

2018 FALL

WORKFORCE
Continuing Education



CLASS SCHEDULE



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Heritage Arts

Celebrating the past, creating bright futures

CLASS LISTINGS

- 4** College & Career Readiness
- 5** Professional Licensure
- 8** Personal Enrichment
- 10** Small Business Center
- 16** Heritage Arts
- 18** Occupational Training
- 20** Online Occupational Training
- 22** Public Safety Training



INSIDE | Defensive Driving
Project SEARCH
Appalachian Farm School

828.339.4425

www.southwesterncc.edu/workforce-innovations

GENERAL INFORMATION

CONTACT INFORMATION

Toll Free Number	1.800.447.4091
General Information	339.4426
Defensive Driving	339.4426
Emergency Medical Services	306.7044 OR 306.7053
English Language(ESL)/Civics	339.4262
Fire and Rescue	306.7045
GED Testing	339.4486
GED, Adult High School & Special Pathways Programs	339.4272
Heritage Arts	366.2005
Human Resources Development	306.7020
Law Enforcement	306.7043 OR 306.7046
Motorcycle Rider	306.7041 OR 306.7040
Nursing Assistant	339.4305 OR 339.4331
Occupational Training	339.4426
Personal Enrichment	339.4426
Professional Licensure	339.4426
Small Business Center	339.4211 OR 339.4426
Transcripts	339.4426 OR 339.4206

REGISTRATION FEES

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

ELIGIBILITY

Admission is open to adults who are at least 18 years old and who are not enrolled in public school. 16-18 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.

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.

DISCLAIMER

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

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

SAFE DRIVING PROGRAM



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

For more info, visit www.southwesterncc.edu/dd or call 828.339.4426.

WEBSITE

Scan the QR code below for more information on our Workforce Continuing Education classes.



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 2018. Issue 3
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.

SCC expands DEFENSIVE DRIVING options

Southwestern Community College officials recently met with the Safety and Health Council of North Carolina President, Chip McDonald, and 30th Judicial Assistant District Attorney, Jason Arnold to discuss expanding our Defensive Driving offerings. SCC already offers the four-hour defensive driving class and soon will be offering an eight-hour "Attitudinal Dynamics of Driving class" and the "Alive at 25" four-hour class.

For more information on these classes, please call Vita Nations at 828.339.4656 or email vitan@southwesterncc.edu.



Pictured left to right are: Chip McDonald, President Safety & Health Council of North Carolina, Scott Sutton SCC's Dean of Workforce Continuing Education, Dr. Thom Brooks SCC's Executive Vice President, Jason Arnold, Assistant District Attorney, 30th Judicial District.

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

High School Equivalency

For more information contact Donna Wilson at 828.339.4272 or d_wilson@southwesterncc.edu

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

Job and Career Preparation (HRD)

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

The course is structured on an open-entry, open-exit basis to meet the customized needs of the participants, is self-paced and provides lecture as well as individual attention. During the lab, participants assess and identify job interests, learn advanced job-search techniques, learn to make their resumes stand out, develop interviewing skills, discover the importance of social media and networking, earn their Career Readiness Certificate and much more.

The course is free to the unemployed. Walk-ins are welcome. Come by at any time during lab hours to register. For more information, contact Melanie Price at 828.306.7020 or m_price@southwesterncc.edu.

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

English Language Acquisition (ELA) / Civics

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

For more information, contact Jennifer Yowell at 828.339.4620 or j_yowell@southwesterncc.edu

Clases de ingles (ELA)

Las clases de ingles están diseñados para ayudar la gente mejorar leer, escribir y hablar ingles. Hablando ingles correcto le ayudará ganar más dinero en su trabajo. Las clases de ingles están enseñados con instrucción individual y los estudiantes estudian al nivel adecuado. Si tiene preguntas, llame 828.339.4620 se habla español.

- Jackson Campus (Sylva) Oaks Hall, Room 105 M,T,W 9A-12P
Oaks Hall, Room 105 T,Th 6-9P
- Macon (Franklin) Macon Annex, Room 105 M,W 9A-12P
Macon Campus, Room 108 M,W 6-9P
Clarks Chapel Methodist Church (Childcare Available) T 6-8:30P

High School Equivalency (GED/HiSET)

SCC offers free classes in Jackson, Macon, and Swain counties to prepare you for the high school equivalency tests.

Sign up to test by going to www.GED.com or www.hiset.ets.org. Just a few easy-to-follow steps will create a GED® or HiSET account. Select Southwestern Community College as your test center, select the date and time you want to test, pay online and then you are ready to test! Call Devonne Jimison at 828.339.4486 for information on our classes or testing.

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

Call or email for more information - Brian Hollands 828. 828.339.4657 or b_hollands@Southwesterncc.edu

SEF 3001 - Notary Public Education (6.5 hrs.) This course covers the qualifications, procedures and certification for becoming a notary. Students completing this course with a passing exam grade, are eligible to apply for certification with the NC Secretary of State's office. Requirements: High school diploma or GED, at least 18 years of age and legal resident of the USA. Students must: Bring current valid photo ID to class and purchase and read through the 2016 Notary Public Guidelines for North Carolina before class begins. (Book available in the SCC Bookstore or online through the UNC-CH School of Government.) *Self-Supporting*

Jackson Campus, Burrell, Room 303			
Th	8/9	9A-4:30P	R.Cedrone \$70
T	9/18	9A-4:30P	R.Cedrone \$70
Th	10/25	9A-4:30P	R.Cedrone \$70
T	12/4	9A-4:30P	R.Cedrone \$70
Macon Campus, Cecil Groves Center, Room 212			
T	8/21	9A-4:30P	R.Cedrone \$70
T	9/25	9A-4:30P	R.Cedrone \$70
Th	11/1	9A-4:30P	R.Cedrone \$70
T	12/18	9A-4:30P	R.Cedrone \$70

SEF 3001 - Electronic Notary Public Education (4hrs) This course is for currently commissioned Notaries who want to become commissioned as an electronic notary also. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Students must have current notary commission to participate in E-notary training and bring a valid photo ID. For more information visit www.secretary.state and the Electronic Notary Frequently Asked Questions section. *Self-Supporting*

SEF 3001 - NC Auto Safety Inspection Certification (8 hrs.) This course covers the inspection rules and procedures of a public inspection station. Upon completion, a student should understand the rules, regulations and procedures for safety inspections, be able to properly perform a vehicle safety inspection, and be prepared to sit for the state certification exam. *Self-Supporting*

Jackson Campus, Summit, Room 127			
MT	8/13-8/14	6P-10P	R.Frady \$70
MT	9/17-9/18	6P-10P	R.Frady \$70
MT	10/29-10/30	6P-10P	R.Frady \$70
MT	12/3-12/4	6P-10P	R.Frady \$70

SEF 3001 - Electrical Contractors' License Renewal Education (8 hrs.) This course meets the requirements of the NC State Board of Examiners of Electrical Contractors for eight hours of continuing education credit. *Self-Supporting*

Jackson Campus, Burrell, Room 102A			
Th	11/8-11/15	5:30-9:30P	J. Buchanan \$70
Macon Campus, Room 106			
Th	9/6-9/13	5:30-9:30P	J. Buchanan \$70

SEF 3001- Motor Vehicle Dealer License Pre-Licensing (12 hrs.) This course provides prospective auto dealers with the twelve hours of authorized pre-licensing training in order to be licensed in the state of North Carolina. Topics include: powers of commissioner, dealer license plates, vehicle inspections, titling and registration, frequently used forms, and dealer disclosures. *Self-Supporting*

Jackson Campus, Burrell, Room 303
TW 9/4-9/5 8:30A-3:30P D. Mauk \$235

SEF 3001- Motor Vehicle Dealer License Renewal (6 hrs.) House Bill 432 mandates that any independent auto dealer seeking renewal of his/her license must show proof of attendance at a DMV-approved six-hour Continuing Education class each year. This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulation and on the Vehicle Registration Section Title Manual. *Self-Supporting*

Jackson Campus, Burrell, Room 303
Th 9/6 8:30A-3:30P D. Mauk \$125

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

Jackson Campus, Summit

SEF 3001- Real Estate General Update: (CE BIC Update Course #9918) *For Non-BICs and Non-BICs-Eligible ONLY*

This course will focus on radon, selected topics in property management, law and rule updates, protection of consumers' confidential information, and a review of licensing and education requirements. *Students must:* provide their name and license number at course check-in.

Jackson Campus, Burrell Room 102A 4 hrs. *Self-Supporting*
T 10/2 8:30A-12:30P T. Daniels \$55

SEF 3001- Real Estate Broker in Charge Update: (CE BIC Update Course #8818) *For BICs and BICs-Eligible ONLY*

This course will address the same topics as the General Update course plus reminders for brokers-in-charge, i.e., 3-way trust account reconciliation, BIC supervisory obligations, and BIC responsibility for all advertising. *Students must:* provide their name and license number at course check-in. *4 hrs. Self-Supporting*

Jackson Campus, Burrell, Room 102B
T 10/2 8:30A-12:30P T. Daniels \$55

SEF 3001- Wastewater Operator CE: (8 hrs.) This course is Continuing Education for NCDEQ / WPCSOCC license renewal.

Jackson Campus, Date and Time TBD. *Self-Supporting*

Project SEARCH



changes trajectory of five lives

For the Crutchfield family, **Project SEARCH®** has been the answer to a mother's heartfelt prayer.

Christopher Crutchfield, who is 28 and has Downs' Syndrome, had been staying at home the past few years – and his mother Janice wanted him to have a more productive pathway for his life. That's what Southwestern Community College's Project SEARCH® program provided.

"We felt like he needed something, but we didn't really know exactly where to go," Janice Crutchfield recalled back in mid-May. "So we prayed that God would send him something. And Marzena Bradley (*part-time instructor at Southwestern Community College*) approached me and told me about Project SEARCH®."

So the younger Crutchfield, a Cherokee resident, enrolled in the program in August and spent the next nine months with four classmates taking classes and working internships through the program that's coordinated and run by Southwestern Community College.

Western Carolina University hosted Project SEARCH® this past year, and the interns worked in a variety of departments there including the print shop, warehouse, bookstore, First Stop, Rec Center, Homebase and more.

On graduation day, Janice Crutchfield watched as a capacity crowd filled the Homebase auditorium and celebrated the accomplishments of Christopher Crutchfield and his four fellow graduates: Dalton Hendricks of Bryson City, Breanna Varner of Franklin, Brittany Watson of Franklin and Michelle Mauldin of Cullowhee.

"Christopher is so much more independent; he fills his day more." Janice Crutchfield said. "He's capable of doing so many things."

Project SEARCH® is a national non-profit program that partners with businesses to create internships for young adults with disabilities.

The program allows men and women from ages 18–30 with disabilities to gain marketable and transferrable employ-

ability skills through the implementation of hands-on work experience during a series of three separate, 10-week internships matched to their individual interests, strengths and abilities.

"For most of these graduates lives, people may have focused too much on what they cannot do," said Devonnie Jimison, who oversees the Project SEARCH® program at SCC. "We focus on what they can do. This is our fourth class of graduates. Every single year, our students exceed our expectations through this program. I could not be more proud of them, and I know every one of them has a bright future ahead."

To learn more about the Project SEARCH® program, contact Jimison at devonnej@southwesterncc.edu or 828.339.4486.

JACKSON COUNTY TRANSIT
828-586-0233

Working Together

Haywood County Transit
828-565-0362

PROVIDING TRANSPORTATION FOR PERSONS WITH DISABILITIES & THE ELDERLY IN OUR COMMUNITIES

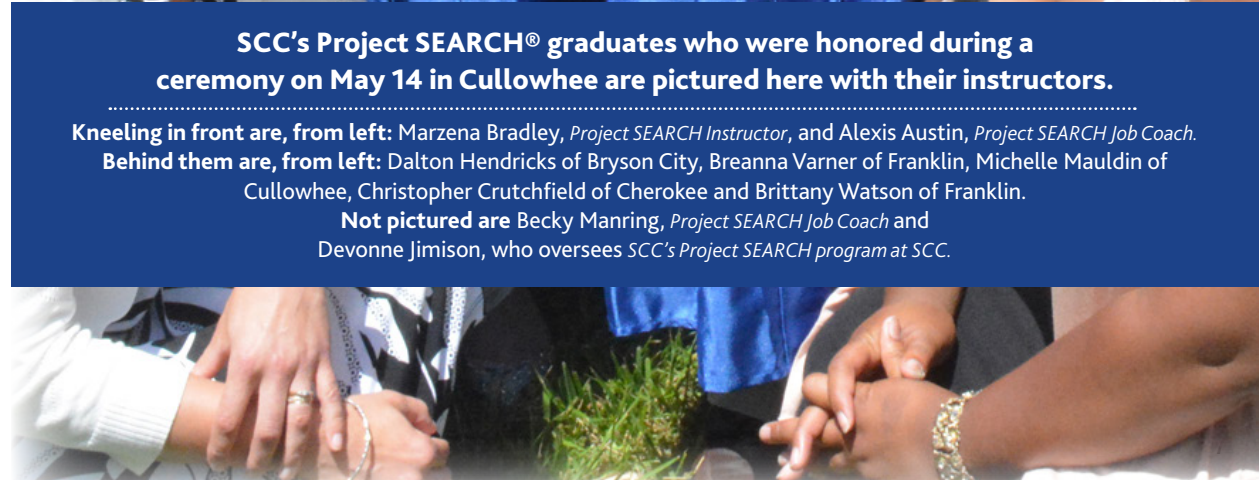


SCC's Project SEARCH® graduates who were honored during a ceremony on May 14 in Cullowhee are pictured here with their instructors.

Kneeling in front are, from left: Marzena Bradley, *Project SEARCH Instructor*, and Alexis Austin, *Project SEARCH Job Coach*.

Behind them are, from left: Dalton Hendricks of Bryson City, Breanna Varner of Franklin, Michelle Mauldin of Cullowhee, Christopher Crutchfield of Cherokee and Brittany Watson of Franklin.

Not pictured are Becky Manning, *Project SEARCH Job Coach* and Devonnie Jimison, who oversees SCC's Project SEARCH program at SCC.



PERSONAL ENRICHMENT

For more details, please visit - www.southwesterncc.edu/workforce-innovations/personal-enrichment

Call or email for more information - Brian Hollands 828. 828.339.4657 or b_hollands@Southwesterncc.edu

ART

CSP 4000- Drawing, Turbo-Charged: (15 hrs.) Combining proven techniques, including Drawing on the Right Side of the Brain, The Natural Way to Draw and 35 years' experience helping others to burst through their blocks, Jan Adams will teach you how to unleash your creativity through drawing. **(Students will need to independently purchase approx. \$25 in materials)* *Self-Supporting*

T	8/28 – 10/2	5:30-8P	J. Adams	\$65*
Th	10/11 – 11/15	5:30-8P	J. Adams	\$65*

AUTOMOTIVE

CSP 4000- Understanding Your Car: (4 hrs.) From flat tires and dead batteries to basic preventative maintenance, this class will help you understand how to perform important to know simple fixes to common automotive issues as well as be better equipped to talk with mechanics about your vehicle when maintenance and repairs are needed. *Self-Supporting*

W,Th	9/19 – 9/20	5:30-7:30P	D. Myers	\$25
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COMPUTERS

CSP 4000- Basic Computers: (8 hrs.) Learn computer skills and bring the world to your fingertips. This course includes everything you need to know to start exploring the world of technology from turning the computer on, using the mouse, navigating the keyboard, learning computer language and more! By the end of the course, you will be able to communicate with family and friends using email, explore any subject within your imagination on the world-wide web, write letters, and track your assets. *Self-Supporting*
**This class is strictly for beginners, so don't hesitate because you are afraid you won't be able to keep up!*

MTh	11/5-11/15	5-7P	V. Holzkecht	\$55
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FITNESS

CSP 4000- Fitness Fusion: (15 hrs.) Zumba techniques and toning sticks will make each workout feel more like a dance party than the traditional regimented style.

Th/T	8/16-10/4	5:15-6:15P	G. Wang	\$65
T/Th	10/9-11/29	5:15-6:15P	G. Wang	\$65

CSP 4000- Gentle Yoga: (4 hrs.) During this 4-week class, participants will learn a gentle, simple flow that combines balance, strength and flexibility. The course is appropriate for new and experienced yoga students interested in learning a routine for home practice.

T	10/2-10/23	6-7P	J. Ashlock	\$25
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GARDENING

CSP 4000- Fall Gardening: (5 hrs.) Learn Fall vegetable gardening tips in this combination classroom and hands-on course. The first course meeting will take place at the SCC Macon Campus and will include discussion of planning a Fall garden. The following sessions will take place off campus in the instructor's vegetable garden where you'll get a hands on experience.

M	9/10-9/24	5:30-6:30P	P. Chew	\$25
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LANGUAGE

SEF 3001- Spanish for Medical Professionals: (24 hrs.) This course will provide healthcare professionals and students with the fundamental tools needed to effectively communicate with their Spanish-speaking patients and families. Learners will practice the basics of the language, gain an understanding of the culture and learn how to ask questions crucial to healthcare while acquiring general medical concepts and terminology. *Self-Supporting*

Jackson Campus, Room & Date TBD \$125

CSP 4000- Beginning Spanish: (24 hrs.) This course will introduce students to the basic vocabulary and grammar of the Spanish language & culture. Students will learn to listen, understand, speak, read, and write Spanish at a beginning level thereby developing the necessary skills for basic communication and comprehension. *Self-Supporting*

W	8/22-10/10	5:30-8:30P	L. Costantino	\$125
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CSP 4000- Intermediate Spanish: (24 hrs.) This course will build upon the basic vocabulary and grammar of the Spanish language learned in Beginning Spanish. This is the perfect course for anyone who wants to improve their Spanish language skills. Films, games, music and food as well as an interactive multi-media approach will be used. *Self-Supporting*

M	8/13-10/8	5:30-8:30P	L. Costantino	\$125
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CSP 4000- Beginning Italian: (24 hrs.) This course will introduce students to the basic vocabulary and grammar of the Italian language and culture. Students will learn to listen, understand, speak, read, and write Italian at a beginning level thereby developing the necessary skills for basic communication and comprehension. This is the perfect course for anyone who is planning a visit to Italy and/or loves Italian food and culture. Films, games, music and food as well as an interactive multi-media approach will be used. This is a personal enrichment course, therefore the focus will be on learning while having fun doing it – no exams, no pressure! *Self-Supporting*

T	8/21-10/9	5:30-8:30P	L. Costantino	\$125
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MUSIC

CSP 4000- Intermediate Italian: (24 hrs.) This course will introduce students to the basic vocabulary and grammar of the Italian language as well as Italian culture. Students will learn to listen, understand, speak, read, and write Italian at a beginning level thereby developing the necessary skills for basic communication and comprehension. This is a personal enrichment course, therefore the focus will be on learning while having fun doing it – no exams, no pressure! *Self-Supporting*

Th	10/25-12/20	5:30-8:30P	L. Costantino	\$125
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CSP 4000-Makin' Mountain Music on Guitar (Banjo, Mandolin, Dobro, etc.): (12 hrs.) This course will explore fundamental musical concepts using well-known music standards. Learn how to have fun applying rhythm and melody to traditional mountain music! This course can span skill levels from beginners to advanced players. *Self-Supporting*

T	10/16-11/6	6-9P	Wendell McRae	\$55
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CSP 4000-Demystifying the Guitar: (12 hrs.) This class is for all levels of experience. The course will give and interpret a fundamental system that allows you to teach yourself to play the guitar. Students will learn to tune, basic musical math of the 12 note scale, how to set these up on your guitar with or without a capo, master rhythm, and much more. *Self-Supporting*

T	8/21-9/11	6-9P	Wendell McRae	\$55
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T	9/18-10/9	6-9P	Wendell McRae	\$55
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PAPERCRAFTING

CSP 4000- Making Holiday Cards and Gifts: (8 hrs.) Students will be guided through step-by-step instructions to personally complete and take home a variety of Holiday themed greeting card projects. Techniques learned will range from beginner to advanced, however no prior experience is required. Class will be limited to 10 which will enable each student to complete their projects within each two-hour workshop. Tuition includes all materials needed to create weekly projects. *Self-Supporting*

M	9/10-10/1	5:30-7:30P	T. Muphy	\$60
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(includes all materials)

PHOTOGRAPHY

CSP 4000- Beginning To Intermediate Digital Photography: (18 hrs.) Join Matthew Turlington to learn about camera menus, lighting, focus, editing photos, and more. Students will need to bring a DSLR camera, owner's manual & tripod to class. (To view Matthew's work, visit mattwurlingtonphotography.com or Facebook.)

T	8/7-9/11	5:30-8:30P	M. Turlington	\$120
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Th	10/4-11/8	5:30-8:30P	M. Turlington	\$120
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PERSONAL ENRICHMENT

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

T	11/13-12/18	5:30-8:30P	M. Turlington	\$120
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CSP 4000- Nature Photography (16 hrs.) Learn how to use your digital camera more effectively to capture interesting light, beautiful compositions, and brilliant colors. Cost of materials not included. *Self-Supporting*

Th/T	11/1 – 11/29	8-10A	D. Campbell	\$100
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SELF DEFENSE

Krav Maga: (10 hrs.) This course is designed to aid students in developing basic practical skills in self-defense and self-protection. Entry level Krav Maga is the base course curriculum. Emphasis is placed on both physical and non-physical aspects of realistic self-protection, situational awareness and survival strategies, also how to use common objects for defense, functional application of beginner striking, realistic releases from common holds, grabs and chokes, intro to knife and stick threat defense, intro to ground defense skills. *Self-Supporting.*

M	9/10-10/8	1-3P	R. Frizzell	\$55
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M	10/22–11/19	1-3P	R. Frizzell	\$55
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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

Building Good Personal Credit

T 9/4 5:30-8:30P Jackson

Are You Ready to Start a Business?

M 9/10 11:30A-1P Jackson
W 10/3 11:30A-1P Swain

HUBZone/Federal Certification Opportunities

T 9/11 10A-12P

Improve 1st Impressions with Effective Merchandising

W 9/26 5:30-8:30P Jackson

Insurance: Business Risk Management

Th 10/4 6-8P Jackson

Perfecting Your Pitch

Th 10/11 5:30-7:30P Jackson

Martin Brossman is back!

Getting More Business with Facebook Paid Ads

T 10/16 1-4P Jackson

How to Decide if SnapChat is Right For Your Business Now or in the Future?

T 10/16 6-9P Jackson

How to Get More 5 Star Reviews

W 10/17 9A-12P Macon

What to Do When You Get a 1 Star Review

W 10/17 12:15-1:30P Macon

Marketing Your Business Using Free Online Directories

W 10/17 1:45-4:45P Macon

Build Your Business' Website Using WordPress CMS

Th 10/25 5-8P Jackson

Blogging with WordPress

Th 11/1 4-7P Jackson

Are You Ready to Start a Business?

M 11/12 11:30A-1P Macon

Driving Traffic to Your Website Using Google PPC

Th 11/15 4-7P Jackson

Choosing Your Small Business Legal Structure

M 11/19 9-11A Jackson

QUICKBOOKS SERIES

QuickBooks – Intro to QuickBooks

T 10/23 5-8P Jackson

QuickBooks Online

Th 11/1 9A-12P Jackson

QuickBooks Desktop

Th 11/1 1-4P Jackson

BUSINESS JUMP START SERIES

How to Start a Business

Th 11/29 5:30-8:30P Jackson

Financing Your Business

Th 12/6 5:30-8:30P Jackson

How to Write a Business Plan

M 12/13 5:30-8:30P Jackson



SCC's Small Business Center now offers on-line small business seminars at the touch of your fingertips! SCC SBC OnDemand provides flexible training opportunities at a time and location that is convenient for you. Visit www.southwesterncc.edu/sbc to access on-line content on topics including Business Planning Basics, Small Business Taxes, Human Resources, and more.



10% off to faculty & students with ID

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SMALL BUSINESS CENTER



BREAKFASTS, LUNCHEONS & SUMMITS

BREAKFASTS

Women's Power Breakfast

Are you a female small business owner or have an idea for a new business? If so then join us for this great opportunity to step away from the office and network with fellow women entrepreneurs! Leave inspired and renewed with the comfort of knowing what resources are available to you and your business. Each breakfast we will a specific topic/presentation as well as a guest speaker. This event is sponsored by Western Women's Business Center at Carolina Small Business Development Fund. Breakfast will be provided.

Work/Life Balance

W 9/26 9-10A Macon

Partnerships & Collaboration to Grow Your Business

W 10/31 9-10A Jackson

Authentic Marketing

W 11/14 9-10A Swain

LUNCHEONS

Getting Started with Email Marketing

Th 9/6 11A-1P Franklin Chamber

How to Have Your Best Holiday Season Ever

W 10/24 11A-1P Swain

How to Grow Your Business with Email Marketing

T 12/4 11A-1P Franklin Chamber

SUMMITS

Jump Start Summit

This full-day summit will provide information and resources on a variety of business topics that include money, bookkeeping, sales and marketing and more! Select workshops that relate to your specific business needs and JUMP START your way to success!

T 9/18 9A-5P Jackson

Social Media Strategy Summit

This one-day summit is geared toward current business owners that are interested in getting more out of their social media experience. You should already have an existing Facebook & Instagram account. Learn how to maximize your social media by developing an effective strategy and how you can take your business to the next level.

M 10/29 9A-5P Franklin Chamber

AgriBusiness Summit

Experience a one-day conference developed specifically with food, beverage and agriculture based businesses in mind. Keeping pace with the agribusiness industry and the issues impacting growth and sustainability is a full-time job. Join us and reflect on how to make your existing agribusiness or idea stronger and deepen your understanding of what it takes to be successful for the long term.

M 12/10 9A-5P Jackson

NEW!

ONLINE

MIND

SPARK*

L I V E

#MindSparkSBC

First Monday of each month from 7-8P.

Aug- Business Plan

Oct- Website Now

Nov- Importance of Networking

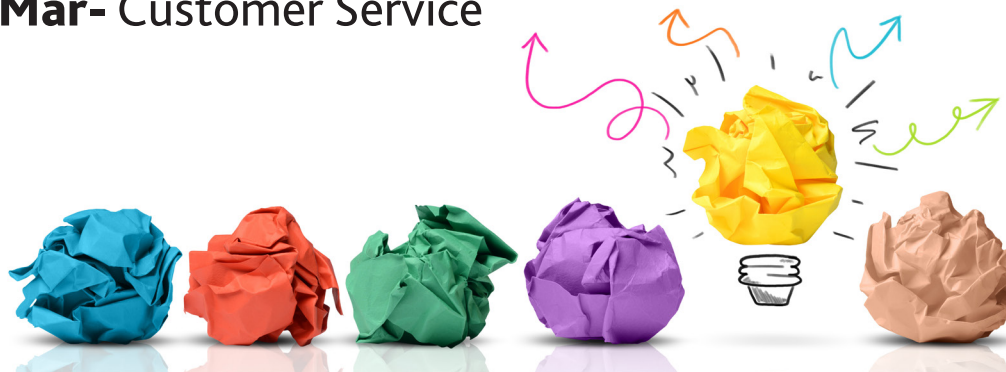
Dec- Bootstrap Marketing

2019

Jan- Starting a Business

Feb- Life/Work Balance

Mar- Customer Service



SCC's Small Business Center 2019



JAN. 8 - FEB. 26 • 6-9 P.M.

*Tuesdays • SCC Jackson Campus
Burrell Building*

Turn your interest in growing vegetables, fruits, herbs, other crops and livestock into a sustainable agriculture-based business. This practical hands-on approach gives you the skills needed to create and strengthen a successful business venture. You will also be introduced to resources and contacts you need to run your business more efficiently and effectively.

TOPICS WILL INCLUDE:

- BUSINESS PLANNING • FARM EVALUATION & GOAL SETTING
- MARKETING AND PRICING • UNDERSTANDING THE NUMBERS
- RULES AND REGULATIONS • RESOURCES AND FUNDING OPTIONS



Register at www.southwesterncc.edu/sbc
 t_henry@southwesterncc.edu • 828.339.4426



Heritage Arts

Celebrating the past, creating bright futures

A recent economic study revealed that one out of every five jobs in Western North Carolina is held by a professional artist.

“The ‘starving artist’ really isn’t an accurate label around here,” chuckled Jeff Marley, Heritage Arts Department Chair at SCC. “The classes we offer help prepare anyone who enjoys creating art and wants to make a living at it.”

SCC offers a wide variety of Heritage Arts classes at the Swain Center, including ceramics, digital photography, printmaking, paints, drawing, weaving and more.

The program frequently works with community partners to offer opportunities to experience the arts or assist in delivering art-based content.

“Our classes are centered around process-based learning and sharing of creative ideas,” Marley said.

Anyone over 16 years of age may enroll in the classes year round, and

those under 16 may enroll during the summer semester.

The Heritage Arts program also offers a Master Potter Certificate, which gives students the training and knowledge they need to open and operate their own studio-based businesses in the field of ceramics. This program consists of dedicated studio coursework as well as small business courses. Marley also helps lead

a Ceramic Arts Club, which promotes appreciation of clay and the ceramic arts through workshops and field trips that enhance artistic growth and interest in the ceramics field.

“Through the shows and festivals the club participates in, we are able to help students learn how to market and sell their work,” Marley said. “Together with the Heritage Arts program, we have a business incubator for artists.”

“The ‘starving artist’ really isn’t an accurate label around here”



For more information about the Heritage Arts program and the classes it offers, contact Marley at 828.366.2005 or j_marley@southwesterncc.edu.

HERITAGE ARTS

CERAMICS & POTTERY

CSP 4000 - Intro to Clay: This short class is a great Introduction to working with clay! Students will have the opportunity to hand build several pieces of pottery and try the potter's wheel. Cost of materials is included.

Prerequisite: None.

Swain Center, Room 125	<i>3 hrs, 0 CEU. Self-Supporting</i>		
M 8/6	6-9P	J. Matthews	\$25
F 8/10	10A-1P	J. Matthews	\$25
S 8/11	10A-1P	J. Matthews	\$25
S 8/25	10A-1P	J. Matthews	\$25
S 9/22	10A-1P	J. Matthews	\$25
S 10/20	10A-1P	J. Matthews	\$25
S 11/17	10A-1P	J. Matthews	\$25
F 12/7	10A-1P	J. Matthews	\$25
S 12/8	10A-1P	J. Matthews	\$25
M 12/10	6-9P	J. Matthews	\$25

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

Swain Center, Room 123	<i>96 hrs, 9.6 CEU.</i>		
TTh 8/14-12/6	6-9P	E. Delfield	\$180

PRC 3104 - Crystalline Glazes: Students in this course will explore crystalline glazes at cone 6. Emphasis will be on the vertical form (vases and tall pieces) and the development and testing of glazes. Cost of materials not included. Prerequisite: Beginning Wheel and/or instructor's permission.

Swain Center, Room 125	<i>96 hrs, 9.6 CEU.</i>		
TTh 8/14-12/6	6-9P	J. McKee	\$180

PRC 3104 - Candleholders and Oil Lamps: Students will explore a variety of traditional forms including candleholders, candelabras, pedestals, and oil lamps. Cost of materials not included. Prerequisite: Beginning Wheel and/or instructor's permission.

Swain Center, Room 125	<i>42 hrs, 4.2 CEU.</i>		
TTh 8/14-9/27	2-5P	K. Hubbs	\$125

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

Swain Center, Room 123	<i>36 hours, 3.6 CEU.</i>		
MW 9/5-10/17	2-5P	S. Coe	\$125

PRC 3104 - Decorative Painting for Ceramics: Students will explore techniques for painting on pottery with underglaze. Topics covered will include, mixing of colors, brushes, and application techniques. Cost of materials not included. Prerequisite: None.

Swain Center, Room 125	<i>36 hrs, 3.6 CEU.</i>		
MW 9/10-10/17	10A-12P	A. Coughlin	\$125

PRC 3104 - Electric Lamps: Students will create a variety of forms to be used as the base in the assembly of a lamp. Basic wiring and electrical will also be covered. Cost of materials not included. Prerequisite: Beginning Wheel and/or instructor's permission.

Swain Center, Room 125	<i>24 hrs, 2.4 CEU.</i>		
TTh 10/9-11/1	2-5P	K. Hubbs	\$70

PRC 3104 - Pottery Tools: The design and construction of simple tools for use in the studio will be the focus of this course. Students will create a variety of tools including ribs, paddles, stamps, and brushes. Cost of materials not included. Prerequisites: Intermediate Wheel and/or instructor's permission.

Swain Center, Room 102	<i>42 hours, 4.2 CEU.</i>		
MW 10/22-12/14	2-5P	S. Coe	\$125

CSP 4000 - Clay Basics: Create a variety of hand built pottery in this series of short classes. Projects will include sculpture, trays, bowls, flowerpots, boxes, and many more! Cost of materials included. Prerequisite: None. Please contact the Cashiers Senior Center (828.745.6856) for more information or to register.

Cashiers Senior Center, Room 4	<i>2 hrs, 0 CEU. Self-Supporting</i>		
T 10/23	10:30A-12:30P	J. Marley	
T 11/13	10:30A-12:30P	J. Marley	
T 12/11	10:30A-12:30P	J. Marley	

CSP 4000 - Independent Study Ceramics: Self-directed, independent study for experienced individuals. Participants will get open access to the print studio and can meet weekly with the instructor to review progress. Cost of materials not included. Prerequisites: Portfolio review or Beginning Wheel.

Swain Center, Room 125	<i>2 hrs, 0 CEU. Self-Supporting</i>		
Th 8/2-8/30	10A-12P	K. Hubbs	\$65
Th 9/6-9/27	10A-12P	K. Hubbs	\$65
Th 10/5-10/26	10A-12P	K. Hubbs	\$65
Th 11/2-12/17	10A-12P	K. Hubbs	\$80



HERITAGE ARTS

TWO DIMENSIONAL ARTS

PHO 3001 - Action Photography: Maximize your digital camera's potential to capture movement in a variety of settings. Topics covered will include animals, sports, vehicles, and light. Cost of materials not included. Prerequisites: None.

Swain Center, Room 114	<i>16 hrs, 1.6 CEU.</i>		
MW 8/6-8/29	9-11A	H. Campbell	\$70

CSP 4000 - Painting Basics: Learn a variety of basic paintings technics in these fun short classes. Cost of materials not included. Prerequisite: None. Please contact the Cashiers Senior Center (828.745.6856) for more information or to register.

Cashiers Senior Center, Room 4	<i>2 hrs, 0 CEU. Self-Supporting</i>		
T 9/25	10:30A-12:30P	J. Marley	

PHO 3001 - Photographing Fall Color: Create a portfolio of working during one of the most beautiful seasons in the mountains! Topics covered will include panorama, detail shots, and editing. Cost of materials not included. Prerequisites: None.

Swain Center, Room 114	<i>16 hrs, 1.6 CEU.</i>		
MW 10/31-11/28	9-11A	H. Campbell	\$70

CSP 4000 - Plein Air Painting: This 1-day workshop will focus on oil painting outside, drawing inspiration from our mountain landscape. Students will need a French or box easel, brushes, oil or acrylic paint, pallet, mediums, and towels for cleaning. In case of rain, the class will move to a covered area. Cost of materials not included. Prerequisites: None.

Jackson Campus (meet at Burrell Bldg)	<i>Self-Supporting 3 hrs, 0 CEU.</i>		
W 10/3	8:30-9:30A	J. Marley	\$20
W 10/10	8:30-9:30A	J. Marley	\$20
W 10/17	8:30-9:30A	J. Marley	\$20

CSP 4000 - Cherokee Language Printing: This class will explore printing in the Cherokee language, including historical and contemporary developments. Min. 4, Max 10. Cost of materials included. A great class for all ages. Prerequisite: None

Swain Center, Room 110	<i>2 hrs, 0 CEU. Self-Supporting</i>		
F 10/12	9-11A	J. Marley	\$20
F 11/16	9-11A	J. Marley	\$20
F 12/14	9-11A	J. Marley	\$20

CSP 4000 - Independent Study Print: Self-directed, independent study for experienced individuals. Participants will get open access to the print studio and can meet bi-weekly with the instructor to review progress. Cost of materials not included. Prerequisites: Review of previous experience.

Swain Center, Room 110	<i>2 hrs, 0 CEU. Self-Supporting</i>		
F 8/3-8/31	9-10A	J. Marley	\$40
F 9/7-9/28	9-10A	J. Marley	\$40
F 10/5-10/26	9-10A	J. Marley	\$40
F 11/3-12/8	9-10A	J. Marley	\$50

PERSONAL SKILLS

SEF 3001 - Computer Basics: If you are struggling with some of the basic functions of your computer, this is the class for you. We will review fundamental computer terminology and common problems. After that, we will go through the fundamentals of word processing, spreadsheets, and presentation software. Cost of materials is included. Prerequisites: None.

Swain Center, Room 105	<i>16 hrs, 0 CEU. Self-Supporting</i>		
MW 8/6-8/29	12-2P	H. Campbell	\$70

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.



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

OCCUPATIONAL TRAINING

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

To pre-register for any of our Occupational Training classes, or if you do not see a profession represented and would like to request training, call **828.339.4296** or email scotts@southwesterncc.edu.

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

Macon Campus, Room 106
M,T 9/10-9/18 5-8P K.Allen \$70

RLS-3700-Real Estate Pre-licensing: (84 hrs.) This course meets the educational requirement for the North Carolina real estate broker license. It prepares you to pass the real estate broker examination administered by the N.C. Real Estate Commission (NCREC). Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation and math. Additional topics include land use, insurance, real estate license laws, rules and regulations.

Jackson Campus, Founders Hall, Room 112 \$180+Textbooks
T,Th 8/14-11/1 5:30-9:30P R. Cooney

RLS-3703-NC Real Estate Post Licensing Class-Broker Contracts and Closing: (30 hrs.) 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. For more information, go to www.ncrec.state.nc.us/. Textbook required: NC Real Estate Manual. Macon Campus, Room 113

M 10/1-10/29 9A-3:30P R. Cooney \$125

SAF 4000-Flagger Training: (4 hrs.) This certification course teaches the basic procedures and operations needed to become a Flagger. This course will provide each participant with the knowledge, skill, and responsible attitude to control traffic through work zones (safely-effectively-quickly). The course prepares participants to do highway or utility flagging.

Jackson Campus, Burrell, Room 303
M 10/15 5-9P K. Allen \$70

SEF 3001-Computed Tomography Clinical Experience: Clinical experience is an important step on the post-primary pathway to obtaining an ARRT credential. The purpose of the clinical experience requirements is to verify that candidates have completed a subset of the clinical procedures within a discipline. Successful performance of these fundamental procedures, in combination with mastery of the cognitive knowledge and skills covered by the examination, provides the basis for the acquisition of the full range of clinical skills required in a variety of settings. Students will also be responsible for costs associated with clinical acceptance at local hospitals (Insurance, Immunizations, Uniforms, Background Check, and Drug Screening.) Students must also be CPR certified.

M-Su 8/15-12/31 8A-5P K. Argo \$180

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



SCC ONLINE COURSES

ED2GO

New classes start on 8/15, 9/12, 10/17, 11/14 and 12/12
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

COMPUTER

WEB 3000-Creating Web Pages: (24 hrs.) Create and post your very own Web site using HTML in this extensive, hands-on, six-week workshop. \$75

WEB 3000-Creating Mobile Apps with HTML5: (24 hrs.) This course will provide students with the knowledge to build apps using the latest HTML5 standards. Students will learn how to imagine, design, build, and optimize a cross-platform mobile app. \$75

NONPROFIT MANAGEMENT

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

MKT 3419-Marketing Your Nonprofit: (24 hrs.) This course will show students how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. Students will also learn how to persuade the media to communicate an organization's message and further its ideals and goals. \$75

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

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

MLS 3710-Nonprofit Fundraising Essentials: (24 hrs.) Students will explore the skills needed to become successful at fundraising, where the best corporate and foundation fundraising jobs are and how to apply for them. Course topics include: every area of nonprofit fundraising, annual funds, special events, corporate relations, foundation relations, major gifts, planned giving, and capital campaigns. In addition, students will be given real-life examples of writing projects, as well as, fundraising software tools that can be used to track efforts and enhance the results. \$75

TEACHER PROFESSIONAL DEVELOPMENT

EDU-3200-Teaching Smarter with SMART Boards: (24 hrs.) Using the interactive SMART whiteboards, individuals can create multimedia lessons that engage learners and address diverse needs. In this class, students will discover how to create outstanding presentations with SMART Board and SMART Notebook technology and explore the basics of using these tools. Students must ensure their school is eligible to issue professional development units, and that the course is approved by a professional learning coordinator. \$75

EDU-3200-Teaching Adult Learners: (24 hrs.) In this course, individuals will discover how to use the newest educational methods to create a student-centered classroom that's perfectly suited for adult learners. Individuals training to teach adults can use the information and hands-on activities in this course to give them the confidence needed to succeed. Individuals in the course must ensure their school is eligible to issue professional development units, and that the course is approved by a professional learning coordinator. \$75

OCCUPATIONAL TRAINING

TABLE GAMES DEALER TRAINING SCHOOL

GAM 3001-Blackjack: (140 hrs.) SCC, in collaboration with Harrah's Cherokee Casino, is offering certification to help individuals enter the exciting gaming industry. This required two-part certification will teach the individual to proficiently deal the game, know the legal and regulatory aspects of gaming, table management skills, operation of table gaming tools and equipment, accuracy and accounting skills, communication with players, card placement, chip handling, and understanding the casino industry and tourism environment. Emphasis will also be placed on employability skills, obtaining a Career Readiness Certification, mental mathematics, casino careers, and interviewing and auditioning skills that win you that job!

T-F	8/7-9/21	12-4P	\$180
T-F	8/7-9/21	7P-12A	\$180
T-F	9/11-10/26	11A-4P	\$180
T-F	10/2-11/16	7P-12A	\$180
T-F	11/6-12/21	11A-4P	\$180
T-F	11/27-1/11	7P-12A	\$180

Poker Dealer Training: (112 hrs.) 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.

T-F	9/11-10/25	2A-6A	\$180	Jason Jones
T-F	9/11-10/26	12-4P	\$180	Ploof/Meyer



ONLINE OCCUPATIONAL TRAINING COURSES

Classes start 1st Tuesday of each month 8/7, 9/4, 10/2, 11/6, 12/4. Registration Fee: \$185

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

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

MNT-3200-Alarm System Installation: (144 hrs.) This course introduces the student to the operation and skill standards for the alarm industry. Upon completion, the student will have the knowledge to sit for a national certification exam as an Alarm Security Technician. Students will be responsible for scheduling and sitting for exam. Exam cost is approximately \$210. Text Resources: NFPA 70 National Electrical Code 2014 & NFPA 72 National Fire Alarm & Signaling Code 2016.

MED 3300-Online Electronic Health Records Office Professional: (285 hrs.) Train for a new career as an Electronic Health Records Office Professional! In this career, individuals play an integral role in the daily operations of physician's offices and hospitals. Upon completion of the Electronic Health Records Office Professional program, you will be prepared for the appropriate certification exams.

MED 3300-Online Medical Transcription Editor Part I: (320 hrs.) This course is the first course in a two-part program designed to teach the student to transfer audio-recorded dictation into hard copy medical documents.

MED 3300-Online Medical Transcription Editor Part II: (320 hrs.) Learn to transfer audio-recorded dictation into hard copy medical documents. Online reference materials, student and technical support, personal employment consultations, contracts and pricing guide, referral letters, resumé examples, and a one-year help hotline are included. Must complete Part I to be able to register.

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

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

OSC 3609-Online Pharmacy Technician-Health Care Unit/Retail Training: (264 hrs.) This course provides curriculum that will prepare a student to find employment (and success) as a pharmacy technician in the healthcare or retail setting. Preparation for a final exam that also serves as an opportunity for students to determine their readiness for the Pharmacy Technician Certification Board (PTCB) exam. An optional externship built into the program allows students to optimize their learning experiences in this course.

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

NEW!

Nursing Apprenticeship Program (SNAP)

Harris Regional Hospital and Swain Community Hospital are pleased to join Southwestern Community College in announcing a new program designed to support the clinical education of nurses and certified nursing aides in the region, and to develop the local economy by retaining talent to serve patients in the hospitals. In the Student Nurse Apprentice Program, known as 'SNAP', Harris Regional Hospital and Swain Community Hospital will provide full tuition support for two nursing students and two nurse aide students per calendar year in exchange for a commitment to working at the hospitals. The nursing commitment is three years, and the nurse aide commitment is one year.

"Southwestern Community College is our partner in training healthcare professionals who will join us in delivering on our mission of 'Making Communities Healthier,'" said Steve Heatherly, CEO of Harris Regional Hospital and Swain Community Hospital. "We believe our new SNAP partnership will help local nursing students realize their professional dreams and ensure we keep the best clinical staff close to home."

"We're excited to partner with Harris Regional Hospital and Swain Community Hospital on SNAP," said Dr. Don Tomas, SCC President. "This apprenticeship program demonstrates our longstanding commitment to train highly skilled community healthcare providers, and ensures we will all have the best-trained nursing professionals attending to our families when they're in need of medical care."

Harris Regional Hospital, Swain Community Hospital, and Southwestern Community College have a longstanding relationship on multiple levels, including collaboration on clinical rotations for health sciences students, emergency preparedness training, emergency medical technician training, and support for the SCC Foundation.

To apply for **SNAP funding** visit: www.myharrisregional.com/careers/snap or call 828.586.7102

Dr. Don Tomas (front left), President of Southwestern Community College, and Steve Heatherly, President and CEO of Harris Regional Hospital, sign a memorandum of understanding to establish the SNAP program on June 11 at the college's Jackson Campus in Sylva. Behind Dr. Tomas and Heatherly are, from left, Dr. Thom Brooks, Executive Vice President for Instruction and Student Services at SCC; Lucretia Stargell, Vice President, Business and Service Line Development at Harris; Matthew Seagroves, CFO at Harris; Crystal Gordon, CNO at Harris; Dr. Mitch Fischer, Dean of Health Sciences at SCC; and Becky Wilkes, HR Director at Harris.





PUBLIC SAFETY TRAINING

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

EMERGENCY MEDICAL SERVICES

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

Transition Classes:

MR to EMR; EMT-B to EMT; EMT-I to AEMT; EMT-P to Paramedic. All classes meet OEMS requirements for transition. SCC-PSTC September

BLS for Healthcare Providers: This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Call for more information. SCC-PSTC Multiple Offerings. Call for dates

EMS Instructor Methodology-online: 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. SCC-PSTC August

Heartsaver CPR, AED & First Aid: This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. SCC-PSTC Multiple Offerings. Call for dates.

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

Tactical Emergency Casualty Care (TECC) Course: In response to the increased need for tactical trauma care education, the PHTLS Committee is pleased to announce that the Tactical Emergency Casualty Care (TECC) curriculum is now available. This new 16 hour course is designed for EMS practitioners needing tactical casualty care training for the civilian sector and meets all Tactical Emergency Casualty Care guidelines. Call for more information. SCC-PSTC Call for dates

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

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

Advanced Medical Life Support: NAEMT's Advanced Medical Life Support (AMLS) course is the first EMS education program that fully addresses how to best assess and manage the most common medical crises in patients, offering a "think outside the box" methodology. It is for all levels of practitioners with a strong commitment to patient care, including emergency medical technicians, paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians. The course emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies, and physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. The course offers an initial assessment-based approach that progresses to a diagnostic-based approach to quickly develop the best treatment plan. SCC-PSTC TBD

Emergency Medical Responder: The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. The class consists of 72 hours didactic and hands-on patient scenario training. Call for more information. SCC-PSTC September

Pediatric Critical Care: (24 hrs.) This course covers pediatric renal failure, status epilepticus in pediatrics, pediatric burn patient, pediatric stroke patient, etc. September

EMS Technical Scope of Practice Evaluations: Call for appointment.

Emergency Medical Technician - Hybrid Course: The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. The Emergency Medical Technician is a link from the scene to the emergency health care system. The class consists of didactic and hands-on patient scenario training and 24 hours of EMS Field Internship. This offering consists of 200 hours of didactic web-based coursework and several in class practical sessions held at the Jerry Sutton Public Safety Training Center located in Franklin as well as 24 hrs. of EMS Field Internship. Contact for information of next offering. SCC-PSTC November

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. For a current listing of course offerings, visit www.southwesterncc.edu/pstc/fire-rescue or contact Benji Johnson at 828.306.7045 or b_johnson@southwesterncc.edu.

Instructor Indoctrination (8 hrs.)- This Office of State Fire Marshal class is required of any Level II instructor who wishes to become qualified to teach in any fire/rescue subject. It is recommended for any instructor who has never taken the class as it presents vital information on what is required of you as a lead instructor.

FIP 3000: Firefighter Academy: (458 hrs.) This State accredited program is designed to prepare entry level individuals with the cognitive and physical skills to become certified firefighters. The 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. SCC-PSTC Spring 2019

FIP 3011: Fire Hose Stream and Appliances: (20 hrs.) This course will teach students about the many types of fire hoses available to them and the applications of each. Cowee Fire Dept. Sept. 2019

FIP 3018: Water Supplies: (20 hrs.) This class is to be designed to give firefighters the knowledge needed to be successful in water operations. Class topics include water supply calculations, how to obtain different water supplies and how to provide water to an emergency scene. SCC-PSTC Sept. 2018

FIP 3026: Mayday: (8 hrs.) This class is designed to teach firefighters how to properly and effectively call for help in the event of an incident inside of an incident. This class will also teach students to be mindful of all radio traffic. Cullasaja Fire Dept. Oct. 2018

FIP 3354: Air Monitoring & Sample: (16 hrs.) This course is designed to assist firefighters and emergency responders in hazardous material incidents. Cherokee Fire Dept. TBA

FIP 3806: Level I Instructor: (26 hrs.) 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. 8/4

LAW ENFORCEMENT

CJC 3938: Basic Law Enforcement Training (BLET) Class #78: (744 hrs.) The North Carolina Basic Law Enforcement Training is a State-accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs. The Commission-mandated course, upon completion, will enable the graduate to be certified to work as a sworn law enforcement officer in North Carolina. SCC-PSTC offers two academies a year (Summer/Fall). SCC-PSTC 7/16-12/5

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

CJC 3928: General Instructor Training: This course should be taken by Criminal Justice personnel planning to teach in any course mandated by either the Criminal Justice Education Training Standards Commission or the Sheriffs' Education Training Standards Commission. Prior to teaching in any commission-mandates course, you must successfully complete this course, apply for and be granted certification as a probationary instructor. Also, personnel desiring to attend specialized instructor training courses such as Firearms, Subject Control, Physical Fitness, Driver Training, etc. must first successfully complete the General Instructor Training course. SCC-PSTC TBA

CJC 5055: National Park Service - Seasonal Law Enforcement Training (NPS-SLET) Program Session #101 (Fall 2018): The National Park Service - Seasonal Law Enforcement Training (NPS-SLET) program delivered by the Southwestern Community College - Division of Public Safety Training Center (SCC-PSTC) is approved by the United States Department of the Interior (DOI) and coordinated by the National Park Service Law Enforcement Training Center (NPS-LETC), Federal Law Enforcement Training Center (FLETC), located in Glynco, Georgia. Successful completion of the NPS-SLET program, in its entirety, is an eligibility requirement for a Type II (Seasonal) Law Enforcement Commission with the National Park Service (NPS) and allied agencies. Course information and application materials may be accessed online at southwesterncc.edu/pstc/law-enforcement/national-park-service-nps. For additional information, contact Don Coleman, SCC-PSTC National Park Service Law Enforcement Training Instructor at d_coleman@southwesterncc.edu or 828.306.7055, or 1.800.447.4091, Ext. 7055. Fall Session #101 Aug. 6th-Dec.7th 2018. Spring Session #102, Jan. 7th-May 10th 2019.

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