwesterncc.edu](mailto:m_price@southwesterncc.edu).

## English Language Acquisition (ELA) / Civics

For more information, contact Jennifer Yowell at 828.339.4620 or [j\\_yowell@southwesterncc.edu](mailto:j_yowell@southwesterncc.edu)

## High School Equivalency (GED/HiSET)

SCC offers free classes in Jackson, Macon and Swain counties to prepare you for the high school equivalency tests. Sign up to test: [www.GED.com](http://www.GED.com) or [www.hiset.ets.org](http://www.hiset.ets.org). Just a few easy-to-follow steps will create a GED® or HiSET account. Select Southwestern Community College as your test center, select the date and time you want to test, pay online and then you are ready to test! Call Devonne Jimison at 828.339.4486 for information on our classes or testing.





In uncertain times,  
we know this to be true:  
**Your gifts matter.**

In the past five years, thanks to your generosity,  
we awarded 412 students over **\$588,000.00**  
in scholarship support. Your gifts made a differ-  
ence in the lives of our students.

"Scholarships have been a **ticket** to do something with my life!"  
-- Megan Beck, SCC 2019 Scholarship Recipient

Brenda Oliver Holt is pictured here  
with Terran Jordan, an SCC Nursing  
student who was the first recipient  
of a scholarship endowed in Mrs.  
Holt's honor.



On behalf of Megan, Terran and all of our scholarship recipients. . .

**Thank YOU!**





## PERSONAL ENRICHMENT

For more details, please visit - [www.southwesterncc.edu/workforce-innovations/personal-enrichment](http://www.southwesterncc.edu/workforce-innovations/personal-enrichment)

Call or email for more information - Brian Hollands 828.339.4657 or [b\\_hollands@Southwesterncc.edu](mailto:b_hollands@Southwesterncc.edu)

### ART

#### Drawing *Self-Supporting*

Course Code: CSP 4000

Course Hours: 12

Cost: \$75 + approx. \$30 in materials

Location: Jackson Campus, Burrell Building, room 302

Dates/Times: Th • Aug. 6 - 27 • 5:30 - 7:30P

Instructor: J. Lyle

Learn the art of drawing in a graphic novel style.

### BUSINESS

#### QuickBooks *Self-Supporting*

Course Code: SEF 4000

Course Hours: 16

Cost: \$75

Location: Macon Campus, room 108

Dates/Times: T,Th • June 2 -25 • 5:30 - 7:30P

Instructor: T. Vernon

Learn QuickBooks accounting software.

### CULINARY

#### Beginning Cake Decorating

Course Code: CSP 4000 • Course Hours: 20

Cost: \$80

Location: Jackson Campus, Bradford Hall, Kitchen

Dates/Times: M,W • June 15 - July 15 • 9 - 11A **OR**

T,Th • June 16 - July 16 • 6 - 8P

Instructor: Katie Hyde

Students will learn how to master basic skills such as achieving smooth buttercream, stacking perfectly level cakes and how to work with a wide range of piping tips.

### LANGUAGE

#### American Sign Language *Self-Supporting*

Course Code: CSP 4000

Course Hours: 30

Cost: \$125

Location: Macon Campus, room 215

Dates/Times: T • June 2 - Aug. 18 • 5:15 - 7:45P

Instructor: C. Brantley

This class will provide a basic and adequate vocabulary in sign language.

#### Beginning Spanish *Self-Supporting*

Course Code: CSP 4000

Course Hours: 16

Cost: \$85

Location: Macon Campus, room 205

Dates/Times: Th • June 11 - July 30 • 5:30 - 7:30P

Instructor: N. Barrantes

**OR**

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: T • May 19 - July 7 • 6 - 8P

Instructor: L. Costantino

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

#### Intermediate Spanish *Self-Supporting*

Course Code: CSP 4000 • Course Hours: 16

Cost: \$85

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: T • Aug. 11 - Sept. 29 • 6 - 8P

Instructor: L. Costantino

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

#### Advanced Spanish *Self-Supporting*

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

Location: Jackson Campus, Burrell Building, room 303

Dates/Times: M • May 18 - July 6 • 6 - 8P **OR**

M • Aug. 10 - Sept. 28 • 6 - 8P

Instructor: L. Costantino

This course will build upon the basic vocabulary/grammar of the Spanish language learned in Intermediate Spanish.

### PHOTOGRAPHY

#### Beginning to Intermediate Digital Photography

*Self-Supporting*

Course Code: CSP 4000 • Course Hours: 18 • Cost: \$120

Location: Macon Campus, room 106

Dates/Times: Th • May 21 - June 25 • 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.

### STORYTELLING

#### Storytelling - Capturing History *Self-Supporting*

Course Code: CSP 4000 • Course Hours: 10 • Cost: \$50

Location: Jackson Campus, Burrell Building, room 302

Dates/Times: Th • July 9 -30 • 6 - 8P

Instructor: M. Baker

In this class students will learn how to find, interview, record and write the stories of fascinating people from the mountains, or anywhere else for that matter.

#### An Introduction to Voiceovers *Self-Supporting*

Course Code: CSP 4000 • Cost: \$49

Location: ONLINE, On-Demand Class

To Schedule a Session: 828.339.4657

Students will learn about different types of voiceovers. Students will receive a professional voiceover evaluation later. One-time, 90-minute, introductory class.

### WINE

#### Wine Tasting *Self-Supporting*

Course Code: CSP 4000 • Course Hours: 8 • Cost: \$65

Location: Jackson Campus, Bradford Hall, Conf. Center

Dates/Times: M • July 6- 27 • 5:30 - 7:30P

Instructor: W. Dunn

Learn about how wine is made, 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](mailto:b_hollands@southwesterncc.edu).

Registration:

[www.southwesterncc.edu/workforce-innovations/professional-licensure](http://www.southwesterncc.edu/workforce-innovations/professional-licensure)

#### General Contractor CE

Course Code: CAR 3118

Course Hours: 8

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. Dates for this class have not been set as of the publication date of this tabloid. Please call SCC's Workforce Continuing Education department to be placed on our contact list for this class. Once dates are established, we will contact you to advise of course meeting dates.

#### Notary Public Education

Course Code: MLS 3874

Course Hours: 7

Cost: \$70

Location: Jackson Campus, Burrell Building, room 303

May 28 • 9A - 5P

June 30 • 9A - 5P

Aug. 7 • 9A - 5P

Sept. 17 • 9A - 5P

Location: Macon Campus, Cecil Groves Center, room 212

May 21 • 9A - 5P

June 23 • 9A - 5P

July 28 • 9A - 5P

Sept. 10 • 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

Cost: \$70

This course is designed for commissioned Notaries who want to become commissioned as Electronic Notaries. Call or email to be added to the waitlist for this class.

#### Electrical Contractors' License Renewal Education

Course Code: ELC 3016

Course Hours: 8

Cost: \$70

Location: Macon Campus, room 212

Dates/Times: T • Oct. 1 - 8 • 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.

### MOTOR VEHICLES

#### NC Auto Safety Inspection Certification

Course Code: AUT 3129

Course Hours: 8

Cost: \$70

This course covers the inspection rules and procedures of a public inspection station. Call or email to be added to the waitlist for this class.

#### Escort Vehicle Operator

Course Code: AUT 3004

Course Hours: 4

Cost: \$70

Location: Jackson Campus, Summit, room 127

This course is designed to meet the training requirements set by the NC Department of Transportation for recertification of Oversize-Overweight load escort vehicle drivers. 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. Call or email to be added to the waitlist for this class.

#### Motor Vehicle Dealer License Pre-Licensing

*Self-Supporting*

Course Code: SEF 3001

Course Hours: 12

Cost: \$235

Location: Macon Campus, room 212

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

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. Topics include: powers of commissioner, dealer license plates, vehicle inspections, titling and registration, frequently used forms and dealer disclosures.

#### Motor Vehicle Dealer License Renewal *Self-Supporting*

Course Code: SEF 3001

Course Hours: 6

Cost: \$140

Location: Macon Campus, room 212

Dates/Times: Oct. 15 • 8:30A - 3:30P

Instructor: D. Mauk

House Bill 432 mandates that any independent auto dealer seeking renewal of his/her license must show proof of attendance at a DMV-approved six-hour Continuing Education class each year. This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulation and on the Vehicle Registration Section Title Manual.





To encourage and promote the development of a safe, efficient and affordable transportation system that meets the mobility needs of all Swain County citizens.

To schedule a trip, please call:  
**828.488.3213**

Hours of service:  
7 a.m. to 4 p.m. · Monday-Friday  
125 Brendle St. · Bryson City, NC

## TUESDAY IS *College Day!*

Southwestern Community College students and faculty receive 25% OFF any meal on Tuesdays.

*Must present valid ID.*

**ZAXBY'S**



VALID AT THIS LOCATION ONLY:

284 E. Main St. • Sylva  
(828) 631-3100

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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.

Classes available at both the Jackson and Macon Campuses.

### Summer CE2 Nurse Aide Classes:

Prefix	Number	Course Title	Section #	Days	Start Time	End Time	Start Date	End Date
NUR	3240	Nurse Aide I						
U-	3000			MTWTH	9:00 AM	3:30 PM	6/1	7/28
U-	3100			MTWTH	5:30 PM	9:30 PM	6/1	8/13
U-	3200			MTWTH	9:00 AM	3:30 PM	6/1	7/28
U-	3300			MTWTH	5:30 PM	9:30 PM	6/1	8/13

For more info on Nurse Aide courses visit,  
[www.southwesterncc.edu/health-sciences/nurse-aide](http://www.southwesterncc.edu/health-sciences/nurse-aide)





## SMALL BUSINESS CENTER

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

For more information about your local SBC, to reserve your seat or to request one-on-one confidential counseling visit [www.ncsbc.net](http://www.ncsbc.net) or contact us at 828.339.4426. Pre-registration required. There is no charge for these seminars.

## Live Online Seminars

### Facebook Shops & Facebook Marketplace

May 5 6 - 9P N. Hawks

### Websites Made Easy

May 18 12 - 1P C. Pennix-Brown

### How to Monetize your Ideas Online

May 21 12 - 1P C. Pennix-Brown

### Creating an Employee Handbook

May 27 12 - 1:30P Sequoyah Fund

### How to Create an Online Store

May 28 12 - 1P C. Pennix-Brown

### Selling on Shopify

May 28 6-9P N. Hawks

### How to Maximize Social Media for Business

June 4 12 - 1P C. Pennix-Brown

### How to Build a Marketing Plan for Social Media

June 8 12 - 1P C. Pennix-Brown

### Effective Networking to Grow Your Biz

June 10 12 - 1:30P Sequoyah Fund

### How to Automate your Social Media

June 11 12 - 1P C. Pennix-Brown

### Amplify your Instagram

June 15 12 - 1P C. Pennix-Brown

### Simple Effective Customer Service Tips

June 17 12 - 1:30P Sequoyah Fund

### Amplify your Facebook

June 23 12 - 1P C. Pennix-Brown

### Amplify your Marketing

June 25 12 - 1P C. Pennix-Brown

### Branding with a Bang

July 8 12 - 1:30P Sequoyah Fund

### Bootstrap Marketing

July 15 12 - 1:30P Sequoyah Fund

### How to Choose Your Legal Structure

July 22 12 - 1:30P Sequoyah Fund

### Google your Business

July 29 12 - 1:30P Sequoyah Fund

### Are you Ready to be an Entrepreneur?

Aug. 5 12 - 1:30P Sequoyah Fund

### Pricing your Products & Services

Aug. 12 12 - 1:30P Sequoyah Fund

## Jump Start Series

### Are you Ready to Start a Business?

May 7 5:30 - 7:30P tenBiz

### How to Write a Business Plan

May 14 5:30 - 7:30P tenBiz

### Financing and Financials

May 21 5:30 - 7:30P tenBiz

## MIND SPARK

### Angry Customers can be your Best Friends

May 6 12 - 1P tenBiz

### Creating Great Customer Experience

June 3 12 - 1P tenBiz

# NAVIGATING THE PANDEMIC

SCC's Small Business Center Adapts to the ever-changing climate

"Tiffany really does pour her heart and soul into helping businesses flourish, and I think that's why she probably saw the landscape shifting before most people," said Dr. Thom Brooks, SCC's Executive Vice President for Instruction and Student Services. "She changed the direction of her entire operation before hardly anyone else had fully absorbed how significant the impact of COVID-19 would be."

 Follow SBC on Facebook for updates.



After working with area business owners for the better part of a decade, Tiffany Henry takes their success personally.

As Director of Southwestern Community College's Small Business Center, Henry helps local entrepreneurs develop business plans. She regularly organizes seminars to supply helpful tips. She assists in filling out loan applications, celebrates her clients' successes and finds pathways around their roadblocks.





### Story continued from previous page.

That's why the economic devastation caused by COVID-19 shook Henry to her core.

"It's like being a silent partner," said Henry, who's been in her current role since 2013 and assisted local businesses as a lender and financial advisor for a bank prior to joining SCC. "While we don't have any true vested financial interest, I celebrate in their successes and hurt when they hurt. It's hard not to take it to heart when you've supported, mentored and encouraged them from the beginning."

"When things like this happen, it's so heart-breaking," she added. "You can't plan for something like this. There's no timeline. With flooding and other natural disasters, there's a timeline to figure out when you can dust off and pick up the pieces. For this, there's not. That's the gut-wrenching part. I don't have the answers for everybody."

She did, however, know before most folks how she could best be of service.

The instant she recognized how far-reaching the pandemic's impact would be to local businesses, she abruptly changed course.

"Tiffany really does pour her heart and soul into helping businesses flourish, and I think that's why she probably saw the landscape shifting before most people," said Dr. Thom Brooks, SCC's Executive Vice President for Instruction and Student Services. "She changed the direction of her

entire operation before hardly anyone else had fully absorbed how significant the impact of COVID-19 would be."

Every seminar or workshop she'd previously planned was scrapped. If a training event was still relevant to surviving COVID-19, she transformed it to an online offering. And if it wasn't, she replaced it with something that was focused exclusively on some aspect of helping businesses navigate the treacherous times ahead.

She also accepted call after call from long-established and newly founded business owners alike.

"It was the week of March 16, and some businesses I'd known for a long time – but who'd never reached out to me – started calling," Henry said. "When they would call, I could feel the weight of the decisions they were being forced to make. It was heavy. I honestly didn't know if I had the capacity to go down this journey with all of them.



"They didn't want to lay their team off," she continued. "They were trying to be creative in how to maintain their employees. I encouraged them to talk to the bank, talk to the landlord. I tried to provide some guidance out of the gate to help make their decisions a little easier."

Henry's primary advice to anyone who asked: "Communication is so critical. This whole pandemic is forcing their hands. Maybe they don't know if they should ask the bank or their landlord for a break, but I told them they can't wait. Don't hide behind it. Banks know you're having trouble, but they need to know your plan. Advocating that piece is something I spent a lot of time on. Having been in banking during the 2008 recession I knew what to anticipate from the banking side, which helped me guide my clients through those hard conversations."

She's hopeful that the \$2.2 trillion stimulus package recently passed by the federal government will afford small businesses and their employers the relief they need to weather the current economic storm and return to business once society regains some semblance of normalcy.

She's also hoping some of the lessons learned in this tumultuous time will help area entrepreneurs strengthen and stabilize their operations so that they are more prepared even during more prosperous seasons.

"When the dust settles a bit, I think a lot of business owners will look back on this as a time when they got innovative, creative and willing to take risks out of necessity," Henry said. "I don't know that they'll need to continue taking as many risks, but I think some of the innovative approaches could benefit them for years to come."

Every workshop, seminar and counseling session offered through SCC's Small Business Center is free.

For more information on the services Henry provides – including a list of upcoming workshops and seminars, visit: [www.southwesterncc.edu/sbc](http://www.southwesterncc.edu/sbc).

For confidential counseling or more information, contact her at [t\\_henry@southwesterncc.edu](mailto:t_henry@southwesterncc.edu).



## 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 • May 18 - July 27 • 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, Balsam Center, room 125

**Dates & Times:** M,T • TBA • 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.

### NC Real Estate Pre-Licensing

**Course Code:** RLS 3700 • **Course Hours:** 84

**Location:** Jackson Campus, Founders Hall, room 112

**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. Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation, math, etc.

### NC Real Estate Post Licensing Broker Contracts/Closing

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

**Location:** Jackson Campus, Balsam Center, room 125

**Dates & Times:** M • TBA • 9A - 3:30P

**Cost:** \$125

**Instructor:** TBA

**More info:** www.ncrec.state.nc.us/

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. This course consists of high-level advanced instruction covering contracts and closing. This course will also discuss license status and education issues. Textbook required: NC Real Estate Manual.

### Flagger Training

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

**Location:** Jackson Campus, Burrell Building, room 303

**Dates & Times:** June 2 • 5 - 9P

**Cost:** \$70

**Instructor:** K. Allen

This certification course teaches the basic procedures and operations needed to become a Flagger. This course will provide each participant with the knowledge, skill and responsible attitude to control traffic through work zones (safely-effectively-quickly).

### Beginning Drone Pilot

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

**Location:** TBA

**Dates & Times:** TBA

**Cost:** \$125

**Instructor:** T. Goode

This course prepares learners for small Unmanned Aircraft Systems (sUAS)/Drone flight certification. Upon completion, students will be prepared to take the Advanced Drone Pilot class, which prepares for the FAA Part 107 Remote Pilot Knowledge Test and NCDOT UAS Operator Permit.

### Advanced Drone Pilot

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

**Location:** TBA

**Dates & Times:** TBA

**Cost:** \$125

**Instructor:** T. Goode

The FAA now requires all commercial drone pilots to pass a certification test to pilot a UAS (unmanned aerial system). This class prepares students to successfully pass the FAA Part 107 Exam and become certified drone pilots. This course must be taught utilizing the NC Department of Transportation Division of Aviation approved curriculum.

## WORKFORCE EDUCATION

### TABLE GAMES DEALER TRAINING SCHOOL

#### Blackjack

**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 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. Students will also learn Three Card Poker, Buster, Super 4, Bonus Spin and Bravo.

**Location:** Harrah's Cherokee Casino Resort

**Dates & Times:**

M-Th • June 5 - Aug. 18 • 11A-4P

M-Th • July 20 - Sept. 22 • 7P-12A

M-Th • Sept. 7 - Nov. 10 • 11A-4P

M-Th • Oct. 5 - Dec. 9 (skip Nov. 6) • 7P-12A

M-Th • Nov. 30 - Feb. 4 (skip Dec. 24 & 31) • 11A-4P

**Location:** Jackson Campus, Balsam Center, room 152

**Dates & Times:** M-Th • TBA • 8 - 11P

#### Poker Dealer Training

**Course Hours:** 112

**Cost:** \$180

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

**Location:** Harrah's Cherokee Casino Resort

**Dates & Times:** M-Th • TBA • 12 - 4P

**Location:** Jackson Campus, Balsam Center, room 152

**Dates & Times:** M-Th • TBA • 5 - 9P



### DEFENSIVE DRIVING COURSES

**Defensive Driving Courses** *Self-Supporting*

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

**Cost:** \$75 CASH ONLY, NON-REFUNDABLE

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 any individual or business wanting to increase their awareness of roadway safety. **Driver should register and complete the 4-hour course before court date. Drivers must then enter a written plea agreement and plead guilty to a lesser charge. Court costs and fines will be assessed.**

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.
- \*\*Speed zones 35 MPH or less (up to 20 MPH over limit)
- \*\*Speed zones 45 MPH or more (up to 15 MPH over limit)

#### 4 HOUR CLASS DATES

**Location:** Macon Campus, room 205

**Dates & Times:**

May 23 • 9A - 1P

June 16 • 6 - 10P

July 7 • 6 - 10P

Aug. 1 • 9A - 1P

**Location:** Jackson Campus, Founders Hall, room 125

**Dates & Times:**

June 6 • 9A - 1P

June 23 • 6 - 10P

July 21 • 6 - 10P

Aug. 4 • 6 - 10P

**Attitudinal Dynamics of Driving** *Self-Supporting*

**Course Code:** SEF 3001 • **Course Hours:** 8

**Cost:** \$125 (cash only, non refundable)

**Location:** Jackson Campus, Founders Hall, room 125

**Dates & Times:** May 30 • 9A - 6P **OR** Aug. 15 • 9A - 6P

**More info:** 828.339.4656

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.

\* Registration for defensive driving courses must be completed in person. We cannot complete registrations by phone or online at this time.

\* Must register five business days prior to start of class.

\* Refunds will NOT be granted for failure to attend class.

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



# ONLINE WORKFORCE EDUCATION COURSES

**Dates:** Classes start 1<sup>st</sup> Tuesday of each month.

May 5, June 2, July 7, Aug. 4

**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, programming, maintenance and repair of alarm system wiring and equipment per applicable code, implementation of logical testing procedure for identifying system faults, and understanding general building construction.

# SCC ONLINE COURSES

## ED2GO

New classes start on May 13, June 17, July 15, Aug. 12

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](mailto:vitan@southwesterncc.edu)

## COMPUTER

### Introduction to SQL

**Course Code:** DBA 3110 • **Course Hours:** 24

**Cost:** \$75

This course will provide students with the skills to write SQL queries to create tables, retrieve data from single or multiple tables, manipulate data in a database and gather statistics from data stored in a database.

### Introduction to Microsoft Excel 2019/Office 365

**Course Code:** OST 3100 • **Course Hours:** 24

**Cost:** \$75

Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets.

## EVENTS PLANNING MANAGEMENT

### Secrets of the Caterer

**Course Code:** HOS 3060 • **Course Hours:** 24

**Cost:** \$75

Learn the fundamentals of a catering business including how to cook for large crowds, organize your kitchen, manage your time, and work with clients, as well as some great recipe ideas to jump-start your career.

### WOW! What a Great Event!

**Course Code:** MKT 3419 • **Course Hours:** 24

**Cost:** \$75

Learn how to create and coordinate successful special events. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes.

## PROJECT MANAGEMENT FUNDAMENTAL SERIES

### Project Management Applications

**Course Hours:** 24

**Cost:** \$75

In this six-week course, an experienced Project Management Professional will teach students the same powerful tools and techniques that experienced project management professionals rely on every day. Tricks of the trade will be taught like Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure and Cost-Volume Analysis. Students will become proficient at recruiting project team members and empowering them to succeed. Students will understand the stages of team development, and gain skills in developing and motivating team leaders. Students will also learn about project software, statistics, change management, processes and estimating. And students will gain valuable experience with project planning, control and data analysis tools.

## TEACHER PROFESSIONAL DEVELOPMENT

### Response to Intervention: Reading Strategies that Work

**Course Code:** EDU 3200 • **Course Hours:** 24

**Cost:** \$75

If you're eager to learn the right ways to help your struggling readers make steady progress throughout the year, you will find that this course gives you the power to teach flexibly and creatively, without the need for extra training in literacy or fluency. \*Please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.

### Spanish in the Classroom

**Course Code:** EDU 3001 • **Course Hours:** 24

**Cost:** \$75

This course starts with the basics of Spanish pronunciation, and then moves right into simple words. Students will learn the basics of conversational phrases, family names and directions. Next, students will learn words related to enrolling new students, conversing in the classroom, talking about rules and behavior, and basic vocabulary for various academic subjects. We'll also cover Spanish words and phrases to use in the cafeteria, on the playground, and in the nurses office! Finally, we'll delve into some survival phrases for the parent-teacher conference as you learn to describe how a child is doing, talk about academic or behavior problems, and discuss grades and homework. \*Please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.





# PRESSING FORWARD. . .

## SCC continues clinicals and training for certain programs during the Coronavirus pandemic

*“I will use treatment to help the sick according to my ability and judgement...I will prevent diseases whenever I can...I will protect the environment which sustains us...and I will remember that I am a member of society, with special obligations to all my fellow human beings.”*

These statements are part of the Hippocratic Oath, a code of ethics sworn to by physicians. Through their medical training and personal virtue, other healthcare professionals from nurses to first responders also vow to accept the challenges and risks their professions bring.

While the world is facing unprecedented times, those promises apply now more than ever. Both experienced practitioners and senior students are joining forces to fight this global pandemic, including those at Southwestern Community College.

“Students are participating in a unique, critical time right now and they are witnessing what it actually means to be on the frontline of a medical crisis,” said Eric Hester, EMS Program Coordinator. “This is an important experience for them, and the demand for medical professionals, even those who are still in training, has never been greater.”

Certain health sciences programs, such as emergency medical science and nurse aide - along with all the programs at SCC’s Public Safety Training Center in Franklin - continue offering in-person, hands-on training at the request of the N.C. Community College System and the N.C. Department of Health and Human Services.

Students in all of these programs have the opportunity to opt out of clinicals or training without penalty.

EMS has transitioned all face-to-face courses to online delivery, and instructors are interacting with students using live video to lecture, demonstrate and clarify various modalities.

All but one of the clinical sites used by the EMS program are allowing students to complete their clinical rotations. The students have been outfitted with personal protective equipment (PPE) to use during training, and if a student is involved in a suspected COVID-19 case, the student observes the paramedic crew from a specified distance.

To date, all EMS students have accepted the face-to-face risks.

Second-year students are on schedule to complete their EMS degrees and certifications in May. Hester reports that the majority of EMS graduates already have a full-time job secured upon graduating.

In the Nurse Aide Program, Coordinator Donna Conner said her students will be completing clinical sessions using specific medical case scenarios implemented in SCC’s Health Sciences Simulation Lab. It’s equipped with high-tech mannequins who are able to emulate a variety of medical illnesses and verbally communicate with students. Students are strictly adhering to COVID-19 safety protocols.

At this time, the clinical sites who partner with the nurse aide program allow only essential people to enter their facilities. Conner understands the decision but acknowledges that not being able to get hands-on experience is a setback for her students.

“I have mixed feelings. The learning opportunity regarding infection control is great. This situa-

tion really has my students’ full attention. I am not having to remind a single person to put on masks and gloves, to maintain social distancing, to wash their hands, etc.,” said Conner. “But, the lack of opportunity to practice bedside care, to develop therapeutic relationships or to feel empathy for residents is not a good thing at all.”

Despite those challenges, Conner believes she and her students are making the most out of a bad situation.

For the Public Safety Training Center, which delivers programs such as law enforcement training and firefighter training, SCC’s Curtis Dowdle said it is extremely important to continue training and developing skills for first-responders who are expected to be at the forefront of public crises.

“Public safety, like healthcare, is a profession that requires those working to come into close contact with those we serve and protect. Public safety jobs are in high-demand, and it’s imperative we provide excellent training to key professionals during these times,” said Dowdle, Dean of Public Safety Training. “We continue our operations through extreme weather, emergencies and even some holidays, because that’s how all public safety agencies are expected to function. The citizens and communities we serve expect that, and we are committed to giving them the quality they deserve.”

Dowdle reports that students in the EMS department are continuing emergency certification courses. The fire and rescue training program is offering daily training throughout SCC’s service area, and there are three law enforcement training academies in operation. All nine students of the current Basic Law Enforcement Training (BLET) class #81 are employed by agencies in Western North Carolina.

PSTC has also begun BLET class #82 in direct partnership with Western Carolina University. Although SCC and WCU recently signed an agreement that will allow students to receive a portion of their training on campus at WCU, the current class is taking all courses at the PSTC due to the current pandemic.

“All public safety disciplines must be adaptable and prepared to change how we train and operate. We’re training professionals to become situational leaders and critical thinkers,” said Dowdle. “SCC-PSTC is fortunate to have a team of dedicated, passionate professionals, both instructors and students.”

As for other programs, Dean of Health Sciences Mitch Fischer says that respiratory therapy, health information technology, massage therapy and medical assisting are all using either virtual



courses and clinicals to carry on their education, or opting for small group labs and clinicals.

According to Fischer, North Carolina permits senior students in the respiratory therapy program to work as respiratory care assistants. This arrangement allows students to take on non-critical patients, which frees up experienced practitioners to care for more critical cases.

“While there is a great deal of concern for the safety of our students and their families, most of our students remain committed to their chosen profession, and they have accepted the risks with both courage and recognition for the important work they are doing,” said Fischer. “Our students come first, and we’re standing beside them to support them however we can. We are very proud of the work they are doing.”

For more information on any of SCC’s health sciences programs and their current operations, please contact Fischer at [mfischer@southwesterncc.edu](mailto:mfischer@southwesterncc.edu).

For more information on the Public Safety Training Center and its operations, please contact Dowdle at [cdowdle@southwesterncc.edu](mailto:cdowdle@southwesterncc.edu).







## 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 [todds@southwesterncc.edu](mailto:todds@southwesterncc.edu).

**Registration:**

[www.southwesterncc.edu/pstc/ems-class-schedule](http://www.southwesterncc.edu/pstc/ems-class-schedule)

### BLS for Healthcare Providers

**Dates:** May 13, June 10, July 8, Aug. 12 (*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:** May 11 (*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:** May 13, June 10, July 8, Aug. 12 (*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:** May 11

**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 individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. The 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:** May 4

**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. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation.

### Emergency Medical Technician - Hybrid Course

**Date:** July 19

**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.

### Advanced Emergency Medical Technician

**Date:** Aug. 17

**Location:** Room 118

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. 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.

### Online Continuing Education

**Date:** Classes are now available!

Our online continuing education courses will be offered for both BLS and ALS providers. Call for more information.

## PUBLIC SAFETY TRAINING

### 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](mailto:r_mcwilliams@southwesterncc.edu).

**Registration:**

[www.southwesterncc.edu/pstc/fire-rescue](http://www.southwesterncc.edu/pstc/fire-rescue)

### Firefighter Academy

**Course Code:** FIP 3000

**Course Hours:** 498

**Date:** Fall 2020, evenings

This State accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified firefighters. The Fire Academy, upon completion, will enable the graduate to be certified to work as a Firefighter in the State of North Carolina or any other IFSAC or Pro-Board Compliant state pending completion of the Firefighter certification test which will be administered at the conclusion of training as part of the Academy.

### Technical Rescuer Water Block

**Course Code:** FIP 6404

**Course Hours:** 48

**Location:** PSTC • **Date:** TBA

This Technical Rescuer (TR) Water block course will present the Technical Rescuer with the knowledge, skills and ability to satisfy the requirements of Chapters 11 and 12 (surface and swift water) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block course covers all four required parts of the Technical Rescuer Water certification course series as outlined by the NC Fire and Rescue Commission.

### WILDFIRES

**Date:** May 2020, Dec. 2020

(Start, spread and hazardous situations) These courses provide instruction in the primary environmental factors that affect the start and spread of wildfires and recognition of potentially hazardous situations. Also, human factors on the fire line and basic incident command structure will be discussed.

- Wildland Fire Academy: (40hrs)
- S-130 Basic Wildland Firefighter
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fire line
- I-100 Introduction to Incident Command System

### NC Rapid Intervention Team (NCRIT) Course

**Course Code:** FIP 6400

**Course Hours:** 40

**Date:** Summer 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.

### Level I Instructor

**Course Code:** FIP 3806

**Course Hours:** 26

**Date:** Summer 2020

This course is required of individuals that wish to begin a career in fire/rescue teaching. 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

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.

### Water Supplies

**Course Code:** FIP 3018

**Course Hours:** 20

**Date:** June 26 - 27

**Location:** Cowee Fire Dept.

This class is designed to give firefighters the knowledge needed to be successful in water operations.

## LAW ENFORCEMENT (LETP)

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

**Course Code:** CJC-3938

**Course Hours:** 755+

**Contact:** Zach Dezarn, 828.306.7046 or [d\\_dezarn@southwesterncc.edu](mailto:d_dezarn@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](mailto: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.



# PUBLIC SAFETY TRAINING

## 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. Prior to teaching in any commission-mandates course, you must successfully complete this course, apply for and be granted certification as a probationary instructor. Also, personnel desiring to attend specialized instructor training courses such as Firearms, Subject Control, Physical Fitness, Driver Training, etc. must first successfully complete the General Instructor Training course. 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

The National Park Service - Seasonal Law Enforcement Training (NPS-SLET) program delivered by the Southwestern Community College - Division of Public Safety Training Center (SCC-PSTC) is approved by the United States Department of the Interior (DOI) and coordinated by the National Park Service Law Enforcement Training Center (NPS-LETC), Federal Law Enforcement Training Center (FLETC), located in Glynco, Georgia. Successful completion of the NPS-SLET program, in its entirety, is an eligibility requirement for a Type II (Seasonal) Law Enforcement Commission with the National Park Service (NPS) and allied agencies. Course information and application materials may be accessed online at [southwesterncc.edu/pstc/law-enforcement/national-park-service-nps](http://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. SCC-PSTC-LETP provides traditional classroom delivery, partner agency site delivery and, based upon topical requirements, the convenience of an online training format. The mandated in-service topics change from year to year based upon the NC Administrative Code and current law.

## 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](http://www.southwesterncc.edu/pstc/law-enforcement/speed-measurement-training)

## NCJA School Resource Officer (SRO) Training

**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). Attendees will receive instruction in law, identification, handling exceptional students and classroom instruction techniques. 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 delivered through the Southwestern Community College - Division of Public Safety Training Center campus. 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:

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Class No. 104; April 2020

**Front (left to right)** Ashley Cody, Jacob Braswell, William Butler, Michelle Clark, Zachary Crowl, Allan Davis, Sarah Delong

**Middle (left to right)** Landis Ehler, Marissa Finnerty, Jonathan Gibson, Brock Howe, Joseph Husinga, Don Coleman

**Back (left to right)** Levi King, Davis Kurtz, Daniel Martin, Joseph Minetree, Taylor Muffley, Russell Nash, Philip Schulz



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## CERAMICS & POTTERY

### Wheel Throwing I

**Course Code:** PRC 3104 • **Course Hours:** 48, 4.8 CEU

**Cost:** \$125/Cost of materials not included

**Location:** Swain Center, room 123

**Dates/Times:** T,Th • June 4 - July 30 • 6 - 9P

**Instructor:** E. Delfield

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

### 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:** June 6 & 20, July 18, Aug. 8 • 10A - 12P

**Instructor:** TBA

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

### Intro to Wheel *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:** June 6 & 20, July 18, Aug. 8 • 1 - 3P

**Instructor:** TBA

Students will have the opportunity to try the potter's wheel, making several pieces of pottery. Prereq: None.

### Hand Building for the Garden

**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 • June 1 - 24 • 9A - 12P

**Instructor:** J. Marley

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

### Serving Platters

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

**Cost:** \$125/Cost of materials not included

**Location:** Swain Center, room 123

**Dates/Times:** S • June 6 - July 18 • 10A - 2P

**Instructor:** E. Delfield

For all skill levels. Students will create thrown and hand built platters by utilizing multiple methods. Prereq: One basic clay course.

### Glazing

**Course Code:** PRC 3104 • **Course Hours:** 48, 4.8 CEU

**Cost:** \$125/Cost of materials not included

**Location:** Swain Center, room 125

**Dates/Times:** T,Th • June 2 - July 28 • 1 - 4P

**Instructor:** J. McKee

Students will explore glaze application methods. Prereq: Beg. Wheel 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:** June 1 - 5 • 9A - 1P

**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.

### 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:** June 22 - 26 • 9A - 1P

**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 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:** July 7 - 30 • 9A - 12P

**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.

### Clay Basics *Self-Supporting*

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

**Location:** Cashiers Senior Center, room 4

**Dates/Times:** June 16, July 14, Aug. 20 • 10A - 12P

**Instructor:** J. Marley

**Registration:** Cashiers Senior Center, 828.745.6856

Create a variety of hand built pottery in this series of short classes. Cost of materials included. Prerequisite: None.

### Independent Study Ceramics *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 1.6, 0 CEU

**Cost:** \$65/Cost of materials not included

**Location:** Swain Center, room 125

**Dates/Times:** W • June 3 - 24 **OR** July 1 - 29 **OR**

Aug. 5 - 26 • 9 - 10P

**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

### Bonsai *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 2.5, 0 CEU

**Cost:** \$28/Cost of materials included

**Location:** Swain Center, room 102

**Dates/Times:** June 10 **OR** July 8 • 10A - 12P

**Instructor:** K. Taylor

Discover the Japanese art of Bonsai in this short class. Materials will be provided. Prereq: None.

## HERITAGE ARTS

### Medicinal Herbs *Self-Supporting*

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

**Cost:** \$28/Cost of materials included

**Location:** Swain Center, room 102

**Dates/Times:** June 25 • 10A - 12P

**Instructor:** K. Taylor

Learn about medicinal herbs growing in your garden and their many uses. Prereq: None.

### Essential Oils *Self-Supporting*

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

**Cost:** \$28/Cost of materials included

**Location:** Swain Center, room 102

**Dates/Times:** Aug. 6 • 10A - 12P

**Instructor:** K. Taylor

An "essential" primer on creating and using essential oils from garden plants and herbs. Prereq: None.

### Rolled Beeswax Candles *Self-Supporting*

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

**Cost:** \$28/Cost of materials included

**Location:** Swain Center, room 102

**Dates/Times:** Aug. 20 • 10A - 12P

**Instructor:** K. Taylor

Make your own beeswax candles and learn health related uses. Prereq: None.

## GLASS & METALS

### Hammered Sterling Jewelry *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 2.5, 0 CEU

**Cost:** \$46/Cost of materials included

**MULTIPLE LOCATIONS:**

- **Location:** Swain Center, room 102  
**Dates/Times:** June 15 • 1 - 3:30P **OR**  
July 21 • 10A - 12P
- **Location:** Jackson Campus  
**Dates/Times:** June 17 • 1 - 3:30P **OR**  
July 22 • 10A - 12:30P
- **Location:** Macon Campus  
**Dates/Times:** June 18 • 1 - 3:30P **OR**  
July 23 • 10A - 12:30P

**Instructor:** A. Gernandt

Students will use a variety of jewelry tools to cut, punch and solder a ring and pair of earrings. Prereq: None.

## KIDS CLASSES

### Kids Clay - Animals *Self-Supporting*

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

**Cost:** \$20/All materials provided

**Location:** Swain Center, room 123

**Dates/Times:** June 12 • 9 - 11A

**Instructor:** J. Marley

Let's have fun making animal from clay! Great for all ages. Prereq: None.

### Whimsical Art from Favorite Books *Self-Supporting*

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

**Cost:** \$60/All materials provided

**Location:** Swain Center, room 114

**Dates/Times:** June 15 - 19 • 9:30 - 11:30A

**Instructor:** E. Marley

Weeklong camp focusing on creating art from our favorite books. For grades K-2. Prereq: None.

### Art is Science *Self-Supporting*

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

**Cost:** \$60/All materials provided

**Location:** Swain Center, room 114

**Dates/Times:** June 15 - 19 • 1:30 - 3:30P

**Instructor:** E. Marley

Weeklong camp focusing on using science to create art. For grades 3-5. Prereq: None.

### Art Around the World *Self-Supporting*

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

**Cost:** \$60/All materials provided

**Location:** Swain Center, room 114

**Dates/Times:** June 6 - 10 • 9:30 - 11:30A

**Instructor:** E. Marley

This short class will teach students the basics of loom weaving. For grades 3-5. Prereq: None.

### Marvelous Super Hero Art *Self-Supporting*

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

**Cost:** \$60/All materials provided

**Location:** Swain Center, room 114

**Dates/Times:** July 6 - 10 • 1:30 - 3:30P

**Instructor:** E. Marley

Weeklong camp focused on creating art from some of our favorite superheroes. For grades K-2. Prereq: None.

### Kids Clay - Troll Towers *Self-Supporting*

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

**Cost:** \$20/All materials provided

**Location:** Swain Center, room 123

**Dates/Times:** July 17 • 9 - 11A

**Instructor:** J. Marley

Let's have fun with clay making troll towers! Great for all ages. Prereq: None.

### Kids Print - Pressure Prints *Self-Supporting*

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

**Cost:** \$1/All materials provided

**Location:** Swain Center, room 123

**Dates/Times:** Aug. 7 • 10 - 11A

**Instructor:** J. Marley

Make a series of print featuring pressed leaves and flowers. Great for all ages! Prereq: None.



## HERITAGE ARTS

### 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 114  
**Dates/Times:** M • June 1- 29 • 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.

#### Beginning Painting *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 10, 0 CEU  
**Cost:** \$88/Cost of materials not included  
**Location:** Swain Center, room 114  
**Dates/Times:** W • June 3 - July 1 • 3 - 5P  
**Instructor:** J. Marley

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

#### Beginning Watercolor *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 10, 0 CEU  
**Cost:** \$88/Cost of materials not included  
**Location:** Swain Center, room 114  
**Dates/Times:** July 6 - Aug. 3 • 3 - 5P  
**Instructor:** J. Marley

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

#### Plein Air Painting *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 10, 0 CEU  
**Cost:** \$88/Cost of materials not included  
**Location:** Swain Center, room 114  
**Dates/Times:** July 8 - Aug. 5 • 3 - 5P  
**Instructor:** J. Marley

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

### PHOTOGRAPHY

#### Wildflower 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 • Aug. 3 - 26 • 9 - 11A  
**Instructor:** H. Campbell

Focusing on summer flora and close-up flower shots. Students will have access to edit their photos in the computer lab at the Swain Center. Prereq: None.

### PRINTMAKING

#### Cherokee Language Printing *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 2, 0 CEU  
**Cost:** \$26/Cost of materials included  
**Location:** Swain Center, room 110  
**Dates/Times:** July 10 • 10A - 12P  
**Instructor:** J. Marley

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

#### Indendent 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 • June 3 - 24 **OR** July 1 - 29 **OR** Aug. 5 - 26 • 8:30 - 9A  
**Instructor:** J. Marley

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

### WEAVING

#### Basic Weaving

**Course Code:** PRC 3104 • **Course Hours:** 15, 1.5 CEU  
**Cost:** \$70/All materials provided  
**Location:** Swain Center, room 115  
**Dates/Times:** July 10 - 24 • 9:30A - 12:30P  
**Instructor:** B. Johnson

This beginner's class will explore loom weaving, including set up and process. Prereq: None.

#### Japanese Visible Mending *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 3, 0 CEU  
**Cost:** \$35/All materials provided, bring an item to mend  
**Location:** Swain Center, room 115  
**Dates/Times:** July 22 • 1 - 4P  
**Instructor:** B. Johnson

This short class will explore Japanese visible mending. Bring a clothing item to mend! Prereq: None.

#### Intro to Weaving *Self-Supporting*

**Course Code:** CSP 4000 • **Course Hours:** 2, 0 CEU  
**Cost:** \$18/All materials provided  
**Location:** Swain Center, room 115  
**Dates/Times:** July 22 • 10A - 12P  
**Instructor:** K. Taylor

This short class will teach students the very basics of loom weaving. Prereq: None.

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