



FALL  
2023

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



**HCC**

HAYWOOD COMMUNITY COLLEGE

CONTINUING  
EDUCATION  
COURSES





# HAYWOOD STRONG

Haywood Community College is a proud member of the Rapid Response Team for Haywood County, assisting millworkers and our community in the days and months following the announcement of the mill closure. Many of our team members participated in job search assistance, career and resource fairs, scheduled training classes, hosted workshops and conducted meetings for local, regional and state-level groups. The HCC Foundation acted quickly to establish the Haywood Strong Scholarship to assist those impacted by the closure. We have been encouraged by the positive next steps that many have taken to find jobs, connect with training for additional skills, or embark on a whole new

career path. Our community has shown, time and again, that we can and will overcome adversity and uncertainty by coming together and supporting each other through partnerships and teamwork, or by simply lending a helping hand.

Inside you'll find a wide variety of classes to meet you where YOU are—whether you are looking for the next step in your career, to build your small business, or to learn a new skill.

HCC is Haywood's College—YOUR college—and we are #haywoodstrong!

**Shelley Y. White, Ed.D.**  
President, Haywood Community College

# COURSE SECTIONS

## 4 CREATIVE ARTS

HCC offers year-round continuing education classes and workshops in clay, fiber, metals, wood, painting, drawing, writing, music and more. Our programming offers an innovative, affordable education to follow your passion or start a new hobby.

## 15 PUBLIC SERVICES

HCC's Public Services department provides a variety of training opportunities. Whether you're entering a new profession, enhancing your current skills, or meeting educational requirements for maintaining credentials, we have what you need to accomplish these goals.

## 16 SHORT TERM WORKFORCE DEVELOPMENT

Our short term workforce development courses provide a variety of training and certification opportunities. From automotive to construction, we have classes to take your knowledge and skills to the next level.

## 20 SMALL BUSINESS CENTER

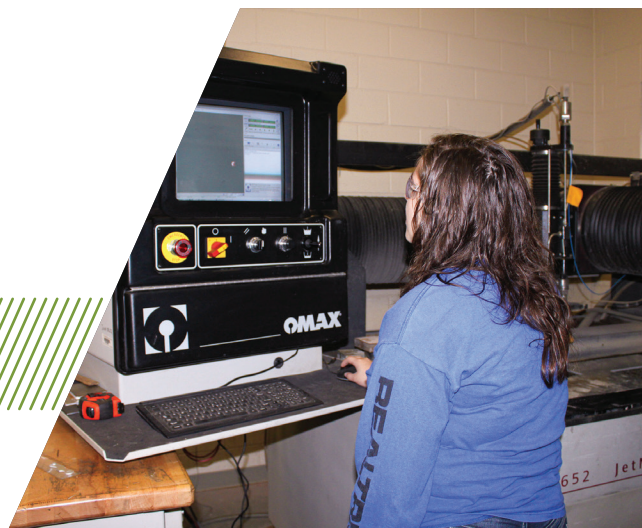
Thinking about starting a business in Haywood County or growing an existing business? The HCC Small Business Center offers a wealth of free programs, services and resources to assist you on your small business journey.

## 26 COLLEGE & CAREER READINESS

Our College & Career Readiness programs offer numerous opportunities for people to earn a high school credential, learn to speak English, or gain skills for everyday life goals, all tuition free.

## 27 CAREER & COLLEGE PROMISE

The Career & College Promise program allows eligible high school students to earn college credit, tuition-free. Students have the opportunity to meet two graduation requirements both in high school and college, simultaneously, allowing them to save time and money.







# CREATIVE ARTS


Please find complete course descriptions, supply lists and begin the registration process on our website:

 [www.haywood.edu/continuing-education/creative-arts](http://www.haywood.edu/continuing-education/creative-arts)

Please note the following when registering for any course:

- Classes are offered on a first-come-first-served basis.
- Students must register and pay by the registration deadline to ensure a spot in the class.
- Students must withdraw at least 24 hours before a course via email or phone to receive a refund.
- Students who do not withdraw and do not show up for class will still be billed for the class.
- Students are not able to register for a class after the class start date.

For the most up-to-date information on classes, events, facilities, registration, and directions, please visit [creativearts.haywood.edu](http://creativearts.haywood.edu) or follow us on Facebook:

 **HaywoodCommunityCollegeCreativeArts**

**Contact us if you have questions:**

 828.565.4152  [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## Drawing & Painting

### INTRODUCTION TO DRAWING

**Instructor:** James Stilwell

**Location:** Sycamore Building, #7105 **Tuition:** \$115

Let's unleash and nurture your creative side together. Learn to visually interpret what you see and capture this on paper. We will cover basic drawing fundamentals: line, contour, shapes, shading, controlling tones, proportion, perspective and composition. While using pencil, a variety of subject matter including still life, nature, people and buildings will be explored. Students will be given a list of materials to purchase (material cost not included).

**8/15/23–9/19/23 | Tuesdays, 1 p.m.–3 p.m.**

Course Code ..... CSP 4000 24874: 40681

Registration Deadline ..... 8/8/23

**10/10/23–11/14/23 | Tuesdays, 1 p.m.–3 p.m.**

Course Code ..... CSP 4000 24876: 40695

Registration Deadline ..... 10/3/23

### INTRODUCTION TO PAINTING

**Instructor:** James Stilwell

**Location:** Sycamore Building, #7105 **Tuition:** \$115

Painting is lots of fun and using acrylic paint is one of the best ways to introduce you to creating colorful art. We are going to demystify color theory by exploring the elements of color and how colors relate to each other. You will discover how to limit your color palette with amazing results. The subject matter will be up to you, still life, nature, landscape and more. Students will be given a list of materials to purchase (material cost not included). Students must have some basic experience with drawing.

**8/15/23 – 9/19/23 | Tuesdays, 3:30 p.m.–5:30 p.m.**

Course Code ..... CSP 4000 24875: 40682

Registration Deadline ..... 8/8/23

**10/10/23 – 11/14/23 | Tuesdays, 3:30 p.m.–5:30 p.m.**

Course Code ..... CSP 4000 24877: 40696

Registration Deadline ..... 10/3/23



## ART JOURNALING

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**Instructor:** Lauren Medford

**Location:** Sycamore Building, #7306 **Tuition:** \$105

Art Journaling is beneficial to artists, hobbyists, or anyone, who wants to be creative. An art journal is a form of visual record keeping of thoughts, memories, and emotions. It can also be used to develop and play with various techniques and experimental mark making. Journaling can help generate new ideas and methods as well as serve as a creative outlet. In this course, students will develop their own art journal and together, we will explore mixed media techniques to establish an art journaling practice of experimentation and visual record-keeping. No artmaking experience is required!

Students are responsible for materials and materials cost around \$75.00 depending on where students purchase supplies. Please view course web page for supplies list.

**8/17/23 – 9/7/23 | Thursdays, 1:30 p.m.–4:00 p.m.**

Course Code ..... CSP 4000 24928: 41152

Registration Deadline.....8/10/23

## RECYCLE & REPURPOSE PAPER ARTS

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**Instructor:** Lauren Medford

**Location:** Sycamore Building, #7306 **Tuition:** \$89

Do you have a stack of old books, magazines, or even junk mail lying around? In this class, we will use these materials as the basis to create new art projects! Upon completion, students utilize old books, magazines, and even junk mail to create exciting new art, including papermaking, mixed media, and collage! No artmaking experience is required.

**8/17/23 – 9/7/23 | Thursdays, 5:30 p.m.–8:00 p.m.**

Course Code .....CSP 4000 24929: 41153

Registration Deadline.....8/10/23

## PET AND ANIMAL PORTRAITS

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**Instructor:** Jim Stilwell

**Location:** Sycamore Building, #7105 **Tuition:** \$99

Capture your lovable pet or your favorite animal in graphite pencil drawings. The student will work from photographs and explore composition, texture, blending, value as well as other intermediate drawing skills. There will be emphasis on how to capture the personality of the animal and bring it to life. Varieties of paper media, photography tips and how to present and reproduce your finished art will be covered as well. Participants must have experience with basic drawing skills.

*\*\*Materials to bring: 4B and 6B graphite pencils, drawing pad, pencil sharpener, kneaded eraser and optional Bristol paper\*\**

**8/18/23 – 9/15/23 | Fridays, 3:30 p.m.–5:30 p.m.**

Course Code .....CSP 4000 24882

Registration Deadline ..... 8/11/23

To register: 828-565-4152 or hcc-creativearts@haywood.edu.

**10/13/23 – 11/17/23 | Fridays, 3:30 p.m.–5:30 p.m.**

Course Code ..... CSP 4000 24883

Registration Deadline .....10/6/23

To register: 828-565-4152 or hcc-creativearts@haywood.edu.

## APPALACHIAN GHOST STORY TRADING CARDS

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**Instructor:** Lauren Medford

**Location:** Sycamore Building, #7105 **Tuition:** \$124

Prepare yourself to make some hauntingly delightful prints of local ghost stories! In the class we will learn the basics of relief printmaking by using ghost stories as our subject matter. Each student will select an Appalachian ghost story to depict in a print, carve a block, print it, and trade with fellow classmates. Each student will print enough prints to exchange with classmates.

Students are responsible for materials and materials cost is around \$85.00 depending on where students purchase supplies. Please view course web page for supplies list.

**9/14/23-10/19/23 | Thursdays, 5:30 p.m.–8:00 p.m.**

Course Code .....CSP 4000 24930: 41154

Registration Deadline ..... 9/1/23



## OIL PAINTING FOR BEGINNERS

**Instructor:** Tonya Harwood

**Location:** Sycamore Building, #7105 **Tuition:** \$76

Have you always wanted to try oil painting but just were not sure where to begin? This class is for you! Each class will cover skills that will help you learn the magic of oil painting. Familiarize yourself with the tools used and how to care for and clean them. Learn color theory as you practice mixing colors and experiment with different mediums. Students are responsible for materials cost. A list will be provided, please view course web page for more information.

**9/11/23-10/2/23 | Mondays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24884

Registration Deadline..... 9/4/23

To register: 828-565-4152 or hcc-creativearts@haywood.edu

**10/9/23 – 10/30/23 | Mondays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24885

Registration Deadline.....10/2/23

To register: 828-565-4152 or hcc-creativearts@haywood.edu

**11/6/23 – 11/27/23 | Mondays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24886

Registration Deadline.....10/30/23

To register: 828-565-4152 or hcc-creativearts@haywood.edu

## THE GIFT OF GIVING: HANDMADE GREETING CARD & TAG MAKING

**Instructor:** Lauren Medford

**Location:** Sycamore Building, #7306 **Tuition:** \$124

In this course, create greeting cards and gift tags to pair with gifts for your loved ones. Create a new collection of cards and tags each week! This course introduces the endless possibilities of designing and producing handmade cards and tags. Learn basic painting, printmaking, papermaking techniques and processes. Upon completion, students will be able to produce handmade cards and tags that utilize the various processes learned. No artmaking experience is required!

Students are responsible for materials and materials cost is around \$85.00 depending on where students purchase supplies. Please view course web page for supplies list.

**11/2/23–12/14/23 | Thursdays, 12:30pm–3:00pm**

Course Code ..... CSP 4000 24931: 41155

(No class on 11/23)

Registration Deadline..... 10/26/23

## Fiber & Sewing

### BEGINNING WEAVING 101: FLOOR LOOM

**Instructor:** Rachel Haas

**Location:** Sycamore, #7306 **Tuition:** \$169

In this six week course, learn every step of beginning weaving on a floor loom including designing a warp with multiple colors, dressing the loom back to front, and exploring weaving in both plain weave and twill structures. You will learn weaving terminology, how to calculate quantities of yarn needed for a project, how to plan warp dimensions, and gain an overview of finishing techniques. By the end of the class you will leave with “color and weave” cloth samples and either a set of dishtowels, placemats, or a scarf. You will have a solid foundation for weaving on your own after the class.

Students need to bring the following to class:

1. Scissors
2. Tape measure
3. Pen/pencil, notepad, graph paper
4. Colored pencils (optional)
5. Folder (optional)





6. 6- or 12-inch ruler
7. Straight pins or T-pins, qty ~5
8. Tapestry or embroidery needle
9. Calculator
10. 1" wide smooth ribbon, one spool (optional)

**11/6/23–12/11/23 | Mondays, 10 a.m.–3 p.m.**

Course Code ..... CSP-4000-24927: 41151

Registration Deadline.....10/30/23

## BEGINNER NATURAL DYES

**Instructor:** Rebecca Porche

**Location:** Sycamore Building, #7306 **Tuition:** \$175

In this 2-day course, learn a hands-on approach to dyeing vibrant colors with natural dyes. You'll learn the natural dye process and how to achieve reliable results when naturally dyeing solid fabrics. Each student will also leave with a sample collection of several dyes on various fabrics. No experience necessary! Students should bring: a needle and thread, snips or small embroidery scissors, an apron, and gloves.

**8/12/23-8/13/23 | Saturday & Sunday, 12 p.m.-6 p.m.**

Course Code ..... CSP 4000 24932

Registration Deadline..... 8/5/23

**11/14/23–11/15/23**

**Tuesday & Wednesday, 12 p.m.–6 p.m.**

Course Code ..... CSP 4000 24926

Registration Deadline..... 11/7/23

## EXPLORING IDEAS IN WEAVING

**Instructor:** Deanna Lynch

**Location:** Sycamore Building, #7306 **Tuition:** \$250

Start with a versatile set up and cover weaving fundamentals. In this 5-week course, there will be opportunities for students to experiment with design techniques at the loom to generate new ideas for future weaving projects. Prior experience with weaving is helpful but not required. This course is open to all skill levels and all loom types. You can choose to work on a rigid heddle or a floor loom for the entirety of class.

Students should bring: scissors, tape measure, pen/pencil, notepad, graph paper, colored pencils (optional), folder (optional), 6- or 12-inch ruler, straight pins

or T-pins, qty ~5, tapestry or embroidery needle, calculator, and a 1" wide smooth ribbon, one spool (optional)

**8/15/23-9/12/23 | Tuesdays, 12 p.m.-4 p.m.**

Course Code ..... CSP 4000 24898: 41023

Registration Deadline..... 8/6/23

## WOOL APPLIQUE NEEDLE BOOK

**Instructor:** Denise Seay

**Location:** Oak Building, Upstairs **Tuition:** \$132

Students will make a wonderful small carrying case for handwork supplies or it can be enlarged as a book cover. Pattern is provided but students are encouraged to personalize their design. Wool applique is quick, portable and easy to learn, but, beware, embroidery over wool applique can become a passion and a lifelong exploration in handwork. Materials provided; this is a handwork class.

**8/19/23-9/2/23 | Saturdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24921

Registration Deadline.....8/14/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## REMAKE, REUSE, RECONSTRUCT

**Instructor:** Denise Seay

**Location:** Oak Building, Top Floor **Tuition:** \$120

Have clothes that are no longer wearable but love the pattern or fabric? Want to explore garment deconstruction and reconstruction? Experiment with remaking unused garments into useful accessories, combining clothes to make new garments and tailoring garments to fit better. This is a fun class to learn about fabric content and sewing techniques for different types of fabrics and express your creativity. Students will reconstruct a few pieces in this 3-week class. Open to any skill level.

**10/12/23–10/26/23 | Thursdays, 10 a.m.-2 p.m.**

Course Code ..... CSP 4000 24902: 41060

Registration Deadline.....10/5/23



## UPHOLSTERY: DAY CLASS

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**Instructor:** Lanie Hendrix

**Location:** Oak Building, Downstairs **Tuition:** \$219

This hands-on course begins the first class. Students should bring a simple desk or dining chair with a seat bottom or a footstool for their first project.

**8/21/23-12/11/23 | Mondays, 10:00 a.m.–2:30 p.m.**

Course Code ..... CSP 4000 24870: 40632

Registration Deadline..... 8/14/23

## UPHOLSTERY: NIGHT CLASS

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**Instructor:** Lanie Hendrix

**Location:** Oak Building, Downstairs **Tuition:** \$219

This Hands on course begins the first class. Students should bring a simple desk or dining chair with a seat bottom or a footstool for their first project.

**8/21/23-12/11/23 | Mondays, 5 p.m.–9 p.m.**

Course Code ..... CSP 4000 24871: 40633

Registration Deadline..... 8/14/23

## Quilting

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### BEGINNING PIECING AND QUILTING

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**Instructor:** Denise Seay

**Location:** Oak Building, Upstairs **Tuition:** \$127

Always wanted to try quilting; need a schedule to finish those UFO's (Un-Finished Objects); just want to hang out with quilters? This class can be whatever you want. You'll have fun learning the basics of piecing, applique and quilting skills by hand and machine, but if you're beyond basic and want to do your own thing, join us. We'll begin with exploring fabric, rotary cutting, supplies and use of the sewing machine. Sewing machines provided, but feel free to bring your own. Students will proceed at their own pace, but a small quilt top is possible. The last class will be devoted to preparing the top for quilting. Supply list to be provided.

**8/17/23-8/31/23 | Thursdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24922

Registration Deadline..... 8/12/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## QUILTING

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**Instructor:** Lanie Hendrix

**Location:** Oak Building, Upstairs **Tuition:** \$211

This 10-week session begins the first class learning the basics of choosing and project-cutting with a ruler and rotary blade. Sewing on one of our babyloc machines, these classes are for beginners to accomplished quilters. Come bring the projects you are working on now and quilt them on one of our longarm 3 quilters. One-on-one and class instruction are part of all classes. There is a lunch period, so feel free to bring a snack or meal.

**9/29/23-12/15/23 | Fridays, 9:00 a.m.–2:30 p.m.**

Course Code ..... CSP 4000 24872:40629

Registration Deadline..... 9/22/23

**10/4/23-12/6/23 | Wednesdays, 9:00 a.m.–2:30 p.m.**

Course Code ..... CSP 4000 24873:40630

Registration Deadline..... 9/27/23

**10/5/23-12/14/23 | Thursdays 5 p.m.–9 p.m.**

Course Code ..... CSP 4000 24887

Registration Deadline..... 9/28/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## WOOL APPLIQUE AND EMBROIDERY

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**Instructor:** Denise Seay

**Location:** Oak Building, Top Floor **Tuition:** \$132

Slow-Sew. Wool applique and embroidery are soothing, portable and affordable. Blocks work up quickly. Students will explore working with and felting wool and discover threads and multiple hand embroidery stitches. Three block patterns will be available and students should expect to complete all three blocks in this 3-week course with work outside of class. Very addictive!

**10/14/23– 10/28/23 | Saturdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24903: 41061

Registration Deadline..... 10/9/23

## Homesteading

### SIMPLE PICKLES AND JAMS

**Instructor:** Tonya Harwood

**Location:** Oak Building, Top Floor **Tuition:** \$51

Canning is a fun and easy way to preserve some of your garden favorites. Jars of handmade goodies also make wonderful gifts (to give and receive). Learn the basics of water bath canning, what equipment is needed, and how to stay safe. In each class you'll try some super-simple recipes and can them. Each student will leave with a jar of handmade jam/pickles.

**8/22/23–8/29/23 | Tuesdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24888

Registration Deadline..... 8/15/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**10/10/23–10/17/23 | Tuesdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24889

Registration Deadline..... 10/3/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**11/7/23–11/14/23 | Tuesdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24890

Registration Deadline..... 10/31/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**12/5/23–12/12/23 | Tuesdays, 10 a.m.–2 p.m.**

Course Code ..... CSP 4000 24891

Registration Deadline..... 11/28/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

### SOAP MAKING FOR BEGINNERS

**Instructor:** Tonya Harwood

**Location:** Sycamore Building, #7105 **Tuition:** \$99

This fun 1 ½ day workshop is for the beginner or the experienced soap-maker. We will cover the basic chemistry behind the soap making process, tools/materials needed, important safety rules, and all the steps to make handmade, cold-process soap. Each student will make and take home 2 lbs of beautiful goat milk/oatmeal soap. All materials are included. \*Please wear long sleeves and closed-toe shoes. Bring an apron if you have one.

**9/9/23–9/10/23**

**Saturday, 10 a.m.–3 p.m. & Sunday, 10 a.m.–12 p.m.**

Course Code ..... CSP 4000 24892

Registration Deadline..... 9/2/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**10/7/23–10/8/23**

**Saturday, 10 a.m.–3 p.m. & Sunday, 10 a.m.–12 p.m.**

Course Code ..... CSP 4000 24893

Registration Deadline..... 10/1/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**11/4/23–11/5/23**

**Saturday, 10 a.m.–3 p.m. & Sunday, 10 a.m.–12 p.m.**

Course Code ..... CSP 4000 24894

Registration Deadline..... 10/28/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## Jewelry

### LAYING THE FOUNDATION: INTRO TO VITREOUS ENAMEL

**Instructor:** Tiffany Payne

**Location:** Sycamore Building, #7321 **Tuition:** \$314

During this course students will explore various ways to create designs with transparent and opaque enamel on copper. You will learn techniques such as under painting, sgraffito, blending, and cloisonné. Whether you are an experienced metalsmith hoping to add something new to your work, or a newcomer to the medium –this course will be a fun overview of what enameling has to offer. Basic metalsmithing skills will be useful, but not necessary. Open to all skill levels. This is a techniques class; however, you will leave with complete pieces!

**8/21/23–10/2/23 | Mondays, 5 p.m.–9 p.m.**

Course Code ..... CSP 4000 24907

Registration Deadline..... 8/14/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**Contact us if you have questions:**

📞 828.565.4152 🌐 [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)



## ENAMELING

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**Instructor:** Ilene Kay

**Location:** Sycamore Building, #7321 **Tuition:** \$343

Bright, jewel-like colors created by firing powdered glass onto metal have made enamel a favored choice for designers of jewelry. In this class you will learn the steps to prepare copper for enameling. A wide variety of techniques are covered, including sgraffito, stencils, rubber stamps and ink, frit, glass string, graphic on enamel and applying decals. Students will have the option of using precut shapes or cutting their own shapes. For those with metalsmithing skills, options for setting your enamel jewels into your jewelry creations will be covered.

**8/23/23-9/27/23 | Wednesdays 2 p.m.–5 p.m.**

Course Code ..... CSP 4000 24923: 41124

Registration Deadline.....8/14/23

## INTRODUCTION TO METAL SMITHING

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**Instructor:** Amy Pike

**Location:** Sycamore Building, #7321 **Tuition:** \$320

Carry on the tradition of metal smithing practiced throughout history. You will learn in a well-equipped metals studio on our beautiful campus. Through a series of projects, students will become familiar with the basic tools and techniques used to make jewelry from metal. We will learn to safely cut, shape, and texture metal, make connections through riveting and soldering, and apply finishing techniques such as polishing and patinas. The techniques learned in this class will be well-suited to those who'd like to have a small studio at home, and you will receive guidance about the essential tools needed to get started. With each project you will see a demonstration of the techniques we are learning and be given supplies to make your own design using those techniques. This class can be your first step to a life long practice in the art of metal smithing, or just a chance to try something new and make some of your own art from metal.

**9/26/23–11/14/23 | Tuesdays, 1 p.m.–5 p.m.**

Course Code ..... CSP 4000 24901:41042

Registration Deadline..... 9/19/23

## JEWELERS OPEN STUDIO

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**Instructor:** Ilene Kay

**Location:** Sycamore Building, #7321 **Tuition:** \$168

Have you taken jewelry classes and just need a place to work with access to tools? Open studio is a great option as you will have access to our well equipped studio and you will have the guidance of Instructor Ilene Kay along with the camaraderie of other jewelry students. The studio is equipped with all the basic tools needed for metal smithing as well as a rolling mill, anvil, torches, soldering stations, and kiln.

**10/4/23-10/25/23 | Wednesdays, 2 p.m.–5 p.m.**

Course Code ..... CSP 4000 24924: 41125

Registration Deadline.....9/27/23

## ADVANCED METALSMITHING

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**Instructor:** Ilene Kay

**Location:** Sycamore Building, #7321 **Tuition:** \$183

Continue your jewelry making journey as you take your metal smithing skills to the next level. The basic skills you've acquired are just the starting place. In this class you will refine your sawing, soldering and other skills as you see your design come to life. Students will create a one of a kind pendant with a bezel set stone. (Your stone can be oval or round, the minimum size is about the size of a quarter, but can be larger.) Add wire or metal overlay embellishments for a unique look.

Techniques covered include: design and workflow for a custom project, bezel setting a stone of your choice, making twisted wire for decorative borders, sweat soldering sheet metal overlays, more precision soldering skills, fabricating a bail, and advanced piercing skills.

**11/15/23–12/13/23 | Wednesdays, 2 p.m.–5 p.m.**

Course Code .....CSP 4000 24925: 41126

Registration Deadline.....8/14/23



## Metal Forging & ABS Courses

### ABS INTRODUCTION TO BLADESMITHING

**Instructor:** ABS Certified Master Bladesmith

**Location:** Walnut Building, #3327 & #3337

**Tuition:** \$1381.25

This class is for beginning knifemakers. Students will be introduced to the concepts and techniques needed to make a knife. Students are taught metal selection, blade function and different blade designs will be discussed. Hand forging to shape, normalizing, heat treating, grinding and tempering will all be taught. These semi-finished blades will be tested for their cutting ability, edge holding, hardness and flexibility. Students should be able to make a blade which will pass the equivalent of a Journeyman Smith Performance Test. Successful completion of this course will reduce the required three year waiting period as an ABS Journeyman Smith judging in two years. This is a two-week long class and will be taught by an ABS Certified Master Bladesmith.

**8/7/23–8/18/23 | 8:15 a.m.–5:15 p.m.**

Course Code .....CSP 4000 24863:40528

Registration Deadline.....6/10/23

**9/25/23–10/6/23 | 8:15 a.m.–5:15 p.m.**

Course Code .....CSP 4000 24865: 40533

Registration Deadline.....08/21/23

### MAKE A BLACKSMITH'S KNIFE

**Instructor:** Bill Weinert

**Location:** Walnut Building, #3327 **Tuition:** \$383

Throughout this course, students will learn the basic skills of forging and hone those skills into creating their own simple blacksmith's knife. These simple and elegant knives have been hand crafted since the Iron Age and are a great starting project for any aspiring smith. This course will place an emphasis on making the craft of blacksmithing an enjoyable and attainable hobby for anyone.

Students must bring their own eye protection, hearing protection, leather apron, heat resistant gloves, and respirator. Please wear natural fiber clothing.

**8/22/23–10/10/23 | Tuesdays, 5:30 p.m.–9:30 p.m.**

Course Code .....CSP 4000 24895

Registration Deadline.....8/15/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

### MAKE A HATCHET

**Instructor:** Bill Weinert

**Location:** Walnut Building, #3327 **Tuition:** \$383

Throughout this course, students will further hone their forging skills into creating their own hatchet. This project will include punching and drifting the eye of the hatchet, forging the cutting edge to shape, grinding the blade and making the handle. This course will place an emphasis on making the craft of blacksmithing an enjoyable and attainable hobby for anyone.

Students must bring their own eye protection, hearing protection, leather apron, heat resistant gloves, and respirator. Please wear natural fiber clothing.

**10/24/23-12/12/23 | Tuesdays, 5 p.m.–9 p.m.**

Course Code .....CSP 4000 24896

Registration Deadline.....10/17/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**Contact us if you have questions:**

📞 828.565.4152 🌐 [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)



## Music

### VIOLIN & CELLO FOR BEGINNERS

**Instructor:** Ashley Winters

**Location:** Sycamore Building, #7315 **Tuition:** \$145

Through music we learn to become storytellers!

This introductory course welcomes students with little to no strings experience for both violin and cello. Begin the class with a tour of the instrument and bow. Learn basic sight-reading skills, ear-training exercises, practice scales, and explore different musical styles such as classical and fiddle tunes. These lessons can be catered to individual students' interests.

Students taking the beginner course will need to buy "Hal Leonard Essential Elements for Strings Violin/Cello Book 1." Students will also need to bring their own instrument.

**9/18/23–12/4/23 | Mondays, 5:45 p.m.–6:45 p.m.**

Course Code .....CSP 4000 24904: 41062

Registration Deadline..... 9/11/23

### INTERMEDIATE VIOLIN & CELLO

**Instructor:** Ashley Winters

**Location:** Sycamore Building, #7315 **Tuition:** \$145

Through music we learn to become storytellers!

This course is for violin or cello students that have either completed the beginner class, have previous experience, or for those wanting more of a musical challenge. Students will learn various bow techniques, basic music theory and comprehension, and dive further into different musical styles and techniques. Performance and ensemble instruction is available. These lessons can be catered to individual students' interests.

Those taking the intermediate course will need to buy "Hal Leonard Essential Elements for Strings Violin/Cello Book 2." Students will also need to bring their own instrument.

**9/18/23–12/4/23 | Mondays, 7 p.m.–8 p.m.**

Course Code ..... CSP 4000 24905

Registration Deadline..... 9/11/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## Pottery

### BEGINNING WHEEL THROWING

**Instructor:** Christina Bendo

**Location:** Sycamore Building, #7221 **Tuition:** \$151

If you have ever watched someone throw pottery on the wheel, you know that it is a mesmerizing process! In this 5-week course you too can experience the magic by learning to throw pottery on the wheel. Through demonstrations and one-on-one coaching, you will learn all the steps to create simple forms such as bowls, cups, and bud vases. Learn about the properties of clay and how to glaze and fire work so that it is colorful and food safe. But be warned...pottery is addicting! You may back for more!

Cost includes one bag of clay, use of classroom glazes and kiln firing. Tools are provided, but you are welcome to bring your own if preferred.

**8/15/23–9/12/23 | Tuesdays, 9 a.m.–12 p.m.**

Course Code ..... CSP 4000 24914: 41075

Registration Deadline..... 8/8/23

**9/26/23–10/24/23 | Tuesdays, 9 a.m.–12 p.m.**

Course Code ..... CSP 4000 24915: 41076

Registration Deadline..... 9/19/23

**11/7/23–12/5/23 | Tuesdays, 6 p.m.–9 p.m.**

Course Code .....CSP 4000 24916: 41077

Registration Deadline..... 10/31/23

### HAND BUILDING BASICS

**Instructor:** Christina Bendo

**Location:** Sycamore Building, #7221 **Tuition:** \$151

During this 5-week course you will learn the fundamentals of handbuilding with clay, no prior experience required! Each week you will complete a different project based on a new technique. Week one will cover pinch pots, including a unique technique for larger scale and sectioned serving dishes, in week two you will learn how the most ancient pots were made using coils, and weeks three and four will cover slab building using molds and templates. During the course you will learn about the properties of clay and techniques for joining, refining, and surface patterning. In week five, learn to

glaze and fire your work so that it is colorful and food safe. Cost includes one bag of clay, use of classroom glazes and kiln firing. Tools are provided, but you are welcome to bring your own if preferred.

**8/16/23–9/13/23 | Wednesdays, 6 p.m.–9 p.m.**

Course Code .....CSP 4000 24911  
Registration Deadline..... 8/9/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**9/27/23–10/25/23 | Wednesdays, 6 p.m.–9 p.m.**

Course Code .....CSP 4000 24912  
Registration Deadline.....9/20/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**11/8/23–12/6/23 | Wednesdays, 9 p.m.–12 p.m.**

Course Code .....CSP 4000 24913  
Registration Deadline..... 11/1/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## INTERMEDIATE WHEEL THROWING

**Instructor:** Christina Bendo

**Location:** Sycamore Building, #7221 **Tuition:** \$151

Want to take your wheel throwing to the next level? Perfect for students who have already taken a beginning pottery class, this 5-week course will cover forms and techniques such as making plates, lidded jars, throwing with larger amounts of clay, and learning to trim feet and attach handles. Please note the techniques you will learn in this class require a mastery of basic centering and pulling. If you are still struggling with these techniques, please take the beginning pottery class for more practice before moving on to the intermediate course.

Cost includes one bag of clay, use of classroom glazes and kiln firing. Tools are provided, but you are welcome to bring your own if preferred.

**8/15/23–9/12/23 | Tuesdays, 1 p.m.–4 p.m.**

Course Code .....CSP 4000 24908  
Registration Deadline..... 8/8/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**9/26/23–10/24/23 | Tuesdays, 1 p.m.–4 p.m.**

Course Code .....CSP 4000 24909  
Registration Deadline..... 9/19/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**11/7/23–12/5/23 | Tuesdays, 2 p.m.–5 p.m.**

Course Code .....CSP 4000 24910  
Registration Deadline..... 10/31/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)



## Wood

### CREATIVE SCULPTURE FROM NATURE

**Instructor:** James Stilwell

**Location:** Sycamore Building, #7105 **Tuition:** \$100

Create 3D and relief sculpture from ordinary items foraged from nature. Free your creative side by reawaking and deepening your innate connection to the natural world. Your crafted art could be anything from abstract to realistic as you are only limited by your imagination. You will be guided through the creative crafting process from concept to completion. There will also be tips on finding your raw materials and tuning into nature.

**8/18/23–9/15/23 | Fridays, 1 p.m.–3 p.m.**

Course Code .....CSP 4000 24880  
Registration Deadline..... 8/11/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

**10/13/23–11/17/23 | Fridays, 1 p.m.–3 p.m.**

Course Code .....CSP 4000 24881  
*Class does not meet on 11/10/23*  
Registration Deadline.....10/6/23  
To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)



## FLY ROD MAKING

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**Instructor:** Tommy Thomas

**Location:** Sycamore Building, #7121 **Tuition:** \$341

Build or restore your own fly rod. This course reviews the methodology of rod building and will consist of techniques that are well over 100 years old. All materials will be provided but students are welcome to bring a rod for evaluation and restoration.

**9/12/23–11/28/23 | Tuesdays & Thursdays, 6 p.m.–8 p.m.**

Course Code .....CSP 4000 24897

*Class does not meet on 10/3, 10/5, 10/10, 10/12, 10/31, 11/21*

Registration Deadline.....9/5/23

To register: 828-565-4152 or [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)

## WOODWORKING FOR BEGINNERS: KEEPSAKE BOX

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**Instructor:** Bill Weinert

**Location:** Sycamore Building, #7121 **Tuition:** \$249.00

This course will guide students through the construction of a Keepsake box of their own design using basic woodworking tools that are easily accessible. No prior woodworking experience is necessary. Student will be responsible for purchasing their own wood.

**8/21/23–10/2/23**

**Mondays & Wednesdays, 5 p.m.–7 p.m.**

Course Code .....CSP 4000 24878: 40720

*No class on 9/4/23*

Registration & Payment Deadline .....8/14/23

## WOODWORKING FOR BEGINNERS: SMALL TABLE

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**Instructor:** Bill Weinert

**Location:** Sycamore Building, #7121 **Tuition:** \$249

This course will build on skills students have learned in the previous class and guide them through the construction of a small table of their own design, using basic woodworking tools that are easily accessible. No prior woodworking experience is necessary, but classes are recommended in order. Students will be responsible for purchasing their own wood.



**10/25/23–12/6/23**

**Mondays & Wednesdays, 5 p.m.–7 p.m.**

Course Code .....CSP 4000 24879: 40731

*No Class on 11/22/23*

Registration & Payment Deadline .....10/18/23

## Writing

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### ADVANCED FICTION

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**Instructor:** Andrew Peterson

**Location:** online/remote **Tuition:** \$140

Advanced Fiction Writing Workshop provides the space for a writer to write. Students will take their writing to the next level, submitting their work for close-reading and review by their peers and the instructor.

**8/8/23–9/26/23 | Tuesdays, 5:15 p.m.–7:15 p.m.**

Course Code .....CSP 4000 24899: 41031

Registration Deadline.....8/1/23

**10/17/23–12/5/23 | Tuesdays, 5:15 p.m.–7:15 p.m.**

Course Code .....CSP 4000 24900: 41032

Registration Deadline.....10/10/23

**Contact us if you have questions:**

☎ 828.565.4152 🌐 [hcc-creativearts@haywood.edu](mailto:hcc-creativearts@haywood.edu)



# PUBLIC SERVICES

**H**aywood Community College has numerous courses and certifications available. From Nurse Aide to Fire & Rescue, we have the classes you need to make a difference in our community. Due to the fluid nature of course offerings, please reach out to our department coordinators for additional details. Some classes also require partnership with local organizations and we can help connect you to ensure a successful registration process.

## LAW ENFORCEMENT

### Courses Offered:

- Basic Law Enforcement Training (BLET)
- Detention Officer Certification
- Telecommunicator

**To register or if you have questions:**

☎ 828.627.4548

🌐 [HCC-lawenforcementtraining@haywood.edu](mailto:HCC-lawenforcementtraining@haywood.edu)

## FIRE & RESCUE

### Courses Offered:

- Day Fire Academy
- Night Fire Academy
- Technical Rescuer Class
- Driver Operation Certification
- Wilderness Week
- Live Burn Training

**To register or if you have questions:**

☎ 828.565.4241

🌐 [HCC-FireTraining@haywood.edu](mailto:HCC-FireTraining@haywood.edu)

## CPR/AHA CLASSES (AMERICAN HEART ASSOCIATION)

### Courses Offered:

- AHA Heartsaver CPR, First Aid, AED
- AHA Basic Life Support for Healthcare Providers

**To register or if you have questions:**

☎ 828.565.4103

🌐 [HCC-EMSTraining@haywood.edu](mailto:HCC-EMSTraining@haywood.edu)

## ALLIED HEALTH

### Courses Offered:

- Nurse Aide I
- Nurse Aide I Refresher
- Phlebotomy
- Medication Aide (Nursing Homes)
- Advanced Training Programs
- Advanced Training Certificates

**To register or if you have questions:**

☎ 828.565.4145

🌐 [HCC-AlliedHealth@haywood.edu](mailto:HCC-AlliedHealth@haywood.edu)

## EMERGENCY MEDICAL SERVICES

### Courses Offered:

- Emergency Medical Services (EMS)
- Emergency Medical Technician (EMT)
- Advanced Emergency Medical Technician (AEMT)
- Paramedic

**To register or if you have questions:**

☎ 828.565.4103

🌐 [HCC-EMSTraining@haywood.edu](mailto:HCC-EMSTraining@haywood.edu)





# SHORT TERM WORKFORCE DEVELOPMENT

For more information and to see a complete listing of upcoming courses, please visit our website:

 [www.haywood.edu/continuing-education](http://www.haywood.edu/continuing-education)



*Scan QR code to visit our website for more information on these classes, including dates and times.*

*Payment is due upon enrollment for all classes.*

## Workforce Development

### NC AUTO SAFETY INSPECTION

**Tuition: \$75 Location: 1600 Pine #1607**

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. Initial (new) and Recertification courses are 8 hours.

**9/6/2023 & 9/7/2023**

**Wednesday & Thursday, 6 p.m.–10 p.m.**

Course Code ..... SEF-3001-11367 40135

**10/4/2023 & 10/5/2023**

**Wednesday & Thursday, 6 p.m.–10 p.m.**

Course Code ..... SEF-3001-11368 40135

**11/1/2023 & 11/2/2023**

**Wednesday & Thursday, 6 p.m.–10 p.m.**

Course Code ..... SEF-3001-11369 40135

**12/6/2023 & 12/7/2023**

**Wednesday & Thursday, 6 p.m.–10 p.m.**

Course Code ..... SEF-3001-11370 40134

### OBD EMISSIONS

**Tuition: \$75 Location: 1600 Pine #1607**

OBD II certification is required in all current emissions counties. The course is designed to prepare auto technicians and service personnel as OBD emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMVC for OBD emission inspectors.

**PRE-REGISTRATION REQUIRED.** Students must attend class both days to receive credit with the NC DMV.

**9/20/2023 & 9/21/2023**

**Wednesday & Thursday, 6 p.m.–10 p.m.**

Course Code ..... SEF-3001-11375 40149

**11/15/2023 & 11/16/2023**

**Wednesday & Thursday, 6 p.m.–10 p.m.**

Course Code ..... SEF-3001-11376 40144

## ESCORT VEHICLE OPERATOR CERTIFICATION

**Tuition:** \$75 **Location:** 1600 Pine #1607

North Carolina requires escort/pilot vehicle drivers to be certified in accordance with 19A NCAC 02D. An 8-hour course is mandatory for initial certification which remains valid for 4 years from the issue date. Failure to maintain the conditions set forth in the aforementioned Administrative Code will immediately result in revocation of certification. Initial Applicants:

1. Complete 8-hour course administered by a participating NC Community College.
2. Submit Escort Vehicle Operator Application to the Oversize/Overweight Permit Unit's office within 6 months of completing class.
3. Submit a current (no older than 6 months) Certified Driving Record to the Oversize/Overweight Permit Unit's office within 6 months of completing class.
4. \*NEW\* Submit documentation of proof of completion of a defensive driving course that has been approved by the National Safety Council.

**10/14/2023 | Saturday, 8 a.m.–5 p.m.**

Course Code ..... AUT-3003-11381 40346

**12/16/2023 | Saturday, 8 a.m.–5 p.m.**

Course Code ..... AUT-3003-11382 40347

## Construction Skills & Technology

### CORE: INTRODUCTION TO BASIC CONSTRUCTION SKILLS

CORE can better prepare you to find your first construction job and start succeeding on day one. This course is designed for people with little or no experience in the building industry. We'll discuss career opportunities, jobsite safety, math fundamentals, hand and power tool usage, construction drawings, and material handling—plus communications and employability skills to help with the job search process. Earn your OSHA-10 construction industry safety certification and a CORE credential from NCCER, a nationally recognized educational foundation serving the construction industry since 1996. CORE is mainly a discussion-based, in-the-classroom course, but students

spend approximately two weeks getting hands-on practice with construction tools. 120 hours.

**9/19/23–12/12/23**

Course Code ..... CST-3110-11405/2023CE3-CI:41103

### PLUMBING – LEVEL 1

Discover how water distribution and drain/waste/vent (DWV) systems work so you can start learning to install, maintain, and repair them. Plumbing – Level 1 looks at the tools, drawings, and applied math used by plumbing professionals, along with safety issues and codes specific to the industry. You'll be introduced to a range of plumbing fixtures, as well as techniques for working with different types of piping and fittings—plastic, copper, cast iron, and steel. This course can provide you with the fundamental skills and knowledge to start a rewarding career in this high-demand field. (NCCER requires completion of CORE before awarding additional NCCER credentials.) 168 hours.

**Fall 2023, Dates/Times TBD**

828-565-4244 or [hcc-construction@haywood.edu](mailto:hcc-construction@haywood.edu)

### HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVACR) – LEVEL 1

Begin exploring the basics of heating, ventilation, air conditioning, and refrigeration (HVACR) work. This course will introduce you to different types of equipment and systems, as well as a variety of piping practices. You'll also learn about the fundamentals of electricity and will look at some of the components and electrical instruments used in HVACR system installation and service. Other topics include codes, standards, and related math skills, plus an overview of the licensure and certification process for HVACR technicians. HVACR Level 1 can get you started down the path to becoming a journeyman technician in this dynamic, high-tech field. (NCCER requires completion of CORE before awarding additional NCCER credentials.) Min. 144 hours.

**Fall 2023, Dates/Times TBD**

828-565-4244 or [hcc-construction@haywood.edu](mailto:hcc-construction@haywood.edu)



## CONSTRUCTION TECHNOLOGY (CT)

Understanding a variety of construction techniques can help you build a solid foundation for any career path in the building trades. Construction Technology classes will cover all phases of the residential building process—from foundations, to framing, to exterior finish work—plus other skills you'll need to be familiar with on a jobsite. Practice working safely and efficiently while expanding your overall construction knowledge. (NCCER requires completion of CORE before awarding additional NCCER credentials.)

### Fall 2023, Dates/Times TBD

828.565.4244 or [hcc-construction@haywood.edu](mailto:hcc-construction@haywood.edu)

## CT I – RESIDENTIAL CARPENTRY

This class will focus on basic framing and other fundamental carpentry skills needed to construct single-family dwellings. Topics will include floor and wall systems, simple stair layout, ceiling joist and roof framing, exterior finish and roofing, and basic cabinet construction and installation. 200 hours.

### Fall 2023, Dates/Times TBD

828.565.4244 or [hcc-construction@haywood.edu](mailto:hcc-construction@haywood.edu)

## CT II – SPECIAL TOPICS IN BUILDING

This “special topics” course will look at some of the non-carpentry skilled craft trades involved in homebuilding. Explore the fundamentals of masonry, plumbing, HVAC, electrical, and heavy equipment operation. Increase your understanding of the services performed by these key residential subcontractors to help you better evaluate their work or to help you choose a career path in the construction industry. 150 hours.

### Fall 2023, Dates/Times TBD

828.565.4244 or [hcc-construction@haywood.edu](mailto:hcc-construction@haywood.edu)

### To register or if you have questions:

☎ 828.565.4244    🌐 [hcc-construction@haywood.edu](mailto:hcc-construction@haywood.edu)

## Notary Public Education

### Tuition: \$75

### Location: Public Services Training Facility, #9105

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. 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.

### 8/5/2023 | Saturday, 9 a.m.–6 p.m.

Course Code ..... LEX-3874-11392 41016

### 9/16/2023 | Saturday, 9 a.m.–6 p.m.

Course Code ..... LEX-3874-11393 41016

### 10/7/2023 | Saturday, 9 a.m.–6 p.m.

Course Code ..... LEX-3874-11394 41018

### 11/4/2023 | Saturday, 9 a.m.–6 p.m.

Course Code ..... LEX-3874-11395 41019

### 12/2/2023 | Saturday, 9 a.m.–6 p.m.

Course Code ..... LEX-3874-11396 41020

## 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 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.

**To Register:**

- Drivers must register no later than three days prior to the class beginning.
- No late arrivals will be admitted to class.
- Refunds will NOT be granted for failure to attend class.
- NO personal checks accepted
- To register, please visit student services in the Hemlock Building at 185 Freedlander Drive, Clyde, NC 28721.

## DEFENSIVE DRIVING DDC-4

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**Location:** Public Safety Training Facility, #9123

**Tuition:** \$75 (personal checks not accepted)

DDC-4 is a fast paced, NSC-certified-instructor led, interactive, four-hour, driver-improvement program that makes an ideal refresher course. After completing the course, attendees will receive both a certificate and wallet-sized card that many auto insurance companies honor by offering an annual premium discount. (Please contact your auto insurance carrier to determine if a discount will be provided.)

**Topics:**

- Aggressive driving and road rage
- Fatigue and drowsy driving
- How driver behavior and mental conditions affect driving
- Defensive driving techniques
- The crash impact on passengers
- How to avoid a collision and case study scenarios
- Personal driving style evaluation
- Hazard recognition and collision avoidance
- Emotional impairment, common driving irritation and “pet peeves”
- The “fatal four” causes of a crash
- Driving skills inventory and assessments
- Occupant protection laws and graduate driver’s licensing
- Vehicle malfunctions and maintenance

**8/28/23 | Monday, 6 p.m.–10 p.m.**

Course Code .....SEF-3001-15154: 40548

**9/9/23 | Saturday, 9 a.m.–1 p.m.**

Course Code .....SEF-3001-15155: 40549

**9/11/23 | Monday, 6 p.m.–10 p.m.**

Course Code .....SEF-3001-15156: 40550

**10/9/23 | Monday, 6 p.m.–10 p.m.**

Course Code .....SEF-3001-15158: 40554

**10/14/23 | Saturday, 9 a.m.–1 p.m.**

Course Code .....SEF-3001- 15159: 40556

**11/6/23 | Monday, 6 p.m.–10 p.m.**

Course Code .....SEF-3001-15160: 40559

**11/11/23 | Saturday, 9 a.m.–1 p.m.**

Course Code .....SEF-3001- 15161: 40561

**12/4/23 | Monday, 6 p.m.–10 p.m.**

Course Code .....SEF-3001-15163: 40590

**12/9/23 | Saturday, 9 a.m.–1 p.m.**

Course Code .....SEF-3001-15164: 40595

## DDC-8 ATTITUDINAL DYNAMICS OF DRIVING

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**Tuition:** \$130.00

This is a highly participatory class that assesses the individual’s driving behavior, and then involves the students in developing an action plan to improve driving behavior and personal responsibility. A driver’s behavior is a reflection of their attitude. Students are directed into understanding how their driving results from choices they make and that the responsibility of safe driving is their own.

**Appropriate violations for this course include:**

- Excessive speeds
- Passing a stopped school bus
- Careless and reckless driving
- Driving while license revoked

**8/19/23 | Saturday, 8 a.m.–5 p.m.**

Course Code ..... SEF-3001-15153: 40547

**9/16/23 | Saturday, 8 a.m.–5 p.m.**

Course Code ..... SEF-3001-15157: 40551

**11/18/23 | Saturday, 8 a.m.–5 p.m.**

Course Code .....SEF-3001-15162: 40584

**12/16/23 | Saturday, 8 a.m.–5 p.m.**

Course Code .....SEF-3001-15165: 40599





# SMALL BUSINESS CENTER

**T**he Small Business Center at Haywood Community College actively serves current and prospective Haywood County Small Businesses. HCC's Small Business Center provides NO FEE, confidential, one-on-one counseling services; seminars, webinars and workshops; resource referrals; and much more. In addition to SBC resources, Haywood County is home to Startup Haywood, a resource rich platform empowering entrepreneurs and small businesses to succeed by quickly and easily connecting them to support programs, essential business training and one another.

*Supportedly*

**Startup Haywood**  
Serving Haywood County

The SBC is your local resource to get the support you need to start and grow your business. We are here to serve local entrepreneurs through education and training, and supporting business success for community impact.

*To offer flexibility for your busy schedules, our seminars will continue to offer online and in-person options. Pre-registration is required and there is no fee to attend. To see our full schedule and register, visit us online at [sbc.haywood.edu](http://sbc.haywood.edu).*

## Small Business Development Series

**Presented in partnership with tenBiz, Inc.**

*Join us on Tuesdays starting August 15th from 3-5 p.m.*

*This series will take you from idea to opportunity. Learn key strategies for business planning, financing and marketing, as well as important information about legal issues, licensing, zoning, operations, taxes and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Take one or take them all.*

### HOW TO START A BUSINESS

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for startup, financing and marketing, as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

**8/15/23 | Tuesday, 3 p.m.–5 p.m.**

### HOW TO WRITE A BUSINESS PLAN

A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

**8/22/23 | Tuesday, 3 p.m.–5 p.m.**

**To register or if you have questions:**

📞 828.627.4512

🌐 [sbc.haywood.edu](http://sbc.haywood.edu)

## MARKETING YOUR BUSINESS

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Marketing for the 21st century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising, and grassroots marketing. Explore the components of an effective marketing plan in this seminar.

**8/29/23 | Tuesday, 3 p.m.–5 p.m.**

## FINANCING YOUR BUSINESS

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How do I finance my small business? What loan option is the best fit for my business? Great questions! Financing a small business can be a bit overwhelming for many small business owners and idea thinkers. Navigating the options available even more so. During this seminar, attendees will explore different types of funding sources and learn more about the lending process.

**9/5/23 | Tuesday, 3 p.m.–5 p.m.**

## FINDING YOUR CUSTOMERS

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Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you information about your industry and customers. Get the data you need to test the feasibility of a new business, find the competition and potential customers interested in your proposed product or service.

**9/12/23 | Tuesday, 3 p.m.–5 p.m.**

## SMALL BUSINESS TAX ESSENTIALS

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This seminar will cover the basic requirements to help NC businesses understand the laws and obligations necessary to be a tax compliant business. Participants will learn about filing and administrative requirements, the basics of NC sales & use tax law, and the basics

of NC withholding tax law in addition to receiving directions for completing sales tax and withholding returns and for filing and paying online. Agencies such as the NC Department of Revenue, Secretary of State, Industrial Commission, Employment Security or Business Link NC may be present to deliver additional information.

**9/19/23 | Tuesday, 3 p.m.–5 p.m.**

## BASICS OF BOOKKEEPING

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Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best informed business decision. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

**9/26/23 | Tuesday, 3 p.m.–5 p.m.**

## General Business Seminars

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### QUICKBOOKS ONLINE 4-PART SERIES

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**Speaker:** tenBiz

Is it time to finally get your books in order? Are you tired of not knowing if you are making or losing money throughout the year? Are you ready to send invoices, pay bills and record deposits more efficiently and accurately? Join us for one or all four sessions of our QuickBooks Online Series. This series will feature four sessions to get you off the ground and running. Information and demonstrations covering the basics of using this popular online accounting program will be utilized. There will also be time for Q&A with your instructor, a Certified Public Accountant (CPA).

**Fall 2023, Dates/Times TBD**

**Visit [sbc.haywood.edu](https://sbc.haywood.edu) to sign up for our newsletter and get the latest SBC updates delivered to your inbox.**

Session 1: Setup

Session 2: Bank Feeds

Session 3: Invoicing and Payments

Session 4: Reconciling and Reports





## Sales & Marketing

### SOCIAL MEDIA SERIES

#### Speaker: tenBiz

Join us for these hands-on, workshops to help you learn how to put social media to work for your business. You will walk away with the skills and knowledge to use Facebook, Instagram, and Pinterest to effectively market your small business through advertising campaigns, gain audience engagement through live video and messaging, and use analytics to track and optimize your performance.

*These are Bring-Your-Own-Device Workshops. Participants should bring a laptop, tablet, or mobile device to use.*

#### INTRO WORKSHOP FOR FACEBOOK, INSTAGRAM, AND PINTEREST

This class is an introductory workshop designed for small business owners who want to effectively use Facebook, Instagram, and Pinterest to promote their products and services. It covers fundamental features and strategies for creating engaging content, growing your following, and reaching your target audience on each platform. Topics include creating a business page, optimizing profiles, running advertising campaigns, crafting aesthetic profiles, leveraging Instagram Stories and Reels, using Pinterest to drive traffic to your website, and more.

**10/4/23 | Wednesday, 9 a.m.–2 p.m.**

#### INTERMEDIATE WORKSHOP FOR FACEBOOK, INSTAGRAM, AND PINTEREST

This class is an intermediate workshop designed for small business owners with some experience using Facebook, Instagram, and Pinterest who want to advance their skills and strategies. It covers advanced topics, including creating custom audiences, using automation tools, developing a comprehensive marketing strategy, retargeting and lookalike audiences, using Instagram ads, leveraging user-generated content, and more.

**10/11/23 | Wednesday, 9 a.m.–2 p.m.**

### MARKETING MEDIA SERIES

#### Speaker: Bob Mackowski

#### BUSINESS PHOTOGRAPHY

You need visuals to represent your business on your website and social media. Make sure that they're not terrible. Photographer Bob Mackowski will give you some basic, entry-level tips to use with any camera (yes, even your cell phone), and you'll spend time with hands-on practice. After that, you'll learn how to make sure that it's seen and that it leaves the right impression. Your business isn't awful; make sure that your visuals don't make it look that way.

**10/17/23 | Tuesday, 5 p.m.–8 p.m.**

*This is a Bring-Your-Own-Device Workshop. Please bring a mobile device (phone or tablet) and a camera (phone/tablet/DSLR/point-and-shoot) to class with you for the hands-on portion.*

#### VIDEO MARKETING

Let's get to work and make some videos! In this intermediate-level, hands-on class, you'll start by learning why creating videos for marketing is so important and strategies to tell your stories through video. Once you've learned that, it's time to get hands-on and create. You'll make one video from a template and at least one video from scratch, all of which you'll get to keep and use in your marketing immediately.

**10/18/23 | Wednesday, 9 a.m.–12 p.m.**

*This is a Bring-Your-Own-Device Workshop. Participants should bring a laptop, tablet, or mobile device pre-loaded with their behind-the-scenes photos/videos, product photos/videos, and logos.*

## VIRTUAL MARKETING BOOTCAMP

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### **Speakers:** tenBiz

Does your marketing strategy need a refresh? Get ready to take your Marketing to the next level with these workshops to help you get ahead.

### **SESSION 1 | FIND YOUR NICHE**

Learn how to be relevant in your market by researching your competitors and community, and strategically deciding how you will fit in and compete. What will it take to earn your competitor's business and why will a customer choose you over other options that exist?

You will also discover tools to identify gaps in the market and how to fulfill them through your products, services, and advertising methods.

**9/6/23 | Wednesday, 10 a.m.–12 p.m.**

### **SESSION 2 | HIT THE BULL'S-EYE**

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

**9/13/23 | Wednesday, 10 a.m.–12 p.m.**

### **SESSION 3 | SPREAD THE WORD**

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

**9/20/23 | Wednesday, 10 a.m.–12 p.m.**

### **SESSION 4 | MAKE AN OFFER THEY CAN'T REFUSE**

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

**9/27/23 | Wednesday, 10 a.m.–12 p.m.**

## VIRTUAL MARKETING SERIES

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### **Speakers:** Bob Mackowski/Nick Hawks

This series is focused on helping you learn what tools will work best for your business to keep your online presence aligned with your brand for optimized connection and engagement with your target customers.

### **THE 30-DAY ONLINE MARKETING MAKEOVER**

There are so many places online for potential customers to find you: Google, your website, social media, and more. Make sure they can find your business and that they like what they see.

Commercial photographer and marketing expert Bob Mackowski will walk you through this high-level overview of the online marketing landscape. This class will touch on websites, visual marketing, Google Business, email marketing, and so much more.

**10/25/23 | Wednesday, 5 p.m.–8 p.m.**

### **SELLING ON ETSY**

Attend this class to learn how to sell your artwork, jewelry, crafts, and vintage items! See just how easy it is to Grow Your Brand with a wealth of new customers and promotional SEO tools. Learn how to register and start selling on Etsy. Share the story of your craft in your profile, item photos, and shop banner. Escape the 9-5 grind and focus on your passion. You will be guided through planning the basics of your strategy and given an in-depth look at Etsy's tools to help you succeed online.

**11/1/23 | Wednesday, 6 p.m.–8 p.m.**

### **FACEBOOK SHOPS & MARKETPLACE SALES**

If you sell products online and you don't have a Facebook Shop, or you have a local presence but are not using Facebook Marketplace, you're missing a huge opportunity. Join this class to learn the benefits of using Facebook Shops & Marketplace to grow your business.

**11/8/23 | Wednesday, 6 p.m.–8 p.m.**

### **INSTAGRAM FOR BUSINESS**

This course will help you master Instagram marketing strategy, which will help you grow your business at a rapid pace and gain thousands of the right kind of followers. Find out how you can convert followers into paying customers and get the inside scoop on hashtagging your post and stories to generate sales.

**11/15/23 | Wednesday, 6 p.m.–8 p.m.**



## Summits & Special Interest

### VIRTUAL NONPROFIT SERIES: 3-DAY NONPROFIT BOOTCAMP

**Speaker:** Funding for Good: Mandy Pearce, Owner; Marie Palacios, Lead Consultant

**10/17/23 | Tuesday, 10 a.m.–2 p.m.**

#### **SESSION 1 | Strategic Planning The Beginning: Creating a Process that Produces Results**

Did you know that businesses can **DOUBLE** their chances for success simply by creating a current and relevant strategic plan to guide growth?

This workshop is perfect for business leaders seeking to begin a planning process that engages the entire team and produces a realistic action-focused plan.

More than 70% of nonprofits that have a written plan admit that the document is sitting on a shelf collecting dust and we want to make sure yours is not one of them!

Funding for Good's experts will break down the 10 things every organization should know before drafting the final document. Participants will walk away with a greater understanding of different approaches to the process, professional tips on what works and what does not, and an arsenal of strategies to generate buy-in from your board, staff, and stakeholders.

#### **SESSION 2 | Strategic Planning: What Could and Should be in the Final Written Document**

Are you ready to draft a written strategic plan but wonder "How do we narrow down all these ideas into one document?"

This workshop helps business leaders understand the three questions every strategic plan should answer.

Funding for Good's experts will highlight essential components of a written strategic plan and share strategies to ensure that your end product is clear, concise, and compelling. We will explain how to organize the content in a way that educates and inspires readers.

Participants will learn how a well-designed "strategic planning retreat" contributes to a plan that captures the shared vision of your collective group without ignoring the innovative ideas of individual team members. This workshop is perfect for leaders seeking a wealth of tips, tools, and templates to convert strategic planning conversations and content into one **LIVE** written plan.



**10/18/23 | Wednesday, 10 a.m.–2 p.m.**

#### **SESSION 3: Budgeting to Fully Fund Your Overhead**

This session will identify the building blocks of a strong budget and explain how nonprofits can easily raise the dollars needed to cover overhead costs. We will discuss how proper budgeting will propel grant proposals to success and how to use messaging to raise these much-needed funds. You'll see how to accurately describe, budget, and properly package your programs and projects to effectively secure funds from diversified funding streams.

#### **SESSION 4: How to Create a Written Fundraising Plan**

Planning is hard. With a load of responsibilities on the development team, planning often takes a backseat to immediate needs and crisis fundraising. A well-written fundraising plan will allow you to focus your efforts, plan out your annual fundraising tasks, and help you create and evaluate strategies to accomplish and exceed expectations. Learn ways to track fundraising goals throughout the year in one easy-to-use tool. If creating a plan is the next step in your development career, this is the workshop for you.

**10/19/23 | Thursday, 10 a.m.–2 p.m.**

#### **SESSION 5 | Basics of Board Fundraising Part I**

#### **SESSION 6 | Basics of Board Fundraising Part II**

Does fundraising with your board feel like a never-ending "three-legged race?"

Are you ready to get your board off the sidelines and moving in the same direction?

This workshop is ideal for nonprofit leaders who are ready to get back to the basics of fundraising. Join Funding for Good's experts as we untangle the challenges that limit board engagement and equip your team with the tools to grow your capacity.

## Small Biz Lunch & Learn Series

Provided in partnership with SCC SBC

Webinar | Weekly, 12 p.m.–1:15pm

**Sponsor:** Sequoyah Fund

Are you a new business owner or have an idea for a small business? If so, then this lunch and learn series is the perfect opportunity to step away from the office and learn a new topic every week during your lunch hour. Leave inspired and renewed each week, with new tools and resources to help you make progress in transforming or launching your small business.

### SEPTEMBER

- 6** 8 Things You Should Do Before Starting a Business
- 13** Work Smarter, Not Harder with Time Management Strategies for Your Business
- 20** Reach Customers Online with Google
- 27** The Entrepreneurial Mindset

### OCTOBER

- 4** Preparing for a Small Business Loan
- 11** Growing Your Business Network
- 18** Small Business Experts and Organizations You Should Get to Know
- 25** Learn to Resolve Conflicts Effectively as a Small Business Owner

### NOVEMBER

- 1** It's Not What You Know, It's Who You Know- Building Business Connections
- 8** Take Your Business Pitch from Good to Great
- 15** Secrets to Keeping Customers for Life
- 22** Budgeting Blunders and Beauties- How to Win the Fight with Your Business Finances
- 29** Make a Business Offer That Can't Be Refused

### DECEMBER

- 6** Find Out Who Your Best Customers Are and Hit the Marketing Bullseye
- 13** Tell Your Story to Influence Buyers
- 20** Building a Brand that People Will Remember
- 27** How to Price Your Product or Service

## MindSpark Series

Webinar | 1st Wednesday, Monthly | 12-1pm

**Speaker:** TenBiz

### July 5 | Activate Yourself

Growing a business is hard work and takes many phases and stages. You will gain insights by exploring examples, brainstorming, noting attributes, qualities, & characteristics within local and global communities, and encouraging small steps to build an active calendar.

### August 2 | Establish Mission/Vision

Deciding upon your chosen outcomes, where you will have a keen focus, will be like staring at a bullseye. Choosing not to fail is a serious matter. Deciding to start now is critical. You will explore the importance of your mission and vision being a transparent and necessary tool.

### September 6 | Calendar Steps and Action Plan

How do you successfully manifest your goals? Which daily, weekly, monthly, and yearly activities must you do for your well-being and your business's success? We will look at being empowered to be organized and streamlined.

### October 4 | Who are You Helping

We succeed with the community around us, a team, and a group of supportive contributors. Who within your community has played a critical role in your success? To get started, we will review active community connections and help you start developing new ones.

### November 1 | Reach Out and Collaborate

Ebb and flow are not only terms for a river flow; they apply to not failing in business and life. We will explore our network, connections, and contributors and find new ways to interact.

### December 6 | Skills Assessment For Your Business

Start with the positive and take time for yourself. Which traits do you possess that are positive and are seen as value-added parts of your character, personality, values, and qualities? Let's start by looking at the daily, monthly, and yearly routines you use to recharge, encourage, and strengthen yourself.





# COLLEGE & CAREER READINESS

College & Career Readiness programs teach basic academic and fundamental skills necessary for tomorrow's jobs.

- Problem Solving
- Organizing
- Listening
- Negotiating
- Creative Thinking
- Leadership

*All classes are year-round and free of charge.  
Orientation to class is required and held weekly.*

 [www.haywood.edu/ccr](http://www.haywood.edu/ccr)

## Reasons To Enroll

- Complete High School Equivalency Exams (formerly GED®)
- Obtain an Adult High School Diploma
- Review academic skills to enter college
- Improve learning to read job manuals
- Build workplace skills
- Help children with homework

## Program Opportunities

### ADULT HIGH SCHOOL (AHS) DIPLOMA

Program for people ages 16+ to add to their HS credits and complete their HS diploma.

### HIGH SCHOOL EQUIVALENCY EXAMS (FORMERLY GED®)

Classes to help people 16+ prepare for the HSE exams and obtain a HS credential.

### ADULT BASIC EDUCATION (ABE)

Assisting adults with building reading skills, employability skills, and become self-sufficient.

### ENGLISH LANGUAGE ACQUISITION (ELA - FORMERLY ESL)

Multi-level classes for non-native English speakers 16+ who want to improve their English reading, writing, speaking and listening skills.

*People 16 or 17 years of age will need to have a minor permission form completed and notarized. Please call for details.*

**To register or if you have questions:**

 828.627.4700  [HCC-CCR@haywood.edu](mailto:HCC-CCR@haywood.edu)



# CAREER & COLLEGE PROMISE

**T**he Career and College Promise program allows eligible high school students to earn college credit, tuition-free. Students who meet academic eligibility requirements are able to enroll in college classes through career technical education or college transfer pathways.

Courses in these dual credit programs are taught on the high school campuses, at Haywood Community College, and online. Career and College Promise students have the opportunity to meet two graduation requirements, both in high school and college, simultaneously, allowing them to save time and money.

*Courses are offered to CHHS/PHS/THS students.  
Homeschool or other school systems should contact us.*

## Career & College Promise Workforce Continuing Education Pathways

### HIGH SCHOOL JUNIOR OR SENIOR ELIGIBILITY REQUIREMENTS:

- Have an unweighted, cumulative GPA of 2.8 or higher on high school courses; or
- Demonstrate college readiness in English, reading and mathematics on an assessment.

#### OR

- Have the recommendation of the high school principal or student designee and have the high school principal or student designee's rationale for recommendation in place of GPA requirement; and
- Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator.

### FIP 3031 FIRE FIGHTER TRAINING BLOCK 1

#### **Location:** HCC Main Campus

This course includes Orientation, Fire Service Communications, Firefighter Health & Safety, Personal Protective Equipment, Building Construction, Portable Extinguishers, Fire Behavior, Tools and Forcible Entry, and Loss Control.

#### **Date/time::::**

#### **To register or if you have questions:**

**Jessica Honeycutt**

📞 828.565.4119

🌐 [jhoneycutt@haywood.edu](mailto:jhoneycutt@haywood.edu)



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