



# SHORT TERM TRAINING

---

CONTINUING  
EDUCATION  
COURSES



# Short Term Workforce Development

Workforce Continuing Education training programs provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and meet local workforce pipeline needs.

## Human Resource Development

**HRD Employability Lab** - This is a self-paced open lab where students will work independently with guidance from an instructor as needed in the following areas:

- Resume Preparation
- Career Assessments
- Job Search Assistance
- Interview Preparation
- Career Counseling
- Technology Assistance

Course Length – This is an open lab with designated meeting time.

Meetings will be held at the NC Works Career Center.

**HRD Career Readiness/Pathways** - The curriculum framework is based on a specific occupation and includes one or more of the following topics:

- Career exploration
- Entry-level competency awareness
- Employability skills [soft skills]
- Job search strategies
- College-readiness skills

Course Length – 50 Hours Classes will be starting frequently for both day and evening.

Please visit [www.haywood.edu](http://www.haywood.edu) for more information and to pre-register.

**HRD Technology Awareness** - The curriculum framework and the content of the instructional materials will focus on computer use skills as it relates to:

- Developing basic keyboarding, word-processing and Internet skills
- Learning technology-based job search strategies to include the use of social networking
- Applying for employment online
- Accessing governmental and education resources and services.

Course Length – 48 Hours Classes will be starting frequently for both day and evening.

Please visit [www.haywood.edu](http://www.haywood.edu) for more information and to pre-register.

## Advanced Manufacturing

**NIMS Level One Machining** - Haywood Community College is a National Institute for Metalworking Skills accredited school. Machining technology courses at HCC offer the opportunity for students to earn a nationally recognized certification. These courses are designed to teach students what they need to learn to be interview-ready for local manufacturing positions.

Course Length – 400 hours

Look for new courses to start in June. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**Mechatronics** - This course introduces the synergistic integration and application of mechanical, electrical, electronic, robotic, and computer engineering technologies, including Programmable Logic Controllers (PLC), that are found within production and manufacturing environments striving to improve and/or optimize efficiency, productivity, and quality. Upon completion, students will be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, problem solving, and the overall operation of the mechatronic control system.

Course Length – 464 hours

Look for new courses to start in June. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

## Small Business Center: Business Advisory Services

If you are thinking about starting a business or are ready to grow an existing business in Haywood County, we are here to help!

Available on an as-needed basis, this local, confidential service acts as a sounding board for new ideas and or concerns you may have about your business. We will help you find solutions to your challenging business questions, educate you on best practices and help connect you to the resources you need to plan for success.

We work at your pace, with meetings available on a recurring basis, or on a project basis. Starting with an initial consultation, we will talk through your needs and make a plan that works for you. Local, Confidential, No-Fee Business Support.

### Business Advisory Services Include:

- Business Plan Development: Tools and templates from 1-page business plans to test your concepts, to full business plans for loan packages.
- Sources of Capital and Loan Preparation: Learn where and how to find money for your business, including capital equipment, startup funds, and buying an existing business.
- Management and Human Resources Guidance: Learn best practices to apply to your business operations.
- Marketing Assistance: Learn about marketing best practices, from basics to the latest digital trends.
- Market Research: Access industry reports and demographic data to help define your target market or research your competition.
- Support with Referrals: We can help you connect to local and state resources available for your industry.

Ashley Swanger, Director

Office Hours by Appointment\* | Monday – Friday: 8:00am-4:00pm \*Contact us for additional appointment options.

Phone: 828-627-4512 | [acswanger2@haywood.edu](mailto:acswanger2@haywood.edu) | [www.haywood.edu/small-business-center](http://www.haywood.edu/small-business-center)

## Building and Construction

**NCCER CORE: Introduction to Basic Construction Skills** – This course can better prepare you to find that first construction job and then start succeeding on day one. In the classroom, we'll discuss career opportunities in the construction industry, jobsite safety, math fundamentals, hand and power tool usage, construction drawings, material handling, plus communications and employability skills. This is a largely in-the-classroom course with approx. 2-3 weeks spent working hands-on in the shop. CORE is a requisite for earning additional NCCER credentials in the Plumbing, HVACR, and Construction Technology courses but is not a requirement for enrolling in those classes (with program coordinator approval).

Course Length – 120 Hours

**Plumbing – NCCER Level 1** - Get started learning how water distribution, drain, waste, and vent systems work so you can learn to install, repair, and maintain them. This course covers tools, drawings, and math used every day by plumbing professionals, along with safety concerns and codes specific to this 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. Plumbing Level 1 provides fundamental skills and knowledge for entry-level work in this field or for continued study.

Course Length – 180 hours

**HVACR – NCCER Level 1** - Begin exploring the basics of the heating, ventilation, air conditioning, and refrigeration (HVACR) industry. 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 cover some of the components and electrical instruments used in HVACR work. 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 on the path toward becoming a journeyman technician in this dynamic and high-tech field.

Course Length – 165 hours

**NCCER Construction Technology** - 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 basic masonry work, to framing, to exterior finish work, plus other skills you'll need to be familiar with on a construction jobsite. Practice working safely and efficiently while expanding your construction knowledge and starting down a rewarding career path

Course Length - 225 hours (Const. Tech 1: Carpentry) | 180 hours (Const. Tech II: Special Topics)

**Forklift Operator Certification** - This course provides instruction on the operation and maintenance of an industrial forklift. Core topics include forklift design, controls and instrumentation, pre-use inspection, safety awareness, and forklift stability. This course meets the training requirements for related Occupational Safety and Health Administration (OSHA) regulations.

Course Length – 8 hours

Look for new courses to start in late April. Visit [www.haywood.edu/construction](http://www.haywood.edu/construction) for course schedules.

## Healthcare

**Nurse Aide** - This course is designed to prepare graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis on aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure and function and related common disease/disorders, communication and documentation, death and dying, and roles of the nursing assistant and health team members. A skill/competency evaluation is required. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Facility Services.

Course Length – 184 hours

New courses start in June. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**Phlebotomy** - This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians. Course may include a clinical component.

Course Length – 207 hours

New courses start in July. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

## Potential Opportunities

Haywood Community College is exploring the possibilities of offering courses for several other career opportunities. If one of the careers listed below is something you would like to pursue please email us at [HCCIndustryTraining@haywood.edu](mailto:HCCIndustryTraining@haywood.edu) or call (828) 627-4669.

- Electrical Lineman
- Truck Driver Certification
- Gunsmithing
- Heavy Equipment Operator
- Bladesmithing

## Public Safety

**Basic Law Enforcement Training** - The Basic Law Enforcement Training (BLET) program is designed to provide each student with the opportunity to have a successful career in law enforcement or as a foundation to continue an education in law enforcement. Haywood Community College requires that each cadet be sponsored in writing by a public law enforcement agency.

This certification-related 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 minimum number of required hours per block of instruction in this course are set by the NC Criminal Justice Education and Training Standards Commission.

Contact the NC Department of Justice for course standards.

Course Length – Up to 768 Hours

New course starting May 17 and again in September. Visit [www.haywood.edu](http://www.haywood.edu) for more details.

**Detention Officer Certification** - This certification-related Detention Officer Certification Course (DOCC) is offered under guidelines and requirements as set forth by North Carolina Sheriffs' Education and Training Standards Commission. Properly certified State instructors are used in all topic areas. Trainees must successfully pass State administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification as a detention officer. Lecture, demonstrations and practical exercises are primary methods of instruction. Contact the NC Department of Justice for course standards.

Course Length – 215 Hours

Look for new courses to start in May. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**Telecommunicator Certification** - This certification-related Telecommunicator Course is designed to meet the training guidelines mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Trainees must successfully pass a state- administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification. Contact the NC Department of Justice for course standards.

Course Length – 47 Hours

Look for new courses to start in September. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**EMT Basic** - This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Emergency Medical Technician (EMT) course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services.

Course Length – 288 Hours

Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**Advanced EMT** - This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Advanced Emergency Medical Technician (AEMT) course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services.

Must be a current EMT Basic

Course Length – 306 Hours

Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**Paramedic** - This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Paramedic course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services.

Must be a current EMT Basic

Course Length – 1,200 Hours

Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

**NC Firefighter Certification** - The NC Firefighter Certification requires instruction in various topics related to Fire and Rescue including Fire Suppression, PPE, Building Construction, Ropes and Knots, Rescue, and Hazardous Materials Operations.

Course Length – 428 Hours

New courses start in June. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

## Automotive

**Diesel Mechanics** - The course prepares individuals for an entry level position as automotive service technicians who inspect, maintain, and repair automobiles and light trucks that run on diesel fuel. Topics may include: brakes, electrical/ electronic systems, engine performance, suspension and steering, automatic transmission and transaxle, engine repair, heating and air conditioning, manual drive train and axles, and alternative fuel technologies.

Course Length – 288 Hours

Look for new courses to start in August. Visit [www.haywood.edu](http://www.haywood.edu) for course schedules.

