



HAYWOOD

COMMUNITY COLLEGE

CONTINUING EDUCATION

Spring/Summer Schedule 2013



Cover art by
watercolor artist, Lil Parks

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Frequently Called Numbers

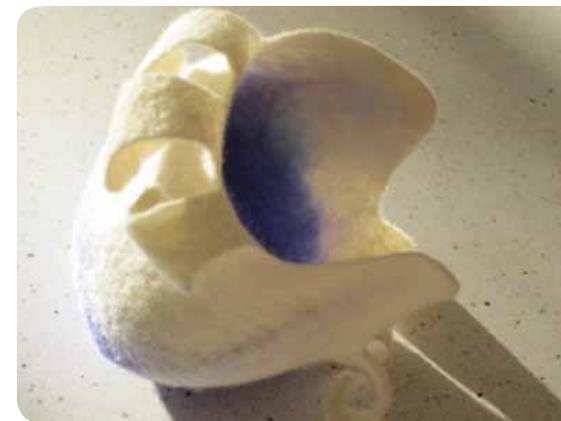
Main College Switchboard	627-2821
Registration Information	627-4505
Bookstore	565-4127
Continuing Education	627-4669
Director for Continuing Education	627-4548
Ed2Go Technician	565-4241
Computer Course Manager	565-4241
Online Classes	565-4241
Corporate & Community Education	565-4243
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Health & Emergency Services	627-4617
Allied Health	565-4145
Public Safety	627-4548
Fire	565-4247
Business & Industry	565-4246
Small Business Center	627-4512
Cashier	565-4093
GED	627-4643
Creative Arts	565-4240
West Waynesville Campus	564-5093
HCC Weather Hotline	627-4517

Please note that Haywood Community College is a tobacco-free campus.

Beginning Drawing I & II – Students are taught how to “see” with an artist’s “Eye.” One, two and three point perspective taught and applied. Learn how to create depth in drawings, render basic shapes and use tonal values to create space. Pencils, chalks, pen and ink, and ink wash media are used. Upon completion, students should have a solid foundation and basic understanding of perspective drawing.
Course: Part I: 8 weeks, 3 hours/week
 Part II: 8 weeks, 3 hours/week
Date:TBD
Course Location: CAB, Main Campus
Course Fee: \$115, students responsible for supply list provided by instructor.

Beginning Watercolor Painting Part I – This course introduces the beginner to the joys of transparent watercolor painting. Many different techniques are demonstrated and exercised so students may gain confidence and ability, while learning to control this exciting medium. Some color theory is also included.
Course: 8 weeks, 3 hours/week
Date:TBD- check website for updates
Course Location: CAB, Main Campus
Course Fee: \$115, students responsible for supply list provided by instructor.

Watercolor Painting Part II – In this class, students will continue to explore technique, design and the creation of watercolor paintings.
Course: 8 weeks, 3 hours/week
Date: TBD
Course Location: CAB, Main Campus
Course Fee: \$115, students responsible for supply list provided by instructor.
Pre-requisites: Watercolor part I or good working knowledge and understanding of watercolor painting.



Nuno Felting Workshop – Think texture, think shape, think color. Think scarves, pillows, or table runners; just don’t think inside the box. This nuno felt workshop will introduce students to the craft of two-dimensional felt making. We will laminate several breeds of wool fiber to different textures and weights of silk and cotton cloth in this wet felting class. Students will finish with a scarf or project of their choice. This workshop is appropriate for both novice and continuing felt makers.
Course: 18289 - 1 day workshop, SA, Apr. 27, 9 am-4 pm. **Register by:** Apr. 22
Course: 18293 - 1 day workshop, F, June 21, 9 am-4 pm. **Register by:** June 17
Course Location: CAB, Main Campus
Course Fee: \$65, includes all materials and supplies.

3-Dimensional Felted Vessels – This class is an introduction to 3 dimensional wet felt work with resists, used in creating vessels, bags, slippers and containers. All students will complete a wool seamless felted vessel while learning techniques and material applications that can be used in further felt making. We will also explore a variety of finishes including handles, textured edges and surface design.
Course: 18290 - 1 day workshop, F, Apr. 12, 9 am-4 pm. **Register by:** Apr. 5
Course: 18292 - 1 day workshop, SA, June 8, 9 am-4 pm. **Register by:** June 3
Course Location: CAB, Main Campus
Course Fee: \$65, includes all materials and supplies.



Introduction to Hand Embroidery — Students will learn and practice 60+ basic embroidery stitches and variation to create an original sample book. Demonstrations and hand-outs with diagrams will accompany the instruction for each stitch type.

Course: 18287 - 8 weeks, M, Mar. 4- Apr. 22, 6 pm-9 pm. **Register by:** Feb. 25
Course: 18291 - 8 weeks, W, June 5- July 31, 10 am-1 pm **Register by:** May 29
Course Location: CAB, Main Campus
Course Fee: \$140

Intermediate Embroidery — Students will design and execute a personal project of their choice. Instruction begins with methods for transferring your design onto cloth, then choosing appropriate stitches and materials for each project. Embroider designs on pillows, books, towels, clothing, or any other thing you can imagine.

Course: 18320 - 6 weeks, W, June 26- July 31, 2 pm-5 pm. **Register by:** June 19
Course Location: CAB, Main Campus
Course Fee: \$110
Pre-requisites: Students should have already completed introductory embroidery or have a good working knowledge of a variety of embroidery techniques.

Artful Knitting — Knitting is more than knit and purl, and in this class we'll tackle everything from creative cast-ons to color blending in 8-weeks. Techniques covered will include lace knitting, making flowers and 3-D embellishments, entrelac and domino knitting, and adapting patterns to fit your yarn and your body. Students will create a book of samples and use them to create their own unique knitted pieces. Basic knitting skills and a creative spirit needed, all levels welcome.

Course: 18315 - 8 weeks, W, Feb. 27-Apr. 17, 6 pm-9 pm. **Register by:** Feb. 20
Course Location: CAB, Main Campus
Course Fee: \$110

Beginning Fiber Spinning — Handspinning is the art of twisting fiber, fleece or roving. Handspun yarn can be used for knitting, and weaving projects. This class will cover the basics of preparing wool and mohair fibers by carding and combing, spinning on a drop spindle and a wheel, making worsted and woolen yarn, plying and finishing yarn by setting the twist, and working with hand-dyed roving.

Course: 18319 - 3 weeks, W, Feb. 27-Mar.13, 2 pm-5 pm. **Register by:** Feb. 20
Course: 18318 - 3 weeks, W, May 22-June 5, 6 pm-9 pm. **Register by:** May 15
Course Location: CAB, Main Campus
Course Fee: \$45 (+refundable spinning wheel deposit-please call to reserve)

Intermediate Fiber Spinning — Once you can spin a consistent yarn, what's next? This class will include techniques for making multi-fiber batts and spinning art yarn (i.e., corespinning, coils, bubbles), lock spinning, boucle, working with exotic fibers like alpaca and silk, and spinning to make garments. We will also learn how to choose and prepare a fleece for spinning and make hand-painted rovings.

Course: 18317 - 4 weeks, W, Mar. 27-Apr. 17, 2 pm-5 pm. **Register by:** Mar. 20.
Course: 18316 - 4 weeks, W, May 22-June 12, 2 pm-5 pm. **Register by:** May 15
Course Location: CAB, Main Campus
Course Fee: \$55 (+refundable spinning wheel deposit-please call to reserve)
Pre-requisites: Basic spinning skills required. Must be able to create a consistent yarn.

Beginning Weaving — Discover the fun and satisfaction of learning to produce beautiful fabric on a loom. Students will learn (or review) all the steps of planning a project, winding a warp, and dressing a loom. The class will produce a series of woven samples designed to introduce a variety of weave structures and techniques.

Course: 18312 - 8 weeks, T, Feb 5-Mar 26, 10 am-1 pm. **Register by:** Jan. 29
Course: 18313 - 8 weeks, T, May 7- June 25, 6 pm-9 pm. **Register by:** Mar. 1
Course Location: CAB, Main Campus
Course Fee: \$115

Beyond Weaving Basics — You know the basics, now what? You know how to warp a loom and now want to play with color and pattern! This class will cover three projects to help you with just that. Students will study color interaction with a striped or plaid fabric and then move on to weaving an original twill. For the final project, students will create an original design draft and translate it into a weave structure. It will be an action packed class!

Course: 18310 - 8 weeks, T, July 23-Sep. 10, 1 pm-4 pm. **Register by:** July 16
Course Location: CAB, Main Campus
Course Fee: \$115

Beginning Weaving on a Rigid Heddle Loom

Interested in weaving but don't want to make the big investment in a floor loom? Rigid heddle looms are affordable and versatile...they are quickly becoming the most popular loom in weaving! With access to Haywood Community College looms, students will learn about weaving patterns, drafts, preparing the loom, weaving and finishing techniques for woven cloth.

Course: TBD - 8 weeks, 3 hours/week
Course Location: CAB, Main Campus
Course Fee: TBD



Creative Basketry: Learning the Twined Technique — Students will learn the twined basket technique and go home with 2-3 baskets. A simple garlic basket, water bottle holder, and gathering basket can be learned. This easy to master basket form, will give students the confidence to try other shapes and styles in twined baskets. Student who have taken this class can use their skills and expand on more advanced forms.

Course: 18301 - 1 day workshop Sa, Feb. 9, 10 am-4 pm **Register by:** Feb. 4
Course Location: CAB, Main Campus
Course Fee: \$35 all supplies included.

Twined Basketry and Beyond — Twined or Wicker Basketry encompasses many shapes and styles. This hands-on class is the perfect chance to try a new art form or expand on techniques already learned. Create a gathering basket for berries or storage for small produce; enjoyable and practical!

Course: 18302 - 1 day workshop F, Apr. 5, 10 am-4 pm **Register by:** Apr. 1.
Course: 18309 - 1 day workshop, Sa, Aug. 3, 10 am-4 pm **Register by:** July 30.
Course Location: CAB, Main Campus
Course Fee: \$35 all supplies included.

Appalachian Ribbed Basketry — The course is designed to give participants a clear understanding of Appalachian ribbed basketry. Once the technique is mastered this class will be a springboard to try other shapes and sizes in Appalachian Baskets. The course includes basketry tips, discussions of Appalachian culture and craft and the rich heritage of craft in Western North Carolina. Instructor supplies all the colorful hand dyed reeds, tools and handouts. Some hand strength is necessary and don't forget your reading glasses!

Course: 18299 - 2 day workshop, F, Jan. 18/25, 1 pm-5 pm. **Register by:** Jan. 11
Course Location: CAB, Main Campus
Course Fee: \$60 all supplies included.

Appalachian Ribbed Basketry, Part II — Go Big! Students will learn the Appalachian ribbed style of basketry and have the opportunity to create a larger format piece. A potato basket class is ideal for beginners or those who want to expand on their basketry skills and knowledge and create on a larger scale.

Course: 18307 - 2 day workshop, Sa, July 13/20, 9 am-1pm. **Register by:** July 8
Course Location: CAB, Main Campus
Course Fee: \$78

The Artful Wall Basket — Learn the Appalachian Ribbed Basket technique and take home an original wall pocket. Based on a traditional form, this class will focus on all the necessary techniques for mastering ribbed baskets. Bring some wild vines to class for an interesting optional rim. Good class for beginners as well as others that know the technique who will stretch their skills with more advanced techniques.

Course: 18305 - 2 day workshop, Sa, Mar. 16/23, 9 am-1pm. **Register by:** Mar. 11
Course Location: CAB, Main Campus
Course Fee: \$60

Fundamentals of Woodcarving — This course is designed to explore all the basic techniques of woodcarving. Students will be introduced to the fundamentals, from relief to three-dimensional work. We will cover the different tools and their proper uses.

Course: 18285 - 8 weeks, T, Jan. 15-Mar. 5, 6 pm-9 pm. **Register by:** Jan. 9
Course: 18288 - 8 weeks, T, Apr. 2- May 21, 6 pm-9 pm. **Register by:** Mar. 26
Course Location: CAB, Main Campus
Course Fee: \$110

Rustic and Reclaimed Woodworking Basics — Fundamental joinery and construction techniques to build furniture will be learned through this introductory course. There will be an emphasis on “rustic” furniture utilizing limbs and locally sourced found materials. This course will cover everything from identifying and collecting materials to designing your own project. No experience required, but understanding which way to turn a screw appreciated.

Course: 8 weeks Th, Feb. 7- Mar. 28, 6 pm-9 pm
Course Location: Main Campus, Rm 7121
Course Fees: \$135

Beginning Pottery — In Beginning Pottery, students will learn basic skills needed to make a pot; including tools, techniques, different types of clay, throwing on a wheel, hand building, decoration and glazes.

Course: TBD - 8 weeks, 3hours/week
Course Location: CAB, Main Campus
Course Fee: TBD

Slab Building with Clay — Learn to work “off the wheel.” This class covers many handbuilding techniques such as coil, slab, and pinch construction. In addition, this class will also cover surface design and glazing. No prior experience necessary but would be a great learning experience for those already familiar with the potter’s wheel.

Course: TBD - 8 weeks, 3hours/week
Course Location: CAB, Main Campus
Course Fee: TBD



Functional Clay Dinnerware — Create place settings for your dining room. Various projects include utensil holders, platters, cups and serving bowls. Many surface design techniques will be covered. This class is ideal for first time students as well as intermediate and advanced.

Course: TBD - 6 weeks, 3hours/week
Course Location: CAB, Main Campus
Course Fee: TBD

Beginning Metalsmithing — Learn the basics to create jewelry and small sculptures from metal. Students will be introduced to sawing, filing, piercing, soldering and basic, small scale metal construction skills.

Course: TBD - 8 weeks, 3 hours/week
Course Location: CAB, Main Campus
Course Fee: TBD

Beginning Lapidary — A lapidary is an artist or artisan who forms stone, minerals, or gemstones into decorative items. Students will learn to cut, polish, carve and set stones or other material to be included in jewelry.

Course: TBD - 8 weeks, 3hours/week
Course Location: CAB, Main Campus
Course Fee: TBD



Metal Jewelry- Cold Connections — Create jewelry with a few very basic tools. Learn how to create connections with rivets, tabs and links. Students will connect differing elements into wearable jewelry as well as learning surface texture, piercing and basic metalsmith techniques.

Course: TBD - Varies from 1 day workshop to 4 weeks, 3 hours/week
Course Location: CAB, Main Campus
Course Fee: TBD

Glass Fusing and Slumping — Learn the exciting techniques of fusing and slumping glass. Make and use molds to create glass dishes, platters, light switches, tiles, jewelry, or window pieces. The limits are your imagination. Students will obtain knowledge of technical aspects, design and creation of glass works.

Course: TBD Varies from 1 day workshop to 10 week class
Course Location: CAB, Main Campus
Course Fee: TBD

Stained Glass — Learn traditional techniques in copper foil and leaded stained glass construction. Students will design and create unique projects of their own creation under the guidance of an experienced instructor. Students will have access to all new grinders, cutters, solder irons, and polishers.

Course: TBD - 6-10 weeks, 3 hours/week
Course Location: CAB, Main Campus
Course Fee: TBD

Spring Floral Design — Take advantage of all the colors of spring by making arrangements that bring the beauty of the outdoors to your dining room table or front door. Create a centerpiece that can be enjoyed all spring or make your home feel bright and welcoming with a colorful wreath or other decorative arrangement.

Course: 18281 - 1 day workshop SA, Apr. 20, 10 am-3 pm **Register by:** Apr. 15
Course Location: CAB, Main Campus
Course Fee: \$20 plus supplies.

Please register for classes one week prior to starting date. You will find any updated class times and dates at www.haywood.edu.

Medicinal Botany — Explore the historical, botanical and traditional uses of medicinal plants, including Southern Appalachian native herbs. These sessions will cover common cultivation and harvest practices as well as basic herbal preparation techniques. Course information will be offered in an online format over a seven week period. A working knowledge of the Moodle online course management program is helpful, although assistance is available. Course resources will be available to participants though Moodle and the instructor will be available through Moodle and email. Instructor: Richard Gualandi.

Course: 18212 - 1/9-3/6
Course Fee: \$100



Quilting, Beginning — This course is designed for individuals interested in learning the art of quilting from fabric selection to cutting, piecing, and quilting techniques. It will also include discussion of the history and trends of the art of quiltmaking as well as information necessary for the selling and marketing of your quilts. You will choose a project incorporating all the major quilt techniques, and learn to sandwich, quilt, and bind your masterpiece. It's the perfect opportunity to start at the beginning and learn one step at a time—but it's a great refresher course, too. You'll be welcome whatever your background in quilting may be! Lani Hendrix and Debbie Riker, Instructors
Course: 18180 - W, 1/9-4/24, 8:30 am-3 pm

Location: Bldg. 1400

Course Fee: Course \$175 + Supplies

OR

Course: 18182 - F, 1/11-4/26, 8:30 am-3 pm

Location: Bldg. 1400

Course Fee: Course \$175 + Supplies

OR

Course: 18181 - TH, 1/10-4/25, 4 pm-9 pm

Location: Bldg. 1400

Course Fee: Course \$175 + Supplies

Sewing — Discover the pleasures of sewing in this introductory class where you will learn all about fabrics, patterns and the supplies needed to begin sewing, including needles! You will complete an individual project of your choice. The supply list will be given at the first class meeting. Students will need to bring their own portable sewing machine. Kate Brown, Instructor

Course: 18224 - T, 1/15-3/5, 5:30 pm-8 pm

Location: Bldg. 1400

Course Fee: Course \$75

Upholstery, Beginning — Have a sofa that's old and worn out? Or a chair that has lost its beauty? If so, come and make it look new again. This course provides hands on experience in tool use, various equipment and techniques of the upholstery profession. You will learn to select fabrics to suit your design and transform that old sofa into a masterpiece. Lani Hendrix, Instructor
Course: 18183 - M, T, 1/14-5/28, 9 am-3:30pm

Location: Bldg. 1400

Course Fee: Course \$175 + Supplies
 OR

Course: 18187 - M, T 2/25-5/28, 6 pm-9 pm

Location: Bldg. 1400

Course Fee: Course \$175 + Supplies

Upholstery, Auto Trim — The car looks new on the outside but maybe the inside needs an update. If so, this course will provide instruction on taking those seats and making them look new again. Students will use live projects to learn the entire process from tearing down to rebuilding frames and restoration. Upon completion, students should be able to plan, sew and install new auto upholstery. The business aspects of estimating jobs, marketing, and accounting will be discussed. Don Apperson, Instructor

Course: 18189 - W, TH, 1/16-5/2, 6 pm-9 pm

Location: #18189, Bldg. 1400

Course Fee: Course \$ 175 + Supplies

Taxidermy — Learn the art and science of modern taxidermy. From small fish to large mammals, you'll learn the techniques that the pro's use to mount and display trophies. Ed Launer, Instructor

Course: 18246 - M, T, TH, 9/6-12/14,

5:30 pm-9 pm

Location: Bldg 300, Room 316

Course Fee: Course \$175

Learn to Brew Your Own Beer — This class will teach you to brew and bottle your own beer. Brewing kits will be available to purchase at class. For more information, call 828-565-4243.



APPALACHIAN HERITAGE MUSIC

Guitar Basics — A course for beginners, as well as those who have some playing experience. Basic flat-picked lead playing and accompaniment, with emphasis on clarity, smoothness, and solid rhythm; focus on folk, bluegrass, gospel, and country traditions. Scales, basic chords, and simple songs will be taught, along with variations of different strums.

Course: Th, 1/24-3/14 6 pm-8 pm

Sat, 2/16-2/23 9 am-Noon

T, 2/5-3/26 9 am-11 am

Location: CAB, Main Campus

Intro to the Banjo — Love the sounds of the banjo, but have no idea how to make it happen? Learn basic chords, songs, and tunes as you discover the basic techniques for clawhammer-style banjo including a batch of useful licks. We will work on developing basic left- and right-hand techniques.

Course: T, 1/24-3/14 6 pm-8 pm

Sat, 2/2-2/9 9 am-Noon

Th, 2/5-3/26 9 am-11 am

Location: CAB, Main Campus

Getting Started on the Fiddle — This is the time for you to learn to play the old-time fiddle! Find inspiration and a solid introduction to technique in this class. Combine the knowledge of what to do with the physical skills of how to do it, including the basics of tuning, noting and bowing in the traditional southern Appalachian style.

Course: M, 1/23-3/13 6 pm-8 pm

Sat, 2/2-2/9 9 am-Noon

Location: CAB, Main Campus

To register or for more information, please call Rinda Green at (828) 565-4243

BLADESMITHING AND KNIFEMAKING

ABS Spring Hammer-In — The Great Smoky Mountain Hammer-In at Haywood Community College is sponsored by the American Bladesmith Society (ABS). The Hammer-In brings Master Bladesmiths, forging enthusiasts, and knife collectors from across the United States to demonstrate their skills and to learn the art and science of hand forged knife making. Master Bladesmiths will give demonstrations and hold classes on a number of topics ranging from coal and gas forging, to fabrication of handles and guards and engraving. Participants are encouraged to pre-register for the event, but they can also register at the door on the day of the event. The public is invited to participate and experience knife making in the time honored tradition of the American Bladesmith Society.

Course: 18208 - SA, 3/16-3/17

8 am-9 pm on SA and 8 am-1 pm on SU

Course Fee: \$65 (+\$1.25 insurance)

Intro to Bladesmithing — The goal of this course of instruction is to provide the beginning student with the knowledge and skills necessary to forge, grind, heat treat and finish a carbon steel blade of excellent quality during the ten days of the course. Students should acquire the knowledge to finish the blade to the degree that it is ready to apply guard and handle material. The students should complete the course with the ability to correctly fabricate a properly forged and finished blade which will pass the ABS Journeyman Smith physical testing requirements. It is desirable though not required that a student complete and physically test two blades prior to the end of the course of instruction.

Course: 18337 - M-F, 3/18-3/29, 8 am-5 pm

Course Fee: \$851.25



ABS Damascus Steel Knives — The fabrication of Damascus steel and forging of knives and swords from this mysterious metal dates back as early as 300 B.C. By the middle of the 18th Century the process had been lost to practicing blacksmiths. The American Bladesmithing Society has rediscovered the ancient art of forging Damascus steel and offers courses in fabrication of knife blades using this ancient process. The result is an extraordinarily beautiful patterned steel with superb qualities of hardness and durability. This is a week long, 8am to 5pm course that will teach you the art and craft of forging blades using hand forged Damascus steel.
 Course: 18209 - M-F, 4/22-4/26, 8 am-5 pm
 Course Fee: \$701.25

Handles and Guards — The primary objective is to complete the handle and guard assembly of at least one hunting or Bowie style knife by the end of the week. Participants will study handle and guard design as it relates to function, symmetry, ergonomics and balance of the overall project. Participants will learn the steps of fitting handles and guards for most of the common styles of knives made by contemporary makers - in the classroom. Participants will learn to use tools and shop tricks to allow the student to make accurately constructed knives of most styles and mitigate certain problems normally encountered in this phase of knife making. James Rodebaugh, Instructor
 Course: 18210 - M-F, 6/10-6/14, 8 am-5 pm
 Course Fee: \$701.25

Doomsday Knives — Design and build your own utility knife. This is a chance to create your own all-purpose knife. Jason Knight, Instructor
 Course: 18207 - TH-SA, 2/21-2/23, 8 am-5 pm
 Course Fee: \$420

JOB & CAREER ENHANCEMENT

Notary Public Education — This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, to apply for commissioning as a notary you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in N.C. 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. The required textbook, Notary Public Guidebook for North Carolina, 10th

Edition is available at HCC's Bookstore. Students are encouraged to read through the textbook prior to attending the course. Students must present a current photo ID to be admitted to class. Kathi Watson, Instructor
 Course: 18191 - S, 9-3:30pm, 1/12
 18192 - S, 9-3:30pm, 2/2
 18195 - S, 9-3:30pm, 3/2
 18196 - S, 9-3:30pm, 4/6
 18197 - S, 9-3:30pm, 5/4
 18198 - S, 9-3:30pm, 6/1
 Location: Building 1400
 Course Fee: \$70 + Required Textbook

AUTOMOTIVE

Auto Systems Technician — This course involves both Auto Body and Auto Repair and will prepare students for maintaining and troubleshooting most automotive issues. Covering topics from brake work to body work. Instructors will be Mike Moore, Mark Hicks, and Darrell Honeycutt.
 Course: TBA
 Course Fee: \$175 + Shop fee

Basic Auto Repair — This class will give students the opportunity for hands on learning with live projects and instructor assistance and guidance. Students may bring their own automobiles to work on. The course covers the basics of the automobile, troubleshooting, repair, and service.
 Course: 18190 - TH, 1/17-3/21, 4 pm-9 pm
 Course Location: Bldg 1600
 Course Fee: \$135

Auto Safety Inspection — This course covers the operation of a public inspection station and station facilities, inspection rules and procedures (for brakes, lights, horn, steering, wipers, directional signals, tires, mirrors, exhaust system, etc.). Safety inspectors are responsible for knowing all the information in the NC Safety Inspection Manual. Scott Warren, Instructor
 Course: 18161 - T, TH, 2/5-2/7, 6-10 pm
 18164 - T, TH, 3/5-3/7, 6-10 pm
 18167 - T, TH, 4/2-4/4, 6-10 pm
 Course Location: Building 1600 Room 1607
 Course Fee: \$65

Media Arts Certificate in Photography — This course focuses on the creative process of concept to completion, while teaching the technical and creative aspects of the craft. Students will use industry-standard software, Adobe Elements 10, to edit and enhance photographs. Through hands-on instruction, students will enhance their skills while preparing to be competitive in a media-rich job market. The program further explores the potential of social media as a means of self-promotion. Participants will create a professional portfolio to be viewed in a print or digital format. Student photographs will be featured in an exhibit at Gallery 86 in the spring.
 Course: 18338 - T, TH, 1/22-5/9, 6 -9 pm
 Course Fee: \$240

Kids Eat Smart Move More — This course addresses the current U.S. obesity epidemic in Preschool children by providing instruction regarding the nutritional and physical activity needs of preschool-aged children. It will review the current scientific-evidenced based research supporting the implantation of specific dietary guidelines and physical activity recommendations to combat the obesity epidemic. Facilitation of the development of skills (i.e. menu writing, label reading and policy development) that will promote the provision of nutritious meals as well as the integration of nutrition education with physical activities that are in accordance with the Dietary Guidelines, Institute of Medicine Recommendations and the Child and Adult Care food program (CACFP) Standards. The course will also develop a familiarity of available resources designed to educate and involve parents in the nutritional care of their children.
 Course: T, 1/29-2/26, 10:30am-2:30pm
 Location: #18211 West Waynesville Campus
 Course Fee: \$65



Emission Recertification — This course is a recertification class required by the State of North Carolina for the Emission II Inspection Program. It ensures that licensed mechanics understand OBD technology pertaining to emissions testing. Scott Warren, Instructor
 Course: 18162 - T, 2/12, 6-10 pm
 18165 - T, 3/12, 6-10 pm
 18168 - T, 4/9, 6-10 pm
 Course Location: Building 1600 Room 1607
 Course Fee: \$65

Emission Standards, On Board Diagnostics

(OBD) – Emissions testing pollution released into our environment) is a requirement for all vehicles 1996 and newer. This course ensures that licensed mechanics understand OD technology pertaining to emissions testing. Scott Warren, Instructor

Course: 18163 - T, TH, 2/19-2/21, 6-10 pm

18166 - T, TH, 3/19-3/21, 6-10 pm

18169 - T, TH, 4/16-4/18, 6-10 pm

Location: Building 1600 Room 1607

Course Fee: \$65

Oversize Escort Vehicle Operator

Certification – This course is designed to meet the training requirements set by the NC Department of Transportation to certify Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an exam. Timothy Carter, Instructor

Course: 18254 - SA, March 23, 8-5 pm

Course Location: Building 1500, Room 1509

Course Fee: \$85

Auto Certification

Number	Class	Length	Days	Times
18161	Auto Safety	2/5, 2/7	T/Th	6-10 PM
18162	OBD Recert	2/12	T	6-10 PM
18163	Emissions	2/19, 2/21	T/Th	6-10 PM
18164	Auto Safety	3/5, 3/7	T/Th	6-10 PM
18165	OBD Recert	3/12	T	6-10 PM
18166	Emissions	3/19, 3/21	T/Th	6-10 PM
18167	Auto Safety	4/2, 4/4	T/Th	6-10 PM
18168	OBD Recert	4/9	T/Th	6-10 PM
18169	Emissions	4/16, 4/18	T/Th	6-10 PM

Defensive Driving

The District Attorney Wants You To Be A Safe Driver!

Have you received a speeding citation? You can now enroll in the National Safety and Health Council Defensive Driving 4 hour course. The Safe Driving Program may prevent assessment of insurance points or premium surcharges on your policy and/or points on your North Carolina driver's license. This program is made available by the 30th Judicial District (Haywood, Jackson, Swain, Clay, Cherokee, Macon, and Graham Counties).

Anyone may take advantage of this class, even if you have not received a ticket. The benefit of taking a defensive driving course is being able to keep you and other drivers safe on the road. Excellent information is included for all drivers, including new drivers.

You will need your citation, driver's license, and \$60 cash to register for the Defensive Driving class

DDC-4 Class Schedule

January 7	Monday	6-10pm
1400 Bldg.	Main Campus	18201
February 4	Monday	6-10pm
1400 Bldg.	Main Campus	18202
March 4	Monday	6-10pm
1400 Bldg.	Main Campus	18203
April 8	Monday	6-10pm
1400 Bldg.	Main Campus	18204
May 6	Monday	6-10pm
1400 Bldg.	Main Campus	18205
June 3	Monday	6-10pm
1400 Bldg.	Main Campus	18206

To Register:

- Please use the registration form and complete the appropriate sections. Bring this form along with your driver's license, your citation, and \$60 in cash to Enrollment Management located in the Student Services Building.
- Drivers must register three business days prior to the class.
- No late arrivals will be admitted to class.
- Refunds will NOT be granted for failure to attend class.

CONSTRUCTION

General Contractor Licensing Exam Prep

Ready to make that big move to become a licensed General Contractor? If so, you need to be prepared to take the licensing exam. We can help. We offer a 14 week prep course to get you prepared to take the licensing exam. Delbert Medford, Instructor

Course: Dates to be announced.

Call 565-4242 or email dthomason@haywood.edu for more information

Electrical Code Update – This course is designed to provide electrical contractors with updated information on the latest changes in the

National Electric Code, NC Electrical Code, and Local utility company requirements. The course reviews new materials and procedures and related code requirements.

Course: 18217 - SA, 2/23 8 am-5 pm

Location: Bldg. 1400

Course Fee: Course \$ 65

OR

Course: 18218 - SA, 4/20/13 8 am-5 pm

Location: Bldg. 1400

Course Fee: Course \$ 65



The North Carolina

Advanced Manufacturing Alliance

INDUSTRIAL CONTINUING EDUCATION OFFERINGS

Coming SPRING/WINTER Terms 2013

Machining Technician Fundamentals

– Take a step toward a new career in Machining! Students will learn to safely perform the basic operations of measuring, layout, drilling, sawing, turning and milling. Upon successful completion, students may receive articulated curriculum credit for MAC 111 (Machining Technology I), which can be used toward a machining degree. Students enrolled in the class may be eligible for the NC Advanced Manufacturing Alliance program.

Introduction to Machining Technologies

– Students will learn the basics of precision measurement and the basic operation of manual lathes and manual milling machines.

Drafting for Manufacturing – This course introduces students to the world of drafting which is an integral part of engineering and manufacturing. The course will involve manual drawing, geometry, multi-view drawing, 2-D drawing in Autodesk AutoCAD™ and 3D modeling in Autodesk Inventor™.

Cabinetmaking – Learn to build professional cabinetry from an experienced cabinetmaker. This course is designed to teach the fundamental techniques of cabinetmaking. Course topics can include but are not limited to understanding the difference between production and custom cabinets, learning the proper selection of woods, materials, tools and finishes, learning how to plan, blueprint and build a small cabinet, understanding cabinet installation and how to estimate building and labor construction costs. Delbert Medford, Instructor

Course: Dates to be announced.

Call 565-4242 or email dthomason@haywood.edu for more information.

ADVANCED MANUFACTURING

Basic Blueprint Reading – Provides an understanding of the various types of blueprints, shop prints and schematics used in the industrial world. Discover how to comprehend and interpret the different types of standardized symbols and abbreviations used on drawings, schematics, and wiring diagrams.

Welding – Get the skills, knowledge, and experience to enter the Welding field in any of this seven part Welding Series. We recommend that you enroll in Basic Set-Up and Maintenance Welding Courses first, if you have limited welding experience. You must provide your own personal protection equipment. Please request a list of required equipment needed for first day of the class.

- Basic Set-Up and Operation of Oxyacetylene Equipment
- Basic Maintenance Welding: Learn the basics of MIG (Gas Metal Arc Welding), and stick welding processes. Learn how to cut steel with an oxy-fuel torch.
- Stick Plate Welding: Learn the SMAW (Shielded Metal Arc Welding) process and practice welds in various positions on carbon steel.

- **Stick Pipe Welding:** For experienced SMAW (Shielded Metal Arc Welding) welders wanting to learn Pipe Welding.
- **MIG Plate Welding:** Learn the GMAW (Gas Metal Arc Welding) process and practice welds in various positions on carbon steel.
- **TIG Plate Welding:** Learn the GTAW (Gas Tungsten Arc Welding) process and practice welds in various positions on carbon steel.
- **TIG Pipe Welding:** For experienced GTAW (Gas Tungsten Arc Welding) welders wanting to learn Pipe Welding.

Motors and Controls — This course introduces the fundamental concept of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors and other control devices. Upon completion, students should be able to properly select, connect and troubleshoot motors and control circuits.

Electro-Mechanical Skills — This course provides instruction on the fundamentals of electrical theory and components. Core topics include basic electricity, wiring components, applied math/measurements, and electrical and mechanical blueprint reading. Upon completion, students will have a knowledge base for an entry-level position in the electro-mechanical field.

Lean Manufacturing — This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in the manufacturing processes.



OSHA Forklift Certification — The course will be based upon the OSHA Lift Standard 29 CFR 1910 and is designed to educate Forklift Operators concerning the inherent dangers associated with forklift operation. The course includes a discussion of the principles and policies of forklift safety, an explanation of the obligations of employers and employees, the recognition of tasks that may involve exposure to danger, and the performance of a forklift through an obstacle course for review by employers and our Instructor. The course results in a 3-year certification.

OSHA Construction Safety 10-Hour Certification — This course is a basic overview of the recognition and avoidance of unsafe conditions on the job site and will provide the student with a basic understanding of OSHA regulations, enforcement, and compliance. Topics include discussions of the OSHA standard that relate to scaffolds and ladders, excavation and trenching, electrical safety, personal protection equipment, fire protection and prevention, health hazards, concrete and steel erection, material handling, tools and welding, heavy equipment, and cranes. Optional topics include motor vehicles, roll-over protection, cutting, masonry structure, blasting and the use of explosives.

Lumber Dry Kiln Operation — This course will teach the participants how to operate a kiln on a daily basis including Sample Selection and Preparation, Schedule Selection, Kiln Monitoring, Equalizing and Conditioning. The course participants will not only hear the Theory of Dry Kiln Operation, but will gain hands-on experience actually drying a kiln load of lumber. The course is designed to give new kiln operators a strong background in drying lumber and has also proven to be a good refresher course for seasoned operators.

*For more information about these courses, please contact: Whit Whitmire
Industry Training Coordinator
Haywood Community College
Phone: 828-565-4246
Email: mwhitmire@haywood.edu*

YOUR JOB, YOUR FUTURE! CAREERWORKS

Human Resources Development (HRD)

Start The Future You Never Thought Existed With:

- Information on who's hiring
 - Interests, Values, and Career Assessments
 - Assistance with your Job Application, Résumé Writing, and Interviewing Skills
 - Skill building workshops designed to be an enjoyable learning experience
 - Employer Interview Days and other Career Launching Events
 - North Carolina Career Readiness Certification
- Take advantage of these opportunities at any of our CareerWorks sites:

Career Connections in Partnership with Goodwill Industries of NWNC

M-F 8 am-5 pm
23 Hendrix Street
Waynesville, NC 28786
828-246-9233

E-Lab in Partnership with Joblink/ Employment Security Commission

M-Th 8:30 am-4:30 pm Ongoing
1170 North Main Street
Waynesville, NC 28786
828-456-6061

LifeWorks in Partnership with Christian Women's/Men's Job Corp

T-TH 8:30 am-4:30 pm
56 Montgomery Street, Waynesville, NC 28786

Individuals enrolling in any course offered through the CareerWorks Program may be granted a waiver of registration fees if they meet one of the four criteria:

1. Are unemployed
2. Have received notification of pending layoff
3. Are working and are eligible for federal earned income tax credit
4. Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

The following courses are available at HCC's West Waynesville Campus Career Connections Center- for more information or to register please call 246-9233.

NOTE: These courses are FEE WAIVED if you are unemployed or meet specific income criteria.

Make Yourself an Indispensable Employee — What is your expertise that makes you so valuable to your employer? Discover and develop that skill and others which give you an edge to get a job and keep a job.
Course: M, 9/10-10/1, 8 am-12 pm
Course Fee: \$65

Job Search 101 — Jump-start your job search with this powerful half-day seminar. Learn proven methods for creating a winning resume, presenting yourself effectively in interviews, uncovering the hidden job market and using networking to your advantage.
Course: T, 1 pm-5 pm
Course Fee: \$65

Removing Barriers to Success — This course will provide students with the foundational information they need in order to succeed in school and at work. This course will give students an awareness of personal behaviors that interfere with success and those behaviors that lead to success and goal accomplishment.
Course: W, 1 pm-5 pm
Course Fee: \$65

Using Social Media to Enhance Your Job Search — The days of using the newspaper as your primary job search tool are over. Harness the power of Social Media. Learn how to use LinkedIn, Twitter, and Facebook to find your next job and stand out to employers. Learn to avoid common online mistakes and pitfalls that can undermine your credibility.
Course: TH, 1 pm-5 pm
Course Fee: \$65

HUMAN RESOURCE DEVELOPMENT

Technology Awareness – Do you want to have a competitive edge and be more confident in your job search? This entry-level, stress-free introduction to computer skills and technology will enable you to develop word-processing and keyboarding skills to create cover letters and resumes, do internet job searches, complete online applications, and set-up an email account. Let us help you be successful in your next career.
Course: Fridays 9 am-12 pm
Course Fee: \$65

The following courses are offered on a weekly basis at the Employment Security Commission.
Course fee: \$175

NOTE: These courses are FEE WAIVED if you are unemployed or meet specific income criteria.

Computer Basics for the Workplace/Internet Job Searching
Course: M, 10 am-12 pm

WIN Prep for Career Readiness Certificate
Course: M, 1 pm-3 pm

Job Search Basics: The Overview
Course: T, 10 am-12 pm

Interview Basics
Course: T, 1 pm-3 pm

The Maze of Job Applications
Course: W, 10 am-12 pm

Work Values & Interest Assessment
Course: TH, 10 am-12 pm

Resume & Cover Letter Writing
Course: 1 pm-3 pm

Customer Service, Communication & Listening Skills
Course: W, 8/1 1 pm-3 pm
W, 9/5 1 pm-3 pm
W, 10/3 1 pm-3 pm
W, 11/7 1 pm-3 pm
W, 12/5 1 pm-3 pm

Conflict Resolution on the Job & Personal Responsibilities
Course: W, 8/8 1 pm-3 pm
W, 9/12 1 pm-3 pm
W, 10/10 1 pm-3 pm
W, 11/14 1 pm-3 pm
W, 12/12 1 pm-3 pm

Money Matters & Time Management
Course: W, 8/15 1 pm-3 pm
W, 9/19 1 pm-3 pm
W, 10/17 1 pm-3 pm
W, 11/28 1 pm-3 pm
W, 12/19 1 pm-3 pm

Succeeding on the Job, Work Attitudes and Behavior
Course: W, 8/22 1 pm-3 pm
W, 9/26 1 pm-3 pm
W, 10/31 1 pm-3 pm

LifeWorks – This class is offered through HCC as a partnership with the Christian Men and Women's Job Corps. This class provides a Christian context in which persons in need are equipped for life and employment; and a missions context in which women help women and men help men. The coursework and training uses a hand up, not a handout approach to build students' self-confidence and self-sufficiency. For more information or to register, please call Samantha Ledford at (828) 564-3519.

COMING THIS SPRING

Please call Rachael Clark at 564-5093 or email at rlcaldwell@haywood.edu for more information.

Pathway to a Hospitality Career – Show off your southern hospitality by training for a career in the hospitality industry. You'll build the skills needed in today's hotels, restaurants, and other hospitality-based workplaces, like customer service, communication, and industry-specific skills. At the end of the course, participate in our Reverse Job Fair to showcase your new skills to employers from the local hospitality industry.

HUMAN RESOURCE DEVELOPMENT

Pathway to a Retail Career – Prepare for a career in retail by learning about the industry and building skills to help you succeed in a retail work environment. You'll build important skills like teamwork, customer service, and job-specific skills utilized in retail stores in our area. At the end of the course, participate in our Reverse Job Fair to showcase your skills to local employers.

Pathway to a CareWorks Specialist Career
This course will prepare you for a career as a CareWorks Specialist for in-home care. Students will be trained to create a safe, healthy and happy environment for the patient, patient's family and the caregiver. Course topics include: Values of the In-home Care Profession, Lifestyle Aspects of Aging, Nutrition, CPR and First Aide, Safety, and Hygiene Practices, Generational and Cultural Barriers, and Community Resources.

ALLIED HEALTH AND PUBLIC SAFETY

EMS TRAINING

For more information, contact Tonya Clark at 627-4617 or tsclark@haywood.edu

EMT-Basic Initial Course – January 15-May 11, 2013. Course will meet every Tuesday and Thursday night from 6-10 pm and one Saturday per month from 8 am-5 pm. High school diploma/GED and reading placement test required at time of registration. Call for further information regarding registration.

Medical Responder to EMT-Basic Bridge Course-HYBRID – February 1-April 20, 2013. Course work will be completed online with four mandatory on-campus visits (3/16, 4/13, 4/19, 4/20). High school diploma/GED and reading placement test required at time of registration. Call for further information regarding registration.

Online EMS Continuing Education – Courses are offered online monthly via Moodle for both BLS and ALS personnel. Registration required for each month by specific date. Call for further information regarding registration.

- January 21-28: Pediatric Emergencies
- February 18-25: EKGs, Cardiology Basics
- March 18-25: Roles & Responsibilities
- April 22-29: Gynecological Emergencies
- May 20-27: Obstetrical Emergencies
- June 17-24: Abdominal Trauma
- July 22-29: Poisonings
- August 19-26: Spinal Trauma
- September 23-30: Behavioral & Psychiatric Emergencies
- October 21-28: Cardiac Emergencies
- November 18-25: Chest Trauma
- December 16-23: Infectious Diseases



Critical Care Paramedic Continuing

Education – Courses are offered online monthly via Moodle for Critical Care Paramedics and interested ALS personnel. Registration required for each month by specific date. Call for further information regarding registration.

- January 21-28: Lab Data Interpretation
- February 18-25: Pharmacology
- March 18-25: Peripheral and Central Vascular Access
- April 22-29: Blood Administration
- May 20-27: Therapeutic Hypothermia
- June 17-24: Hemodynamic Monitoring
- July 22-29: Advanced Airway
- August 19-26: Mechanical Ventilation
- September 23-30: 12-Lead and 15-Lead Interpretation
- October 21-28: Mechanical and Circulatory Assist Devices
- November 18-25: Burn Care
- December 16-23: High-Risk Obstetrics

CPR Instructor Course – January 26, 2013, 8 a.m. – 5 p.m. This course will provide you with the information and skills needed to become affiliated with an AHA Training Center and teach various CPR courses. The required Core Instructor Course will also be completed on this date. AHA Instructor Manual required for attendance. Call for further information regarding registration and course materials.

CPR/First Aid/ACLS/PALS

- HCC is Haywood County’s only American Heart Association Training Center.
- Let us help train your business, community group, or family in CPR & First Aid.
- Are you a healthcare provider needing to renew your CPR card for work. Call us and we can help!
- ACLS/PALS courses scheduled on regular basis throughout the year.

AMLS (Advanced Medical Life Support)

Instructor Course – This course will provide the necessary information and skills to become an AMLS Instructor. Students must possess current AMLS provider card to register for the course. In addition, all students must be monitored while teaching an AMLS course to complete instructor requirements. Call for further information regarding registration.

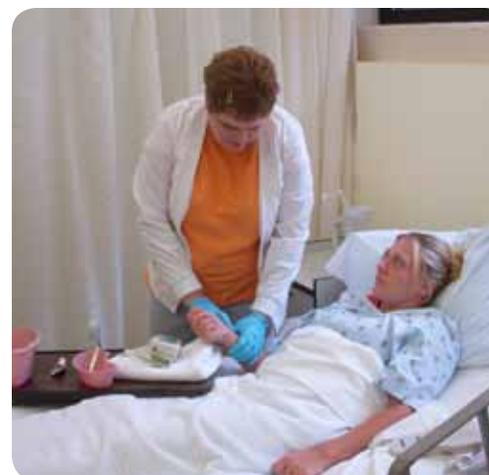
EPC (Emergency Pediatric Care) Instructor

Course – This course will provide the necessary information and skills to become an EPC Instructor. Students must possess current EPC provider card to register for the course. In addition, all students must be monitored while teaching an EPC course to complete instructor requirements. Call for further information regarding registration.

Anatomy & Physiology for EMS (EMS 3000)

Online – This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. This course is required for entrance to an EMT-Paramedic Course. Call for further information regarding registration.

EMS Methodology-Online – This course is designed to prepare the student to teach adults and to understand the adult learner. Participants will learn how to prepare teaching outlines and organize practical skills. This course is required for certification as an NC OEMS Instructor. Call for further information regarding registration.



Nurse Aide I – Short term training that prepares individuals to work as caregivers in a health care setting such as a nursing home, hospital or home health care.

Students will attend 162 hours of instruction-48 clinical hours and 114 classroom hours taught by a registered nurse. Approved by the North Carolina Division of Health Service Regulation.

Prerequisites: High School Diploma, GED or reading test results at a 9th grade level or above.

Course Fee: Tuition \$222.25 (includes Tuition, Supply Fee, Insurance)

Classes:

M, W, 8:15 am-2:45 pm

M, W, Th evenings 5:30-9:30 pm

T, 3-9:30 pm and F 8:30-3 pm

Other classes to be announced.

Registration: Contact Sandy Fischer at (828) 565-4145 or sfischer@haywood.edu

Medication Aide – This course is designed to meet the training requirements for becoming qualified as a medication aide. Students will attend 24 hours of instruction.

Prerequisites: High school diploma or GED and current listing on NC Nurse Aide I Registry.

Course Fee: \$75 (includes Tuition and Supply Fee)

Classes: Feb. 9th, 10th, and 16th from 8 am-4:30 pm

Registration: Contact Sandy Fischer at (828) 565-4145 or at sfischer@haywood.edu

Phlebotomy – This course prepares the student to draw blood specimens from patients in a clinical facility. Students will attend 207 hours of instruction: 87 class hours and 120 clinical hours.

Prerequisites: High School Diploma or GED
Course Fee: \$247.25 (includes Tuition, Supply Fee and Insurance).

Classes: T and Th evenings from 6-9 pm
3/12/13-6/20/13 Clinical hours will be outside of class time.

July 2013 T and Th evenings from 6-9 pm. Dates to be announced
Registration: Contact Sandy Fischer at (828) 565-4145 or sfischer@haywood.edu

HAYWOOD COUNTY FIRE & RESCUE COLLEGE

August 23 – 25, 2013

For more information contact Dee Massey at 565-4247 or dmassey@haywood.edu

Haywood Community College offers certification classes in the following:

- Firefighter Level I & II Classes
- Driver Operator Pumps/Aerial Operation
- Technical Rescue Technician
- Fire and Life Safety Educator Level I, II & III
- Hazardous Materials

Registration Fees range from \$65-175 depending on the hours of class. There is no charge for registration for anyone who is a NC member of rescue squad, ambulance service or fire department.

Fire Service and Rescue training is taken directly to the individual firefighting or rescue groups. Training sessions are held in the local fire and rescue departments allowing personnel to be trained as an organized group utilizing equipment they would use in controlling fires or rescue needs.

For more information concerning fire and rescue training, please check the HCC web page, www.haywood.edu. Click the Continuing-Education Division. Dee Massey, Fire Coordinator may be reached at dmassey@haywood.edu or (828) 565-4247



LAW ENFORCEMENT TRAINING

Basic Law Enforcement

Additional information and classes to be offered can be found at: www.haywood.edu/continuing_education/public_safety

This course is designed to equip the student with the basic skills, knowledge and ability to function as an inexperienced law enforcement officer in the State of North Carolina. This class is a pre-requisite for law enforcement officer certification in this State. The course is composed of blocks of instruction with a state specified minimum number of hours set for each of the blocks. The

total number of course hours required for this certification is set by the NC Criminal Justice Commission.

The next delivery of the Basic Law Enforcement Training will be a day class that will begin with a mandatory orientation on May 17, 2013 at 9:00 a.m. Classes will begin on June 03, 2013. This class will meet Monday – Friday from 8:00 a.m. – 6:00 p.m. for approximately four (4) months. Seating is limited. Contact Dee Parton at 828-627-4548 or dparton@haywood.edu for more information.

A night BLET class will be offered in the fall of 2013. The night class will meet for approximately seven (7) months and meet Monday – Friday, including a few weekends. Refer to: www.haywood.edu/continuing_education/public_safety

2013 Law Enforcement Officer In-Service Training

— Haywood Community College will offer the mandated training for 2013 beginning in February 2013. The dates of the classes will be announced.

Mac Beyond Basics — You have the basics down now take the next step in utilizing all a Mac has to offer. Students will be introduced to Creative Suite 5.5 including I Photo, I Movie, Final Cut Pro X, Keynote, Pages, Numbers, and Keynote.

Course: TBD - Varies from 1 day workshop to 8 weeks, 3 hours/week

Course Location: CAB, Main Campus

Course Fee: TBD

Pre-requisites: Students must have previously taken Mac 101 or have basic knowledge and experience on a Mac.

For information on Mac courses, please contact Kari Rinn, Coordinator. krrinn@haywood.edu or 565-4240

Intro to Windows 7 — This course will introduce the student to basic computer skills using the Windows 7 Operating System. Focused features of the Start Menu, Control Panel, File Operations, personalizing the Desktop, Programs Menu, and some basic Internet skills.

Course: 18088 - M/W 6-9 pm 1/23 - 2/18

Course Fee: Tuition \$65 + Computer User Fee \$5

Course Location: Room 219

OR

Course: 18117 - T/Th 6-9 pm 3/21 - 4/16

Course Fee: Tuition \$65 + Computer User Fee \$5

Course Location: Room 3333

Creating WordPress Websites — Learn to build an attractive website, blog, or website using free software. You will learn to sign up for the software then use various features like templates to choose desired colors and themes, insert sounds and video clips, links, and more. This is a beginner's class to provide basic skills for building a WordPress Website.

Course: 18118 - T/Th 6-9 pm 3/27 - 4/29

Course Fee: Tuition \$120 + \$5 Computer User Fee

Course Location: Room 219

Quickbooks 2012 — Learn how to set-up and choose the best charts of accounts for your business, store important information pertaining to your clients, learn about vendors, printed reports, services and much more.

Course: 18090 - T/Th 5:30 - 8:30 pm 2/19 - 3/14

Course Fee: Tuition \$65 + Computer User Fee \$5

Course Location: Room 204

MS Excel 2010 — This course will cover the basics of building a workbook with multiple worksheets including simple formulas, print layout, basic functions, designing a database for sorting and more.

Course: 18089 - T/Th 6-9 pm 1/15 - 2/7

Course Fee: Tuition \$65 + Computer User Fee \$5

Course Location: Room 204

Digital Photography — Learn to choose a camera, specific features of camera menus, lighting, focus, and editing the photos you will take. Learn to resize, different saving formats, and more.

Course: 18093 - M/W 6-9 pm 2/25 - 3/20

Course Fee: Tuition \$65 + Computer User Fee \$5

Beginning

Photoshop Elements 10 — The course will cover editing digital images, scanned images, learning the toolbar, resizing for emailing, enhancing and adjusting hue and saturation plus much more.

Course: 18173 - T/Th 6-9 pm 4/18 - 5/14

Course Fee: Tuition \$65 + Computer User Fee \$5

Course Location: Room 3333

ONLINE CLASSES

Beginning dates are:

January 16

February 20

March 20

April 17

May 15

Don't forget our online courses! If you don't have time to take a regular class, maybe our online courses would work for you. 2 classes are released each week (Wednesdays & Fridays) and last for 6 weeks. If you need supervisory skills, various medical topics, computer skills, classes for teachers, or even starting your own business, these classes may provide the skills you need.

Our online catalog address is: www.ed2go.com/haywood

Note: Registrations for online classes must be completed at least 3 days prior to class beginning date.

For more information about computer or online courses, call Rose Harrison at 565-4241 or email rharrison@haywood.edu

COMPUTER CLASSES

Mac 101 — Learn the basics of using a Mac. Whether you are interesting in making the switch to a Mac or you already have, this class will cover the basics to get you started using your Mac effectively and efficiently. Come learn shortcuts and explore what a Mac has to offer you.

Course: TBD - Varies from 1 day workshop to 4 weeks, 3 hours/week

Course Location: CAB, Main Campus

Course Fee: TBD



THE SMALL BUSINESS CENTER

The Small Business Center at Haywood Community College actively serves Haywood County, the “First Certified Entrepreneurial Community in the Nation.” This designation means that we are entrepreneurial friendly and have mechanisms in place to help a business to start, to grow and to thrive! Haywood’s Small Business Center website, sbc.haywood.edu, contains information about our business counseling, free business seminars, a wealth of business books and audio CD’s available for loan, the most current Guide for New Business in Haywood County, as well as, Success Stories of those business owners who have used our resources. Again, visit The Small Business Center online as an introduction to how we can guide you through the steps of starting a business, expanding a business, improving efficiency of an existing business, or simply helping you not make a business mistake. Call the Small Business Center @ 627 4512 to preregister for these FREE business seminars!

How to Write a Business Plan

Details: Tuesday, January 15, 6-9 pm, Student Center

An effective business plan is vital to the success of a small business. Discover the tools necessary to write a successful plan.

eBay for Beginners

Details: Thursday, January 17, 6-9 pm, Regional High Technology Center

Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell ,setting up an account, listing items for sale, taking payments and shipping, taking and submitting photos, feedback, using PayPal, and shipping tips.

Business Start-Up Issues A – Z

Details: Tuesday, January 22, 6-9 pm, Student Center. This is a “soup-to-nuts” course that covers all the important issues you DON’T want to overlook when starting your business.

Beyond the Basics of Selling on eBay: Techniques for the Serious Seller

Details: Thursday, January 24, 1-4:30 pm, Regional High Technology Center
This session is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Plus learn those “tricks of the trade” that you have to know to become an eBay PowerSeller!

Setting up your eBay Store

Details: Thursday, January 24, 6-9 pm, Regional High Technology Center
Learn how to become an eBay store owner. Find out how to optimize your eBay store, how to market your eBay store more effectively, and how to list items in your eBay store.

How to Read People to Increase Sales

Details: Tuesday, January 29, 6-8 pm, Student Center
Explore how to set and adjust the sales environment for your customer or prospect and how to follow verbal and non-verbal cues, creating a more comfortable and confident sales process.

The Business of Growing Hops

Details: Tuesday, February 12, 6-8 pm, Student Center
Explore the seasonal processes of hop cultivation and marketing strategies for the developing hops industry.

Marketing your Business on Facebook

Details: Tuesday, February 19, 6-8 pm
200 Building, Room #219 (space is limited, call early) This workshop is for businesses that are already using a business Facebook page and want to learn how to use it more effectively.

Setting up a Facebook Page for your Business

Details: Tuesday, February 26, 6-8 pm

200 Building, Room #219 (space is limited, call early) This is a hands-on workshop to help you set up your business Facebook page.

How to Price Your Product or Service

Details: Tuesday, March 5, 6-9 pm, Student Center
Examine pricing methods and learn how to develop sales forecasts, and measure market potential for your products and services.

Tax Implications for Starting a Business

Details: Wednesday, March 13, 10 am until noon, Student Center
Learn how to register with the NC DOR and examine your sales and use tax requirements and withholding guidelines.

Tax issues for Artists

Details: Date TBA (Call for details)
Discuss the unique sales tax requirements of artists who manufacture and sell wholesale and retail.

Booth Display for the Farmers Market

Details: Tuesday, March 19, 6-8 pm, Student Center
Explore the essentials to attracting and engaging customers at your local farmers’ markets.

ADULT EDUCATION

Adult Education programs teach basic academic and fundamental skills necessary for tomorrow’s jobs: problem solving, negotiating, organizing, creative thinking, listening, and leadership. Adults who enroll in these courses do so for many reasons, such as completing a GED or Adult High School Diploma (AHS); reviewing academic skills to enter college; improved learning to read a job manual; building workplace skills; or helping children do homework.

Program Opportunities

- Adult High School (AHS)
- General Education Development (GED)
- Adult Basic Education (ABE)

“So... You Think You Want to Serve Food?”

Details: March TBA, 6-8 p.m. at HCC’s Student Center building, first floor.
Learn the “do’s and don’ts” of festival food ventures, food service and catering and contacts for home canned foods and baked goods.

Marketing for the Craftsperson and Artists I

Details: Thursday, April (date TBA), 2-5 pm, Creative Arts Building
Begin letting the world know about you and your craft. Learn how to approach independent shops and galleries.

Marketing for the Craftsperson and Artists II

Details: Friday, April (date TBA), 9 am to noon, Creative Arts Building
Attendees are encouraged to bring samples of your craft to the seminar to get new ideas on how to market your work!

Rural Center Microenterprise Loans

Details: Thursday, April 11, 6-8 pm, Student Center
Learn about the NC Rural Center’s Loan program and the how you can apply locally through HCC’s Small Business Center. Lending options include: Traditional Microenterprise Loan - Loans up to \$25,000, Express Loan - Loans \$5000 and Less, Green” Micro Loan - Loans up to \$25,000.

ADULT EDUCATION

- English as a Second Language (ESL)
- Compensatory Education

All classes are year-round and free of charge. Orientation to classes is required and is held twice per month. To register for Orientation, please call 828-565-4182.

The Adult High School (AHS) program is comprised of students who are at least 16 years of age ranging to adulthood. The program offers the opportunity to complete requirements to earn an actual high school diploma. Through careful evaluation of transcripts, interview, and acceptance procedures, participants will be able to determine the number of high school credits needed and work to complete the study for a

diploma. The Adult High School diploma is issued locally through a partnership between the college and Haywood County Schools. This diploma is honored and accepted at community colleges, most private colleges, many universities, and by employers as any other high school diploma earned across the nation. There is no cost to the student for tuition, books or materials.

Class Locations:

Monday-Thursday 8 am-12 pm
Room 348, Main Campus
Tuesday & Thursday 5 pm-8 pm
Room 348, Main Campus
On-line classes are also available.
Course Fee: Free

The General Educational Development (GED)

program offers adults who did not complete a formal high school program the opportunity to receive their high school credential. The GED diploma is the only nationally recognized high school equivalency program and certifies attainment of high school level academic knowledge and skills. Our program provides instruction in five subject areas in preparation for taking the high school diploma equivalency (GED) test. These five subject areas are: Reading, Writing, Math, Science and Social Studies.

Class Locations:

Monday-Thursday 8 am-12:30 pm
Room 380 Main Campus
Monday-Thursday 9 am-12 pm
Room 335-B Main Campus
Monday-Thursday 5 pm-8 pm
Room 204 Main Campus
On-line classes are also available.
Course Fee: Free



Adult Basic Education (ABE) can assist you in pursuing a GED, obtaining an Adult High Diploma, becoming better prepared for the workplace, developing skills to enable you to get a better job, creating a stronger presence in family life, or entering college. The program also provides skill building instruction to support the transition to continued education, certificate programs, workforce development, and/or degree programs.

Class Locations:

Monday-Thursday 8 am-12 pm Main Campus
Monday-Thursday 5 pm-8 pm Main Campus
On-line classes are also available.
Course Fee: Free

English as a Second Language (ESL) is a program of instruction designed for adults who are limited English proficient and whose primary language is not English. These students who need to improve their speaking, reading, writing, and understanding of the English language to enable them to further their education or obtain employment. For information, please call 828-565-4181.

Class Locations:

Monday & Wednesday 9 am-12 pm
Main Campus
Monday & Wednesday 6 pm-8 pm
Bethel Baptist Church
Wednesday 6 pm-8 pm
Clyde Central United Methodist Church
Course Fee: Free

Compensatory Education is a community college program for adults (17 and older) with intellectual disabilities or adults with brain injury functioning at a level of intellectual disability. The program is designed to help the individual acquire and maintain basic and life skills needed to function successfully in daily living. This will result in the individual becoming an active participant in the community through work, socialization, home life and faith community. **Class Locations:** Day classes are available at Haywood Vocational Opportunities for clients of HVO. Evening classes are held Tuesday and Thursday at The Waynesville Towers from 6:30-8:30 pm. For more information, please call 565-4182.

Course Fee: Free

NEW STUDENTS complete all information below.
RETURNING STUDENTS provide only SS#, name, date of birth, signature and any changes.

Please print or type:

Last, First, and Middle Initial Maiden

Mailing Address, City, State, Zip Code, and County

Phone: _____ Home Business Cell

E-Mail: _____

SSN (for student identification purposes ONLY): ____ - ____ - _____

Date of Birth (Month/Day/Year): _____

Are you a full time resident of North Carolina? Yes No

Ethnic Origin: Are you?
 Hispanic/Latino Non Hispanic

Select One or More Races:
 American/Alaska Native Asian
 Black or African American
 Hawaiian/Pacific Islander White

Gender: Male Female

Employment Status:
 1. Retired (R)
 2. Unemployed –not seeking (UN)
 3. Unemployed- seeking (US)
 4. Employed 1-10 hours (E1)
 5. Employed 11-20 hours (E2)
 6. Employed 21-39 hours (E3)
 7. Employed 40 or more hours per week (E4)

High School Name: _____

Circle Highest Grade Completed: 0 1 2 3 4 5 6 7 8 9 10 11 12

High School Graduation Date _____
 GED Adult High School 1-Yr. Vocational Diploma Associates Degree
 Bachelor's Degree Masters Degree or Higher

SIGNATURE: _____ DATE: _____

By signing this form, student agrees the information above is true and accurate and the legal residence given for tuition purposes is as shown. Student agrees to abide by the HCC Policies and Procedures and the Student Code of Conduct. Unprofessional behavior can place student's participation in jeopardy and will be viewed as grounds for dismissal.

A complete guide to conduct can be viewed here: www.haywood.edu/policies_and_procedures/policy/6/7

Course # (Ex: CAS-8020-501)	Date(s)	Course Title	Days							Time	Location	Fee
			M	Tu	W	Th	F	Sa	Su			
Total												

Please check all information before mailing. Course number must be accurate to ensure proper placement in class. Send check or money order made payable to Haywood Community College (no cash, please) to:

Continuing Education
 Mail-In Registration
 Haywood Community College
 185 Freedlander Drive
 Clyde, NC 28721
 (828) 627-4505
 Fax: (828) 627-4513

Supplemental Student Accident Insurance

As a registered student of a Continuing Education Course you have the option of purchasing Supplemental Student Accident Insurance for \$1.25 per semester.

TERM I Jan. 1-May 15 **TERM II** May 16-Aug. 15 **TERM III** Aug. 16-Dec. 31

- Yes, I would like to purchase Supplemental Student Accident Insurance
- No, I would not like to purchase Student Accident Insurance

NAME _____ DATE _____

Total Amount Enclosed \$ _____

- Check Money Order Cash 3rd Party Billing (Authorization Required)

(For Office Use Only)

Colleague ID# _____ Entered By _____ Date _____

If you have a documented disability that may have some impact on your work in this course and for which you may require accommodations, please contact the Coordinator of Disability Services in the Student Services Building (call at 627-4504). You will be required to provide documentation.

REGISTRATION PROCESS

For more information or to register, call 627-4505 or visit www.haywood.edu

Registration fees are due at the time of registration. Students are not enrolled until all registration fees are paid.

Registration fees are indicated at the end of each course listing and are subject to change. Students are responsible for buying supplies and materials as necessary. Books are usually available through the College bookstore.

Computer Use and Technology Fee: The registration fee for continuing education classes includes a \$3 computer use and technology fee. The fee is required of all students enrolled in continuing education computer classes.

Insurance Fee: Some courses require accident insurance while in class. For these courses, the \$1.25 insurance fee is included in the registration fee and is required of all participants. All students have the opportunity to purchase accident insurance for \$1.25 per semester.

Senior Citizens Please Note: As set forth in Chapter 115D-5 of the General Statutes, full-time North Carolina residents 65 years of age or older will be exempt from the registration fees for Occupational Extension courses. There are no senior exemptions for Self-Supporting (SEF).

Course Repetitions: Students who take an occupational extension course more than twice within a five-year period will be charged the actual cost of the course. This provision is waived if course repetition is required by standards governing the certification licensing in which a student is enrolled.

Refund Policy: Pursuant to the North Carolina Administrative Code Title 23, Chapter 2(D) Section, 0203(d), the college shall refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive 100% refund. NOTE: Official withdrawal requires written notification received by the

Continuing Education Office prior to the first class session.

2. If a class is canceled due to insufficient enrollment, the student will receive 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled class hours, the student will receive a 75% refund. NOTE: Written notification must be received by the Enrollment Management Office before the 10% date. Insurance fees are non-refundable.

Return Check Policy: HCC will charge a returned check processing fee for payments of goods or services not to exceed \$25.00 for a check on which payment has been refused by the bank because of insufficient funds or because the drawer did not have an account at the bank.

Under Age Policy: Special rules and regulations apply to students age 18 or under. Please contact the appropriate department coordinator for more details.

Sign Me Up! Students may register for Continuing Education classes on a first-come, first-served basis. Please register well before the beginning date of your class. If you wait, your class may be full or canceled because of a low number of registrations.

Register by Mail: Complete the registration form on the Previous page, enclose payment and mail to:

Enrollment Mgt Services
 Continuing Education Mail-In Registration
 Haywood Community College
 185 Freedlander Drive
 Clyde, NC 28721

Make checks or money orders payable to Haywood Community College. Mail-in registration will be accepted until one week prior to the first class session.

Register in Person: To register in person, please stop by the Student Services Building on the main campus in Clyde (1st building on left as you enter campus) Monday – Thursday from 8 am – 6 pm and Friday from 8 am – 4 pm.

NON-PROFIT STD
US POSTAGE
PAID
MONROE GA
PERMIT # 15
ECRWSS



www.haywood.edu

Education changes everything. Your life. Our world.

Save the Date!
Professional Arts &
Crafts/Instructional
Facility
Grand Opening
Friday, March 1, 2013.



*HCC is an equal opportunity institution and does not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap.
Office of Marketing and Communications January 2013.*