SCHOLARSHIPS

Haywood Community College has $15,000 in scholarship opportunities for Workforce Continuing Education courses in the following areas:

- CNA
- Phlebotomy
- Medication Aide
- EMT Basic
- EMT Intermediate
- Medical Responder
- Fire and Rescue
- Basic Law Enforcement Training
- Nail Technology

Courses that qualify for these scholarships will be marked with a "".

If you see a course of interest and would like to talk about applying for a scholarship, please call Erica Vaughn with the HCC Foundation at 828.565.4170.

STUDENT SUCCESS

Caitlyn Gurecki of Natural Resources and Welding reflects on how her experience at Haywood Community College changed everything.

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Celebrated 50th Anniversary of Haywood Community College

Awarded the 2015 Small Business Center Rookie of the Year, Katy Gould

Awarded the 2015 Western Region Innovator of the Year, Cheryl Fulghum

Placed in Top 10, 2015 NCCCS Excellence in Teaching, Nikae Perkinson

Won the 2015 STIHL Timbersports College National Championship, Ben Kniceley

Placed 2nd, 2015 Cradle of Forestry, HCC Lumberjacks Team

Achieved NIMS Certification (National Institute of Metal Workers), Computer-Integrated Machining

Broke Ground on the Public Services Training Facility

Awarded 189 Scholarships in the Amount of $160,253.46, HCC Foundation

Purchased the Smathers Property of 11.13 Acres

Increased Enrollment over 500% in Creative Arts Continuing Education

Placed Top Finishers at the 2015 Skills USA Competition

Held the First Annual Freedlander 5K

Developed and Launched the First Study Abroad Trip to Nicaragua

Awarded 478 Credentials to 412 Individuals
COLLISION REPAIR and REFINISHING

Learn more about all 23 curriculum programs at haywood.edu
CREATIVE ARTS

Students must be registered for classes at least one week prior to the start date. Students must also cancel participation at least one week in advance for a full refund. For the most updated information on classes, events, facilities, registration and directions, please visit CreativeArts.Haywood.edu. Please contact Kari Rinn, krrinn@haywood.edu or 828-565-4240 with questions.

METALS

Enamel Sampler Bracelet - Spend a fun, fast-paced, and colorful day in the enameling studio creating a unique enamel bracelet. In this 6-hour workshop, you’ll experiment with different enameling techniques to use in your own linked bracelet. Then choose your favorite techniques to transform copper ovals with enamel colors of your choice, using rubber stamp images, simple stencils, metal foil, decals and more. Beginners welcome. Instructor: Terry Taylor
CSP 4000 15542: We 1/13, 10a- 4:30p. Register by 1/6
CAB, Rm 7231, Main Campus.
Fees: $48

Enamel Play Day - Who says enameling has to be hard to learn? Learn the basics of applying enamel to copper shapes and some quick decorative tricks to add pizazz to a simple color. (Hint: one involves rubber stamps.) In this 6-hour workshop, you'll make a pin and earrings to wear home that afternoon, and more! No experience is necessary. Instructor: Terry Taylor
CSP 4000 15537: Fr 2/5, 10a- 3p. Register by 1/29
CSP 4000 16300: Sa 6/11, 10a- 3p. Register by 6/3
CAB, Rm 7231, Main Campus.
Fees: $43, includes supplies

Enamel Basics and Beyond - Enameling is NOT the same thing as enamel paint! Explore the basics of this age-old technique of adding color to metal with glass and firing in a kiln. We will be using opaque enamels to learn a variety of decorative techniques. Students will create colorful earrings, pendants, a small tray, and more. We'll explore using stencils, drawing on glass surfaces, sgraffito, wire and copper inlay, using foil, and more to create fabulous, colorful work. Instructor: Terry Taylor.
CAB, Rm 7231, Main Campus
• Fees: $142, includes supplies.

Beginning Metal Jewelry - Have you ever wanted to try making your own metal jewelry, but don’t have the tools or experience you need? This class is just for you. Learn basic techniques—sawing, shaping, creating textures, and finishing options. Your first project will be a riveted and textured bangle or cuff bracelet that you can wear home the first night! In addition to riveting, you'll learn the basics of soldering metal. Instructor: Terry Taylor.
CSP 4000 16303: Th 2/18- 4/7, 6p- 9p. Register by 2/11.
CAB, Rm 7231, Main Campus.
Fees: $145, includes supplies.

Intermediate Metal Jewelry - This class is for students who have taken Beginning Metal Jewelry and want to further develop their skills. Students will review sawing, filing, piercing, soldering, and basic, small-scale metal construction skills as needed. A simple soldered silver ring band is the first class project. We’ll explore more complex jewelry skills—bezel settings, appliqué, marriage of metals, and more—based on student needs. Instructor: Terry Taylor.
CSP 4000 16304: Th 4/12- 5/31, 6p- 9p. Register by 4/5.
CAB, Rm 7231, Main Campus.
Fees: $148 includes supplies.
Prerequisite: Basic jewelry skills.

Powder Coating Boot Camp - Like a fantastic hybrid between spray paint and enamel, powder coating provides a durable and beautiful surface on metal. Whether you have beginner, intermediate, or advanced powder coating knowledge - this workshop will improve your skills and understanding of the process. This intensive three-day course uses "Old School" know-how with proven best practices and the latest technology solutions. Students will create a group project as well as an individual work during this course. Instructor: Lyndsay Rice.
CAB, Rm 7231, Main Campus.
Fees: $268, includes supplies.

The Art of Mokume-Gane Patternmaking - Perfect for the beginner to advanced metalworker. Experience the beauty of working with Mokume-Gane, a Japanese metalsmithing technique that literally translates into "eye of the wood." Often referred to as Damascus style metalworking, this process manipulates multi-layered billets of different colored metals. The billets are forged, twisted and gauged to produce amazing patterns and textures that resemble wood, smoke and sedimentary layers. Students receive a billet to pattern and to use in their own projects. Forging, soldering and riveting techniques will be explored as well as etching and coloring to expose patterns. Instructor: Wayne Werner.
CAB, Rm 7231, Main Campus.
Fees: $368, includes supplies.

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CAB, Rm 7231, Main Campus.
Fees: $368, includes supplies.
**Intro to Cuttlefish Casting** - Despite their name, cuttlefish are not fish but mollusks and these special creatures have a hard, internal structure called a “cuttlebone” for buoyancy control. In this workshop, we'll be using cuttlebones as mold-making material for casting metal objects and jewelry. We'll learn the basics of carving, which we'll then use to create designs directly in the soft part of the cuttlebone. Once our carvings are complete, we'll melt down our metal and pour it directly into our cuttlefish leaving us with our cast metal objects. We'll learn simple surface techniques such as sanding, filing, and polishing to finish our newly cast objects and jewelry. Instructor: Sarah Rachel Brown

CAB, Rm 7231, Main Campus.
Fees: $103, includes supplies.

**Intro to Lost Wax Casting: Carved Band Rings** - In this workshop, you’ll learn every step of the lost-wax casting process. We'll start with the basics of wax carving, which you'll use to carve your own band ring design out of wax. We'll then take our wax models and invest them in plaster to be burnt out or “lost” in the kiln. The class will culminate with us using a tabletop vacuum casting machine to cast molten metal into our plaster investments. We'll learn simple surface techniques such as sanding, filing, and polishing to finish our newly cast, one-of-a-kind rings. Instructor: Sarah Rachel Brown.

CSP 4000 16309: Fr/Sa 6/3- 6/4, 9a- 5:30p, Su 6/5 8:30a- 4:30p. Register by 5/20.
CAB, Rm 7231, Main Campus.
Fees: $265, includes supplies.

**Hand Wrought Metals** - This course covers the fundamental processes, techniques and tools for heating and forging ferrous and non-ferrous metals. Topics include fire control, use of hammers, tools and traditional techniques for metal shapes. Instructor: David Burnette.

*16 wks, Mo, 8/15- 12/12, 6p- 10p. Register by 8/1.
*16 wks, Tu 8/16- 12/13, 1p- 5p. Register by 8/1.
Rm 3321, Main Campus

**Advanced Hand Wrought** - This course covers ideas and techniques for designing, heating and shaping metal. Topics include hammer control, use of power tools and advanced techniques such as metal lamination. Upon completion, students should be able to create joints for hand wrought metal work using mortise and tenon, collars, and hot wraps. Instructor: David Burnette.

*16 wks, Th 8/18- 12/15, 6p- 10p. Register by 8/1.
Rm 3321, Main Campus
Prerequisite: Successful completion of Hand Wrought Metals or PCJ 262.

**Basic Knife Making** - This course introduces fundamental design and technical skills for knife making. Topics include blade processes of forging and stock removal, as well as handle materials and attachment methods. Upon completion, students should be able to select appropriate techniques, materials, and designs to produce a basic functional or decorative knife. Instructor: David Burnette.

*16 wks, Tu 8/16- 12/13, 7p- 11p. Register by 8/1.
Rm 3321, Main Campus
Prerequisite: Successful completion of Hand Wrought Metals or PCJ 262.

**Advanced Knife Making** - This course expands upon basic skills and knowledge of blade making, handle attachment, and ornamentation. Topics include techniques such as laminated blades, ground blades, advanced handle attachment, and decorative elements (inlay, carving, riveting, and stone setting). Upon completion, students should be able to design and finish more professional quality functional and decorative hand-made knives. Instructors: Shelby Mihalevich/ David Burnette.

*8 wks, Tu/Th 5/24- 7/19, 6p- 10p. Register by 5/10.
*16 wks, Tu 8/16- 12/13, 6p- 10p. Register by 8/1.
Rm 3321, Main Campus.
Prerequisite: Successful completion of Basic Knife Making or PCJ 264.

**Hand Wrought Joinery** - This course introduces the use of traditional joinery techniques used in the Hand Wrought Metal Profession. Emphasis is placed on the history and processes of the traditional joinery using tenons, mortises, collars, rivets, and forge welded joints. Upon completion, students should be able to create joints for hand wrought metal work using mortise and tenon, collars, and hot wraps. Instructor: David Burnette.

*16 wks, We 8/17- 12/14, 6p- 10p. Register by 8/1.
Rm 3321, Main Campus.
Prerequisite: Successful completion of Hand Wrought Metals or PCJ 262.

* Tentative Schedule. Please visit CreativeArts.Haywood.edu for updates.
AMERICAN BLADESMITHING
SOCIETY COURSES

Survival Knife - 2/18-20
Instructor: Jason Knight

Smoky Mountain Hammer-In - 3/17-20
Introduction to Bladesmithing - 3/21- 4/1
Instructors: Greg Neely and Jason Knight

Damascus - 4/11-15
Instructor: Steve Dunn

Making a Hunter – Forging to Finish - 5/2-6
Instructor: Jim Crowell

Handles and Guards - 6/6-10
Instructor: James Rodebaugh

Folders - August 1-5
Instructor: Steve Dunn

Introduction to Bladesmithing - 10/3-14
Instructor: Jim Crowell

CLAY

Clay Basics- This clay basics course will cover just that, all the basics. This introduction to clay will cover how to create, decorate and fire a variety of functional forms suitable for daily use or decoration. No experience necessary. Students will have the opportunity to learn the skills needed to make a vessel, including tools, techniques, different types of clay, throwing on a wheel, hand building, decoration and glazes.
Instructor: Velda Davis
CSP 4000 16310: Tu 4/19- 6/7, 6p- 9p instruction/ We 4p- 7p lab. Register by 4/12.
CAB, Rm 7221, Main Campus.
Fees: $235, includes clay, glazes, firing & lab.

Working off the Wheel: So you want to be a Mud Head - If clay has been beckoning you, now is the time to learn and experiment. The basics of hand building will be covered: pinching, coiling, and slab building or any combination of these things can bring your clay objects to life. Think of what you want to make and we will make it happen. All levels welcome. Instructor: Trish Salmon.
CAB, Rm 7221, Main Campus.
Fees: $225, includes clay, glazes, firing & lab.

Ceramics 2: Intermediate Throwing - This class will focus on the technical skills in throwing. We will cover cylinders and concave forms, plates, bowls, platters, pitchers and more. You will have the fundamentals to make exactly what you want in clay! Instructor: Kelsey Schissel
CSP 4000 16312: We 2/3- 3/23, 10a- 1p instruction/ We 4p- 7p lab. Register by 1/27.
CAB, Rm 7221, Main Campus.
Fees: $243, includes clay, glazes, firing & lab.
Prerequisite: Beginning Throwing. Must be able to throw a cylinder 5 inches tall with 1 pound of clay.

Finding Your Voice as a Potter - In this class, you'll learn to enhance the surfaces of your clay forms using stamps, found objects, slips, under glazes and simple pottery tools. We'll also focus on altering forms through darting and the addition of feet or rims. This class is for the advanced potter who wants to refine their style. Instructor: Kelsey Schissel
CSP 4000 16313: We 2/3- 3/23, 2p- 5p instruction/ We 5p- 7p lab. Register by 1/27.
CAB, Rm 7221, Main Campus.
Fees: $243, includes clay, glazes, firing & lab.
Prerequisites: This class is an intermediate class. Not for beginners. Must be able to make a 6 in tall 3 in wide cylinder.

WOOD

Ornamental & Relief Carving - Learn carving techniques to enable you to bring a 3-dimensional picture or ornamental pattern out of a wooden board. Students will be introduced to the fundamentals of woodcarving and will cover different tools and their proper uses, different types of wood, and what to use to your best advantage. Learn about carving styles from Egyptian to Art Nouveau. Instructor: Bob Orr.
CAB, Rm 7121, Main Campus.
Fees: $92

Wood Carving In-The-Round - This woodcarving course is designed to explore all the basic techniques of carving in three dimensions. Students will be introduced to the fundamentals of woodcarving and will cover different tools and their proper uses, different types of wood, and what to use to your best advantage. Find the beast or human figure latent in a block of wood, or plan a wooden sculpture. Instructor: Bob Orr.
CAB, Rm 7121, Main Campus.
Fees: $92

Handmade Dovetail Box - After going over the intricate mechanics and design of dovetail joints, we’ll get to work to make a board into a box. Each box will have three or more through dovetails, a bottom set into a groove, and a hinged lid or divider carrying handle. This will be primarily hand-powered saw and chisel work, with a bit of routing for the bottom. Lumber and hinges will be supplied, and no prior
experience is necessary – just an interest in woodworking and the ancient, elegant, and dependable dovetail. Instructor: Brian Wurst.
CSP 4000 16317: Th 3/17-4/21, 1p- 4p. Register by 3/10
CAB, Rm 7121, Main Campus
Fees: $116, supplies included.

**UPHOLSTERY & QUILTING**

**Upholstery** - Have a sofa that’s old and worn out? Or a chair that has lost its beauty? If so, come and make it look new again. This course provides hands on experience in tool use and various equipment and techniques of the upholstery profession. You will learn to select fabrics to suit your design and transform that old sofa into a masterpiece. Instructor: Lani Hendrix.

CSP 4000 16318: Mo 3/28- 6/6, 10a- 2:30p.
Register by 3/21.
CAB, Rm 7121, Main Campus
Fees: $126

**Quilting** - This course is designed for individuals interested in learning the art of quilting; from fabric selection to cutting, piecing, and quilting techniques to mastering the long arm machine. You will choose a project incorporating all the major quilt techniques, and learn to sandwich, quilt, and bind your masterpiece. It’s the perfect opportunity to start at the beginning and learn one step at a time—but it’s a great refresher course, too. Instructor: Lani Hendrix.

CSP 4000 16324: We 3/30- 6/1, 9a- 2:30p.
Register by 3/23. Fees: $154
CAB, Rm 7121, Main Campus
Fees: $126

For more information on classes, projects, and tools required, call 565-4249 or 565-4254. You may also visit the classroom prior to your class.

**HCC COMMUNITY CRAFT NIGHT**

**Goal:** To better serve the community; to promote crafts, creativity, dialogue and community.

**When:** The 2nd Thursday of every month from 4 to 8 pm. Beginning January 8th and ending April 8th.

**Where:** Creative Arts Building, multipurpose room 7105

**What:** A community craft night open to students, alumni and community members.

Join us in the Creative Arts Building, room 7105, to convene and work on your craft projects, talk about craft, and see what others are making. No supplies or equipment are provided, but rather a space for creation and conversation.

You are welcome to bring a snack, a friend and any portable project of your choice to work on in a friendly and supportive group setting. Our mission is to create dialogue between artists, mediums and makers of all types. Feedback on your work can be an essential part of the learning process at every step and level of experience. This is an opportunity for individuals to see what others are working on, talk about their own creations, share experiences and create community. Please join us!
FIBER

Beginning Fiber Spinning - Ever wanted to make your own yarn? Thin lace or bulky, silky or curly, all are possibilities. You just have to start with the basics. Students will wash fleece, card the fiber, learn to draft, spin the fiber into yarn, ply, and take home your very first ‘handspun’ yarn. Wheels provided. Instructor: Julie Wilson.

CSP 4000 16352: Sa 2/27, 9a- 4p. Register by 2/9.
CSP 4000 16354: Sa 4/30, 9a- 4p. Register by 4/22
CAB, Rm 7306, Main Campus.
Fees: $46, supplies included.

Get “Loopy” with Boucle - So you know how to spin, why not take a new class and learn how to spin loopy yarn. You’ve seen that fun yarn with loops right in the design, now come make it for yourself. Chase away the winter blues by meeting other spinners and producing some crazy loops! Instructor: Julie Wilson

CSP 4000 16355: Sat 4/9, 9:30a- 12:30p. Register by 4/1.
CAB, Rm 7306, Main Campus.
Fees: $28, supplies included.
Prerequisite: Must be able to spin a consistent yarn.

Shibori - Shibori is a Japanese technique for making intricate, resist-dyed cloth. Using hand stitching and precise dyeing, we will develop a relationship with textiles and fiber that honors our creative journey. Students will learn several Shibori (dye resist) techniques that take us far beyond tie-dye, including arashi (pole wrapping), mokume (stitching and scrunching), itajimi (folded and bound), and kumo (wrapping around stones). Working with both silk and cotton, we will make samples and dye both scarves and shirts. Instructor: Judi Jetson

CSP 4000 16356: Sa 3/19, 9:30a- 5p. Register by 3/11
CSP 4000 16357: Sa 5/21, 9:30a- 5p. Register by 5/13
CSP 4000 16358: Sa 7/16, 9:30a- 5p. Register by 7/8
CAB, Rm 7306, Main Campus.
Fee: $68, supplies included.

Beginning Weaving - Start your journey into the world of weaving. The floor loom is the most efficient way to do handweaving. Learn to plan projects, prepare the loom for weaving and become familiar with reading weaving diagrams. Begin to understand how the patterning works and methods for efficiency. Since “you have to be warped to weave” we will practice the steps of warping on three projects. Those projects will include sample weaves of color interaction, a towel or two and a project of your choice. Baby Wolf floor looms provided. Instructor: Teena Tuenge

CSP 4000 16359: Fr 2/26- 4/1, 12p- 5p. Register by 2/19.
CAB, Rm 7306, Main Campus.
Fees: $218, supplies included.

Beyond Basic Weaving - Continue your journey into the world of floor loom weaving. Practice your warping and weaving skills with two different projects in order to become more proficient and independent. You will decide on the two projects you would like to complete in the class. You will leave the class with two sets of samples and/or woven items of your choice and design such as scarves, towels, place mats, etc. Finishing techniques will be presented for a variety of fibers. Baby Wolf floor looms provided. Instructor: Teena Tuenge.

CAB, Rm 7306, Main Campus.
Fees: $177, includes cotton fiber for weaving.
Prerequisite: Some weaving experience. Should understand warping and may be familiar with reading a weave draft.

Weaving: Summer & Winter in the Spring - "Summer and Winter" is a weave for designing block patterns. It uses a plain weave background with a decorative patterning yarn. Each side is the reverse of the other in coloration. One side can be light with dark patterning, the reverse will be dark with light patterning. It is a weave suitable for household textiles as well as garments, throws and even rugs. Students will create their own designs and drafts for 4-8 shafts to weave at home. Instructor: Teena Tuenge

CSP 4000 16361: We 3/30- 4/6, 1p- 4p. Register by 3/23.
CAB, Rm 7306, Main Campus.
Fees: $38
Prerequisite: Be able to warp your own loom and have some familiarity with reading draft patterns.

Weaving: Twill Be Done - Explore variations of TWILL, the weave with diagonal lines, from classic herringbone to overshot. Along the way, we will check out diamond twills on 4 and 8 shafts and some color work that is possible with twill threadings, including echo weave. You will leave with drafts for each of these, including some that you develop yourself for weaving on your own loom at home and an understanding of the relationships between the variations. Instructor: Teena Tuenge

CAB, Rm 7306, Main Campus.
Fees: $38
Prerequisite: Be able to warp your own loom and have some familiarity with reading draft patterns.
Tapestry Postcards - Weave some ‘postcards’ to learn tapestry techniques. Landscapes lend themselves well to interpretation in woven form. Learn both disciplined and free form methods to interpret your favorite scenic views in yarn. Prepare the portable loom in an hour or so and begin at once to weave and play with color and textures to make your small pictures. A small sampler and at least one “postcard” will be completed by the end of the class. Mirrix Tapestry looms provided. Instructor: Teena Tuenge.

CAB, Rm 7306, Main Campus.
Fees: $91, includes supplies.

Sakiori: Japanese Silk Rag Weaving- Like many weaving traditions, the Japanese utilized old fabrics for rag weaving. The difference is that instead of using them for rugs, they were used for clothing and bedcoverings. Students will weave fabrics on a silk or rayon warp with fine silk strips that can be used for clothing, bags, or utilitarian fabrics. The class will look at several ways of designing with the rags including color and weave effects, working with patterned cloth for ikat like effects, working with two shuttles and some pattern weaving. Instructor: Beth Ross Johnson.

CSP 4000 15504 - Th 1/14- 2/4, 2p- 5p. Register by 1/7.
CAB, Rm 7306, Main Campus.
Fees: $98, includes warp threads and handouts.

Fabulous and Felted Scarf - This is a great way to make a scarf with texture, color and style. In this active class, students will learn to felt wool onto silk fabric and make a warm winter scarf or a fun lighter weight scarf for the rest of the year. Instructor will provide hand dyed silk fabric, wool and embellishing yarns. Instructor: Vasanto.

CSP 4000 16364: Sat 2/20, 10a- 3:30p. Register by 2/12.
CAB, Rm 7306, Main Campus.
Fees: $64, includes fiber supplies.

Wild & Woolly Felted Hat - Students will learn a relatively quick and simple way of making a cloche, beret or flared brim style felt hat. In this active class, each student will make a simple hat with or without embellishments. Different colored fleece will be provided as well as design extras such as mohair, fancy yarns, metallics, etc. Participants are encouraged to bring special yarns or fleece of their own that they may want to use and/or share in their projects. Instructor: Vasanto.

CSP 4000 16365: Mo 3/7, 10a- 3:30p. Register by 2/29.
CAB, Rm 7306, Main Campus.
Fees: $64, includes fiber supplies.

Tip Your Hat: Flat Brim Felt Hat - Students in this active and energetic class will learn to wet felt, embellish and block a flat brim hat. Each student will make a simple hat with or without embellishments featuring a flat brim. Different colored fleece will be provided as well as design extras such as mohair, fancy yarns, metallics, etc. Participants are encouraged to bring special yarns or fleece of their own that they may want to use and/or share in their projects. Instructor: Vasanto.

CAB, Rm 7306, Main Campus.
Fees: $72, includes fiber supplies.

Carry on…Felted Handbag - Make your own felt handbag with locally raised and dyed Finn wool. Learn the basics of how to make a 3 dimensional object in one piece with invisible seams. Felt your own handle or make loops to attach a leather, or other type handle. Create your own surface design with fiber. Students should be able to stand for long periods and have some upper body strength. Instructor: Vasanto

CAB, Rm 7306, Main Campus.
Fees: $89, includes fiber supplies.

Felted Flowers - Learn to make a 2 layer felt flower that can be made into a brooch or sewn onto a garment, hat or bag. You will learn to felt wool onto silk in the process, also known as nuno felting. Different colored fleece will be provided as well as design extras such as mohair, fancy yarns, metallics, etc. Participants are encouraged to bring special yarns or fleece of their own that they may want to use and/or share in their projects. Instructor: Vasanto.

CSP 4000 15520: Tu 1/19, 1p- 4p. Register by 1/12.
CSP 4000 16368: Mon 5/9, 2p- 5p. Register by 5/2.
CAB, Rm 7306, Main Campus.
Fees: $32, includes fiber supplies.

The Art of Fabric: Drawing with Cloth - This class is appropriate for anyone passionate about fabric and design. Learn traditional techniques and play with new ideas to create 3-dimensional "drawings" in the medium of textiles. At least one 5" x 7" piece will be completed in class. Traditional handwork including embroidery, embellishment, ruching, and beading will be explored along with draping, gathering, pinching, stitching and manipulating fabric to create a larger art piece for display. Instructor: Denise Seay.

CSP 4000 16369: Tu 3/1- 4/12, 2p- 5p. Register by 2/23.
CAB, Rm 7306, Main Campus.
Fees: $110, includes most supplies.
Creative Coiling: Fiber Into Form - Satisfy the creative calling (or coiling) by turning inexpensive, easy access, non-traditional fiber into baskets, coasters and purses. Four fabric-coiled projects will be completed in this class: a set of coasters and a larger basket/bag by machine and two baskets with a lid and hand embellishments. Instructor: Denise Seay.

CAB, Rm 7306, Main Campus.
Fees: $110, includes most supplies.

Pattern Making for Pants - This patternmaking course will teach students how to measure the body to draft the two most versatile pant foundations – the trouser and the slack. We will explore the differences between these pant types as well as others, then develop a personal fit according to body shape, lifestyle and fabric preferences. Instructor: Susan Stowell.

PRC 3104 16373: Th 4/7- 5/12, 9a- 3:30p. Register by 3/31.
1400 bldg, Downstairs, Main Campus.
Tuition: $125 Fees: $48
Prerequisite: Intermediate sewing skills, geared toward the professional.

Additional Offerings

Beginning Basket Weaving - Make a Colorful Market Basket! Discover the ancient craft of basketry. This course is designed to introduce students to basic basket weaving techniques. Information covered will include a brief overview of the history of basketry, types of weaving materials, and basic construction of a market basket. Dyeing of reed and basket finishes will also be covered. Students will complete a functional market basket of dyed and natural reed and cane by the end of the workshop. The instructor will supply handouts, reed, and most tools. Instructor: Suzanne Simoneau.

CAB, Rm 7316, Main Campus.
Fees: $58, includes dyed & natural reed.

Building a Bamboo Bicycle Frame - This course will offer the basic skills and techniques for building a uniquely functional bamboo bicycle frame. Bamboo is a renewable material as well as structurally sound for building. The learner will design, plan and build their very own bamboo bicycle frame. The process is hands-on and requires very little previous tool experience. By using only basic hand tools and power tools (e.g. power drill, files and rasps) each bicycle frame will start with a selection of cured bamboo and by using a simple bicycle jig system, the bamboo tubes will be arranged and held in place at the joints with a permanent matrix material.

CSP 4000 16371: We 3/30- 6/1, 6p-9p. Register by 2/24.
CAB, Rm 7121, Main Campus
Tuition: $198 Fees: $284

Traditional Mountain Dance- Want to learn how to buck dance, clog, flatfoot, or the routines and calls for square dancing? Traditional Mtn. Dance will teach you all this and the history of where and how these types of dances came to be in this region as well as the music behind it. You will have the opportunity to participate in square dance routines with a clogging team. Instructor: Kim Ross.

CSP 4000 16339: Th 4/7- 5/26, 6p- 7:30p. Register by 3/24.
CSP 4000 16340: Th 6/9- 7/28, 6p- 7:30p. Register by 6/2.
CAB, Rm 7316, Main Campus.
Fees: $92

Banjo I - This beginning banjo class will explore the traditional southern Appalachian clawhammer style. Along with the history of the banjo in WNC, this class will introduce you to the 5-string banjo. You will learn first position chords, as well as basic right and left hand techniques. A few basic melodies will be taught. By the session end, students will have knowledge and techniques to continue playing the banjo on their own. A recording device and an instrument tuner are recommended. Maximum of 6 students. Instructor Travis Stuart.

CSP 4000 16341: Tu 2/2- 4/5, 6p- 7p. Register by 1/26.
CAB, Rm 7316, Main Campus.
Fees: $135

Banjo 2 - This class is for the intermediate to advanced banjo player wishing to further their skills in the clawhammer style. Class will cover advanced right and left hand techniques such as drop thumb, chord structures, alternate tunings, ear training, basic music theory and rhythm structure. We will explore regional styles of old time banjo and study the works of some of the region’s iconic, old time banjo players. With an emphasis on playing by ear, this class will use some tablature at first. Later sessions will focus on picking out and playing melodies without tablature and ensemble playing. A recording device and an instrument tuner are recommended. Maximum of 6 students. Instructor: Travis Stuart.

CSP 4000 16342: Tu 2/2- 4/5, 7:30p- 9p. Register by 1/26.
CAB, Rm 7316, Main Campus.
Fees: $152
Prerequisite: Successful completion of Banjo I, or students must be able to play a few standard banjo tunes such as “Cripple Creek”, “Old Joe Clark”, in fairly moderate tempo. Since there are many variables, the instructor welcomes any questions about this class.
Beginning Guitar 1 - This class is designed for the absolute beginner. Students will learn the basics of tuning, open chord structures, strumming techniques and the beginning elements of rhythm and music theory. By the completion of this session, students will have the knowledge and skills needed to successfully learn guitar for the style of your choice. Bring your acoustic guitar to class. Instructor: Craig Neidlinger. Maximum of 4 students.

CSP 4000 16344: We 2/3- 3/23, 3p- 4p. Register by 1/27.
CSP 4000 16343: We 6/1- 7/20, 5:30p- 6:30p.
Register by 5/25.
CAB, Rm 7316, Main Campus.
Fees: $111

Beginning Guitar 2 - Apply and build upon knowledge of guitar basics while learning songs of your own choice. Explore improvisation, power chords, melody reading and practical theory that will advance your playing. Leading to the intermediate level, this course will include more challenging finger styles and songs. Bring your acoustic guitar to class. Instructor: Craig Neidlinger. Maximum of 4 students.

CSP 4000 16338: We 2/3- 3/23, 5:30p- 6:30p.
Register by 1/27.
CSP 4000 16345: We 6/1- 7/20, 4:15p- 5:15p.
Register by 5/25.
CAB, Rm 7316, Main Campus.
Fees: $111
Prerequisite: Students must have successfully completed Guitar I or have equivalent abilities.

Beginning Classical Guitar - For the experienced guitarist who wants to learn classical guitar and technique. Expand your musical skills. Apply and build upon knowledge of guitar basics while learning classical and finger style technique. Explore improvisation, melody reading and practical theory that will advance your playing. Bring your classical guitar (nylon string) to class. Instructor: Craig Neidlinger. Maximum of 4 students.

CSP 4000 16346: We 2/3- 3/23, 4:15p- 5:15p.
Register by 1/27.
CSP 4000 16337: We 6/1- 7/20, 3p- 4p.
Register by 5/25.
CAB, Rm 7316, Main Campus.
Fees: $111
Prerequisite: For the experienced guitar player looking to learn the classical style.

There's No Business like Show Business: Auditioning for Musical Theatre - Students will learn vocal technique, sight-reading skills, an up-tempo song and a ballad suitable for community theatre. Students will also develop a song repertoire and write a resume suitable for auditions. Instructor: Kim Neidlinger

CAB, Rm 7316, Main Campus.
Fees: $45

ALLIED HEALTH
Registration: Contact Sandy Fischer at 565-4145 or at sfischer@haywood.edu

Nurse Aide I - Short term training that prepares individuals to work as caregivers in a health care setting such as a nursing home, hospital or home health care. Students will attend 162 hours of instruction-48 clinical hours and 114 classroom hours taught by a registered nurse. Approved by the North Carolina Division of Health Service Regulation.

25321: Mo and We, 1/13 – 4/25, 8:15a – 2:45p
25353: Mo, Tu and Thu, 1/12 – 4/25, 5:30-9:30p
Tuition: $227.25
Prerequisites: High School Diploma, GED or reading test results at a 9th grade level or above.

The Creative Arts Continuing Education department at HCC is looking for qualified, professional, enthusiastic instructors for the following classes:
• Mandolin, Fiddle, Dulcimer
• Wood: including framing, furniture and caning
• Metalsmithing
• Drawing & Painting
• Auto upholstery
• Glass slumping, fusing and stained glass
• Other classes that pertain to the creative arts and heritage music
We are always on the lookout for caring instructors who enjoy working with a diverse group of students. If you are inspired, talented and want to share your craft with others, please contact krrinn@haywood.edu for a course proposal form.
Medication Aide - This course is designed to meet the training requirements for becoming qualified as a Medication Aide. Students will attend 24 hours of instruction.  
25904: 2/ 26-28  - 8a-4:30p  
Tuition: $80.00  
Prerequisites: High school diploma or GED and current listing on NC Nurse Aide I Registry.

Phlebotomy - This course prepares the student to draw blood specimens from patients in a clinical facility. Students will attend 207 hours of instruction: 87 class hours and 120 clinical hours.  
25706: Tu and Th, 2/23 – 6/2, 6p – 9p  
Clinical hours will be outside of class time.  
Tuition: $252.25  
Prerequisites: High School Diploma or GED

EMS AND PRE-HOSPITAL PERSONNEL TRAINING

Continuing Education for EMS and Pre-Hospital Personnel - Monthly courses are held at the local fire departments within Haywood County. All courses are open to anyone who is currently fee waived and holds the same level of credentials or higher than the department where the training occurs. Call for further information on course dates/times.  
S.T.A.B.L.E.: Sugar, Temperature, Airway, Blood Pressure, Lab Work, Emotional Support - S.T.A.B.L.E is the most widely distributed and implemented neonatal education program to focus exclusively on the post-resuscitation/pre-transport stabilization care of sick infants.

2016 BLS/ALS Online Course Schedule
Register by 1/18  
2/22-29: Respiratory Emergencies / Registration.  
Register by 2/15  
4/25-52: Altered Mental Status. Register by 4/18  
5/23-30: Diabetic Emergencies. Register by 5/16  
6/20-27: Trauma-related Emergencies. Register by 6/13  
7/25-8/1: Childhood Emergencies. Register by 7/18  
8/22-29: Burns. Register by 8/15  
9/19-26: Airway Management. Register by 9/12  
10/24-31: Special Needs Patients. Register by 10/17  
11/21-28: Child & Elder Abuse. Register by 11/14  
12/5-12: Chest Trauma. Register by 11/28

2016 Critical Care Online Course Schedule
Call for further information on course dates/registration  
1/25 - 2/1: Organ Donation & Transplant. Register by 1/18  
2/22-29: Pain Management. Register by 2/15  
3/21-28: Sepsis & MODS. Register by 3/14  
4/25- 5/2: Child Abuse. Register by 4/18  
5/23-30: Infectious Disease & Control. Register by 5/16  
6/20-27: Medical Legal Aspects. Register by 6/13  
7/25- 8/1: Gastrointestinal Emergencies. Register by 7/18  
8/22-29: Endocrine Emergencies. Register by 8/15  
9/19-26: Trauma Care. Register by 9/11  
10/24-31: Chest Tubes (Thoracotomy). Register by 10/17  
11/21-28: Surgical Airways. Register by 11/14  
12/5-12: Neurological Emergencies. Register by 11/28  

Each course will provide three (3) contact hours of continuing education upon successful completion of all the course requirements. Students will have one week to complete course. The cost for each course is $70.00 unless tuition waiver applies.

Complex Airway Course - This course is set up to allow a fast paced classroom of anatomy, followed by in-depth study of normal anatomy using fresh anatomical specimens. That will be followed by practical application of techniques for managing the patient experiencing Complex Airway management issues. Call for further information.

Medical Responder Course - GED, HS Diploma, or reading placement test required. Call for more information.

EMT-Basic Initial Course - Traditional Classroom - GED/HS Diploma or reading placement test required. 24 hours of field rotations required. Call for further information.

EMS Methodology ONLINE - Meets OEMS requirements for Instructor Credentials. Call for further information on course dates/registration.

EMT-Paramedic to Paramedic Transition Course ONLINE - Meets the National Registry of EMT’s requirements for transition from NREMTP to NRP. NCOEMS approved. Call for further information on course dates/registration.
From waitressing and floral design, to watering horses and making clothes, Haywood Community College student Caitlyn Gurecki tried it all. “I was lost and didn’t know what I wanted to do,” she explains. “No matter what I tried, I kept feeling lost.”

Eight years ago, an Internet search brought HCC to Gurecki’s attention. For four more years, she searched for what to do in life. Finally, she searched the Internet again only to stumble across HCC a second time. She decided to make the trip from Wilmington to Clyde to check out the college. “I came to campus on a Sunday when there was no one around. I loved it. I found an apartment and a job and knew I was in the right place.”

In May 2015, Gurecki finished the Fish and Wildlife Technology Program. She completed a summer internship with the NC Wildlife Resources Commission. This fall, she enrolled in the Forest Management Technology Program and added a welding class to the mix.

Gurecki says, “In natural resources, you work with a lot of equipment. I was able to try my hand at welding during my internship. I wanted to add welding skills to my resume.”

Looking at Gurecki, one would think she would be well suited to a more traditionally feminine role. The petite brunette has perfect makeup and not a hair out of place. But the hair is covered with a welding hat. And talking to her for a short time, it’s easy to see that she is a determined individual with a drive to do whatever she sets out to do.

“Walking into the welding class in the beginning was very intimidating,” she explains. “After the first week in the classroom and being the only girl, I was not sure I could do it. I worked to fit in and prove myself. I gained the respect of my classmates and I was not going to be one of the girls who walked out. I wasn’t going to quit.”
Now that the semester is finishing up, Gurecki realized how much she is going to miss welding. "I am so happy I didn’t quit in the beginning. My craft in welding has come so far." Gurecki has decided to continue with welding classes to finish a certificate.

What makes Gurecki confident enough to make her way in a traditionally male world? Perhaps it is the childhood she spent in the Catskill Mountains of upstate New York. She grew up hunting, fishing, and spending time outdoors. She graduated from a class of somewhere between 35 to 40 seniors. A small class setting allowed her the comfort to try new things.

“My mom has made a living owning a small cosmetology business. I tried all that stuff including making my own clothes,” Gurecki says. “My mom has been very successful in her career but trying all those things made me realize what I didn’t want to do.”

The 28 year old has done her research. “It’s a unisex world out there. There are more females in these traditionally male fields than you think. I want everyone to know that if I can do it, any woman can do it, no matter if you’re straight out of high school or middle aged.”

Gurecki says HCC and Haywood County is her second home. “Time has gone by really, really fast. It has been a great experience all around. The college has a lot of resources. There’s a lot of quality programs here. You get handed all the tools. It’s up to you whether you use them.”

Gurecki says she doesn’t want to leave HCC when her next degree and certificate are finished. “I love it here. I’ll have a long relationship with HCC even after I’m gone.”

To learn more about any of our 23 curriculum programs, or speak with an advisor, call 828.627.4500 or visit haywood.edu.
CPR/First Aid/ACLS/ACLS EP/PALS - HCC is Haywood County’s only American Heart Association Training Center. Let us help train your business, community group, or family in CPR & First Aid. Are you a healthcare provider needing to renew your CPR card for work? Call us and we can help!

- Community CPR Classes Monthly – Please call.
- Health Care Provider Classes – Please call.
- ACLS/PALS Recertification classes – Please call.
- ACLS EP Classes – Please call.

Other classes scheduled as needed

AMLS/PHTLS/PEPP/ITLS

- PEPP Classes – 1/11-2/1
- ITLS Classes – Please call.
- AMLS Classes - Please call.

For more information on EMS training, please contact Nathan Rickman, HCC EMS Coordinator or (828)-565-4103.

**FIRE AND RESCUE**

Certification Classes:

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

Registration fees range from $70-$180 depending on the hours of class. There is no charge for registration for anyone who is a member of a North Carolina rescue squad, ambulance service or fire department.

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

**Fire Service Continuing Education** - The Fire Rescue Training Department offers continuing education certification training in NC Firefighter I & II, NC Driver Operator Pumps & Aerials, NC Technical Rescue, NC Hazardous Materials Responder and other specialized training as requested by local departments. Refresher courses are also available. Monthly courses are held at the local fire departments within Haywood County. All courses are open to anyone who is currently fee waived.

**LAW ENFORCEMENT TRAINING**

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws, investigative, patrol, custody, and court procedures, emergency responses, and ethics and community relations. Students must successfully complete and pass all units of study, which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission, to receive a certificate. Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

The next delivery of the Basic Law Enforcement Training will be a day class that will begin in May of 2016. There will be an Informational Meeting to review the application process in late February of 2016. Chief Scott Sutton is the BLET School Director. If you would like to be included on the Informational meeting or for more information on the BLET program, please contact Scott Sutton 828-565-4241 or rssutton@haywood.edu

**In-service Training** - Mandatory inservice-training for law enforcement personnel will be offered throughout the year. The topics will be posted at https://www.haywood.edu/instruction/workforce-continuing-education/public-safety/law-enforcement/leo-in-service-training. Times and locations TBD. For further information or to pre-register call, Tyler Trantham at (828) 627-4548 pttrantham@haywood.edu

**AUTOMOTIVE**

NC Auto Safety Inspection - This course covers the operation of a public inspection station and station facilities, inspection rules and procedures (for brakes, lights, horn, steering, wipers, directional signals, tires, mirrors, exhaust system, etc.) Safety inspectors are responsible for knowing all the information in the NC Safety Inspection Manual. Initial (new) and Recertification courses are 8 hours.
OBD II Certification - 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.

All technicians, new and re-certifying, are required to take the 8 hour certification course.

- Auto Safety Inspection, 1/5 & 1/7, Tu & Th, 6p - 10p
- Emissions, 1/19 & 1/21, Tu & We, 6p - 10p
- Auto Safety Inspection, 2/2 & 2/4, Tu & Th, 6p - 10p
- Emissions, 2/16 & 2/18, Tu & Th, 6p - 10p
- Auto Safety Inspection, 3/1 & 3/3, Tu & Th, 6p - 10p
- Emissions, 3/15 & 3/17, Tu & Th, 6p - 10p
- Auto Safety Inspection, 4/5 & 4/7, Tu & Th, 6p - 10p
- Emissions, 4/19 & 4/21, Tu & Th, 6p - 10p
- Auto Safety Inspection, 5/3 & 5/5, Tu & Th, 6p - 10p
- Emissions, 5/17 & 5/19, Tu & Th, 6p - 10p
- Auto Safety Inspection, 6/7 & 6/9, Tu & Th, 6p - 10p
- Emissions, 6/21 & 6/23, Tu & Th, 6p - 10p
- Auto Safety Inspection, 7/5 & 7/7, Tu & Th, 6p - 10p
- Emissions, 7/19 & 7/21, Tu & Th, 6p - 10p
- Auto Safety Inspection, 8/2 & 8/4, Tu & Th, 6p - 10p
- Emissions, 8/16 & 8/18, Tu & Th, 6p - 10p

Fees: $70 per class
Main Campus, Building 1600
Pre-registration required

For more information, please contact Doug Burchfield at 828-564-5128 or by email at ddburchfield@haywood.edu

Manicurist - This comprehensive course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails) and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails; theory and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage. Manicurist students must complete 300 hours in an approved beauty school or college before applying to the State Board of Cosmetic Arts for examination. Students enrolled only in manicuring shall only perform services directly relating to the prescribed course in manicuring. Please note, this is a comprehensive course to provide training for those persons interested in becoming registered manicurists only and not desiring to become licensed cosmetologists.

- COS-3101 - We, Th, Fr, and Sa 1/6 - 4/2, 5p-9:30p
Cost: $180 plus books and nail technician kits

Defensive Driving - Have you received a speeding citation? You can now enroll in the National Safety and Health Council Defensive Driving 4 hour course. The Safe Driving Program may prevent assessment of insurance points or premium surcharges on your policy and/or points on your North Carolina driver’s license. This program is made available by the 30th Judicial District (Haywood, Jackson, Swain, Clay, Cherokee, Macon, and Graham Counties). Anyone may take advantage of this class, even if you have not received a ticket. Excellent information is included for all drivers, including new drivers.

All classes are held on Mondays from 6pm until 10pm

- January 11
- March 7
- May 2
- July 11

To Register: Please use the registration form, and complete the appropriate sections and bring along with your driver’s license and $60 in cash to Enrollment Management located in the Student Services Building. Drivers must register three business days prior to the class.

For more information, please contact Denise Thomason at 828-565-4242 or by email at dthomason@haywood.edu

SPECIAL INTERESTS

Notary Public - This course covers the qualifications, procedures, and certification to become a notary in the state of North Carolina. Pursuant to the NC Notary Act, to apply for commissioning as a notary you must be a minimum of 18 years of age, a legal U.S. resident, speak, read and write in English, have a high school diploma or equivalent, and work or reside in the state of North Carolina. The Notary Public Guidebook is available in the HCC bookstore. Students should read through the book prior to class. A photo ID is required on the day of class. Classes are held on Saturdays from 9am – 3:30pm.

- January 9
- March 5
- May 7
- July 9
- February 6
- April 2
- June 4
- August 6

HAYWOOD.EDU : CONTINUING EDUCATION : SPRING 2016 15
College & Career Readiness programs teach basic academic and fundamental skills necessary for tomorrow’s jobs: problem solving, negotiating, organizing, creative thinking, listening, and leadership. Adults who enroll in these courses do so for many reasons, such as completing a High School Equivalency Diploma (formerly GED®) or Adult High School Diploma (AHS); reviewing academic skills to enter college; improved learning to read a job manual; building workplace skills; or helping children do homework.

Program Opportunities

- Adult High School (AHS)
- High School Equivalency Diploma (formerly GED®)
- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- Career College
- GED & HiSET Testing
- TABE Testing for BLET, EMT, Medical Responder, Nurse Aide, and NCWorks

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

The Adult High School (AHS) program is comprised of students who are at least 16 years of age ranging to adulthood. The program offers the opportunity to complete requirements to earn an actual high school diploma. Through careful evaluation of transcripts, interview, and acceptance procedures, participants will be able to determine the number of high school credits needed and work to complete the study for a diploma. The Adult High School diploma is issued locally through a partnership between the college and Haywood County Schools. This diploma is honored and accepted at community colleges, most private colleges, many universities, the military services and by employers as any other high school diploma earned across the nation. There is no cost to the student for tuition, books or materials.

Mo-Th, 8a-12:00p, Room 318, Main Campus
On-line classes are also available.
Fees: Free

The High School Equivalency Diploma (formerly GED®) program offers adults who did not complete a formal high school program the opportunity to receive their high school credential. The High School Equivalency Diploma is nationally recognized as a high school equivalency program and certifies attainment of high school level academic knowledge and skills. Our program provides instruction in subject areas in preparation for taking the High School Equivalency Diploma. These subject areas are: Language Arts (reading & writing), Mathematics, Science and Social Studies. The High School Equivalency can be obtained by taking either the GED® or the HiSET test.

Mo-Th, 8a-12:00p, Room 335-B, Main Campus

College & Career Readiness
8:30 pm. For more information, please call 565-4182. 
Fees: Free

For more information about any of the programs offered by the College & Career Readiness Department, please call 828-627-4648.

Authorized Pearson Vue GED® & HiSET Testing Center - Schedule to take your GED® or HiSET test with us. Our state-of-the-art testing lab is located in room 380 in the 300 building on Main Campus. Our center is open Monday, Tuesday, and Thursday, 8:00am – 6pm, Wednesday 8:00am – 8:00pm, and Friday 8:00am – 4:00pm. Currently, GED tests cost $20 each and HiSET tests cost $15. However, we have scholarships to cover testing for qualified students. For more information regarding testing or scholarships, please contact Rachel at 627-4700 or email at rsclark@haywood.edu.

College & Career Readiness Testing Schedule for BLET, EMT, Medical Responder, Nurse Aide, & NC Works
Testing Requirements: To schedule your test, please call 828-627-4648. Call for available times.

1) If you are age 18 & over, you must be the person to call. Due to the FERPA regulations, other individuals are not allowed to schedule for you. Also, we cannot release scores to anyone other than the individual who was tested.
2) College & Career Readiness is located in the 300 building in Suite 372.
3) Once scheduled, you have a designated day & time for your test. If you have an emergency and cannot be present for your scheduled test, please call our office. We will work to accommodate you, however, please be aware that you will need to wait until the next scheduled test session.
4) Bring your picture ID with you to the test session. You will not be allowed to test without showing your valid identification.
5) Plan to arrive 10-15 minutes prior to your testing time. Allow approximately 45 minutes to take your test.
6) Your test results will be emailed to you by the end of the next working day.
7) Please call to schedule your test as soon as possible. Scheduling early will allow time for any needed remediation.

CAREERWORKS HRD

CareerWorks – Human Resource Development
HRD Program is designed to assist students who are unemployed or under-employed find and/or keep a job. Employability classes and computer labs are available to assist with career planning through various assessments that inventory interests and abilities.

In a classroom environment, HRD teaches job preparation skills:
• Computer Basics in the Workplace
• Career Ready 101-ACT WorkKeys®
• Job Search Basics
• Interview Basics
• Job Applications - Written & Online
• Work Values / Interests Assessment
• Résumé / Cover Letter Writing
• Customer Service
• Time Management
• Communication
• Conflict Resolution
• Personal Responsibilities
• Succeeding on the Job
• Money Matters / Budgeting

Let us help you! Individual sessions are available:
• Information on employers hiring
• Networking opportunities
• Creating or revising résumés
• Composing cover letters, thank you letters, and letters of explanation
• Online application tutoring – uploading résumé
• Job search techniques including Informational Interviewing
• Employer Interview Days, Job Fairs, Career Launching Events
• Career counseling

Take advantage of these opportunities at our partner locations:
Haywood County NCWorks Career Center: 1170 North Main Street, Waynesville, NC, 456-6061, 9to 5p, Mo – Th

Goodwill Career Connections: 23 Hendrix Street Waynesville, NC, 246-9233, 9to 5p, Fr

Career Works classes are available to all and may be free for qualified students who are either unemployed, have had a notification of a layoff, have an income 200% below the federal poverty level or are working and eligible for the federal earned income tax credit.
Career Readiness Certification

The Career Readiness Certification (CRC) is a portable record of work skills. Training and testing of abilities in reading, locating information on charts and grafts, and math can help:

- Find the best job match
- Increase the opportunities to be hired
- Improve skills and flexibility to meet the demands of the changing workplace

Call (828) 246-9233 to schedule a time for access to Career Ready 101.

Leadership Development - This course is designed to focus on the effectiveness of the individual so it can be applied to the goals of any organization. Students will be challenged with principles that produce effective communication and time management while increasing your ability to inspire others.

 MLS-3808
 3/7 – 3/10, Mo – Th, 6p – 10p
 5/3 – 5/24, Tu & We. 6p – 10p
 Room 3011, Regional High Tech Center
 Fees: $70 and the cost of materials is $180

Production Technician - This course will prepare the student for entry level work in a manufacturing environment. Each student will have the opportunity to obtain an OSHA Forklift Certification, an OSHA 10 Hour Safety Certification and a Career Readiness Certification plus a certificate in Workplace Observation. Other topics will include interview skills, resume writing and core competencies for job retention. Students will be provided with information about local manufacturers and the opportunities that exist in Haywood County.

 MNT-3111
 1/12 – 2/4, Tu, We, Th, 6p – 10p
 Room 113, West Waynesville Career Connections Center
 Fees: $125

Small Business Center

The Small Business Center at Haywood Community College actively serves Haywood County, the “First Certified Entrepreneurial Community in the Nation.” This designation means that we are entrepreneur friendly and have mechanisms in place to assist a business to start, grow and thrive! HCC’s Small Business Center provides FREE, confidential, one-on-one counseling services; seminars and workshops; a wealth of resources, including the most current Guide for New Business in Haywood County, and much more. Visit the Small Business Center online, at SBC.HAYWOOD.EDU as an introduction to how we can guide you through the steps of starting a business, expanding a business, improving efficiency of an existing business, or simply helping you avoid a costly business mistake.

Haywood Community College Small Business Center
(828) 627.4512 / SBC.Haywood.edu
*Dates and locations are subject to change. Seminars are subject to cancellation. Visit SBC.Haywood.Edu for schedule updates.

Business Startup Series

So, You Have an Idea! Now What?
2/2 and 4/5, 3p – 5p
Speaker: Katy Gould
Change the way you think about traditional business idea development. This seminar will feature an introduction to the Business Model Canvas, a unique method of describing and thinking through the business model of your organization, your competitors, or any other enterprise. Attendees will walk through the introductory ideation phase, the One Page Business Plan, and the Opportunity Discovery Process creating a blueprint for successful innovation and idea development.

Financing Your Business

Online: 2/11, 9a – 11a
Seated: 3/23, 4p – 6p
Speakers: NC Rural Center & The Support Center
Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea and what do they need from me? How will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.
How to Start a Business
2/25, 5:30p – 8:30p
Speaker: Russ Seagle
Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, 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.

How to Write a Business Plan
3/10, 5:30p – 8:30p
Speaker: Russ Seagle
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.

How to Price Your Product or Service
3/17, 6p– 9p
Speaker: Dean Kanipe
Setting the correct price point to make a profit and compete in your market is often difficult for the novice and seasoned business owner. This workshop will examine pricing methods and help the owner learn how to develop sales forecasts and measure market potential.

• Identify strategies used to price products and services
• Evaluate different pricing methods for sample businesses
• Identify connections between pricing and sales forecasting
• Identify financial concepts (overhead costs, cost of goods sold, profit contributed per sale, breakeven point)
• Identify factors involved in developing good financial assumptions
• Learn how to calculate the break-even point for a sample business

Choosing Your Legal Structure
3/21, 6p – 8p
Speaker: Chase Wells
Which legal structure is best for your business: Sole Proprietorship, Partnership, S-Corporation, LLC? Choosing the right business entity is one of the most important decisions you will make when starting a business. Walk away with a basic understanding of the benefits and disadvantages, and legal and tax implications of each.

How to Find Your Customers
3/29, 6p – 9p
Speaker: Chisa Pennix-Brown
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 critical 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.

Your Small Business Taxes
4/7, 2p – 4p
Speaker: Karen Bargsley, NC Department of Revenue
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

Basics of Bookkeeping
4/12, 6p – 9p
Speaker: Ten Biz
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 decisions. If you’re a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

Marketing Your Business
4/19, 6p – 9p
Speaker: Ten Biz
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 techniques. Explore the components of an effective marketing plan in this comprehensive seminar.
Doing Business with the Government
4/20, 9a - 11a
Speaker: Noah Robbins
Can your small business make money through government contracting? This seminar will provide information about the internet-based procurement system launched by the Federal and NC governments. Attendees will follow the procurement process from registration and certification requirements to finding out what and where the government is buying. Learn about contract preference programs, who they benefit, and how they work. Get contacts and resources for further advice and assistance should you decide to pursue government business. This seminar will de-mystify government procurement so you can make an informed decision on whether to enter this important market.

Professional Craft Artists Summit
4/27, 8a – 5p
Co-Sponsored by the Western Women’s Business Center at the Support Center. Lunch is included.
Experience a one day conference specifically designed to address needs and challenges faced by current and prospective craft artist business owners. Arts based businesses are unique ventures and require special business planning methods. The one day event will provide you with the tools needed to move your business forward. Sessions include: Setting up Shop, Marketing is Storytelling, and Understanding those Pesky, yet Important Finances.

NON-PROFIT SERIES

Gearing Up for Strategic Planning
4/14, 11a – 1:30p
Speaker: John Curtis, Ph.D.
What do you need to know in order to successfully complete a strategic plan that transforms your nonprofit? Getting ready to tackle a new plan or updating your existing plan requires thoughtful preparation. Proper planning is a formalized, creative and continuous process that involves a systematic and objective response to the challenges that result from growth, change and new opportunities. You will learn the specific “do’s and don’ts” of successful planning to avoid producing a plan that sits on a shelf gathering dust. You will also learn how to develop a concrete, measurable and dynamic "roadmap" that will guide your organization towards fulfilling your mission. This workshop is the first step in creating your next great strategic plan.

Becoming a Change Agent in Your Organization
4/21, 11a – 1:30p
Speaker: John Curtis, Ph.D.
Nonprofits provide essential services that make a profound impact on the overall health and wellbeing of our community. This seminar is geared toward the nonprofit that is interested in increasing its capacity to successfully pursue additional opportunities, make improvements in the quality of existing services or add new services in support of its mission. Attendees will identify their personal response to change and how it impacts their effectiveness as an organizational Change Agent. You will learn how to measure your organization’s change capacity based on six Change Drivers to start and maintain change; you will assess your nonprofit’s track record of change; and you will identify how to drive change by leveraging enhancers and mitigating inhibitors that impact change within the community.

ONLINE BUSINESS SERIES

Small Business Bootcamp, Ideation to Business Plan Development
Mondays, 1/25 – 2/22, 6p– 8p
Get up and running fast with this certificate program! This pilot series will provide you with the basic knowledge and tools needed to launch your business. Using a hybrid seminar approach, you will have access to live online webinars, discussion forums and activities that will help you to develop your business concept and evaluate the feasibility of your idea. Develop marketing strategies to effectively reach customers, learn the secrets to financial analysis, and experience firsthand the power of relationships and networking. In-class sessions will include powerful peer exchanges and instructor feedback that will help you develop a viable business model and a strategy for success. Sessions will include: Analysis & Assessment, People & Relationships, Sales & Promotion, Logistics & Resources, Numbers & Money.

ONE DAY EVENTS

Social Media Marketing Summit
3/30, 8a – 5:30p
Speaker: Chisa Pennix-Brown
This one-day summit is geared toward current and prospective business owners that are interested in getting more out of their social media experience. Learn how Twitter, Facebook and Instagram can impact your marketing strategy. Learn valuable tools to assist in developing basic graphics for, scheduling and managing your social media outlets to save you time and develop a brand following.
Developing a Culture of Philanthropy
4/28, 11a – 1:30p
Speaker: John Curtis, Ph.D.
Running a non-profit is far more complex than running a for-profit business. In actuality, a non-profit is operating in two very different business models, one of service deliver and the other of generating revenue to provide the services that help fulfill its mission. During this seminar, you will learn how to build a case for support that the board can advocate for in the community to attract new revenue, you will learn how to find and cultivate donor prospects who have the affluence and influence to make a meaningful investment in your organization, and you will learn how to keep the “fun” in fundraising by demystifying why donors give and how your board can learn their role in helping donors solve their problem of deciding which organization they want to support.

QuickBooks Payroll
4/28, 6p – 9p
Speaker: Jefferey Weathers
Fees: $45
Preparing payroll in any small business can be a daunting task. However, by using the payroll feature in the QuickBooks desktop product, you can master efficient techniques for setting up employees, creating paychecks, paying taxes, and generating forms and reports quickly and easily. We will start with an introduction to Payroll and Taxes and what it means to "do payroll." We will also learn how to prepare for the payroll process by finding the information you need on the Internal Revenue Service, NCDOR and Employment Security websites, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number and other state identification numbers. Then we will review all aspects of how to set up, maintain and process payroll for your employees in QuickBooks.

GENERAL BUSINESS SEMINARS

Women’s Business Networking Luncheon
2/24, 11a - 1p
Co-sponsored by The Western Women’s Business Center
Are you a female small business owner or have an idea for a new business? If so then this luncheon is the perfect opportunity to step away from the office and network with fellow women entrepreneurs! Leave inspired and renewed with the comfort of knowing what resources are available to you and your business. Lunch will be provided.

Intro to QuickBooks – 4 Part Series
3/8 – 29, 6p – 9p
Speaker: Jeffrey Weathers
Fees: $125 includes a manual
QuickBooks is the software of choice for the small business owner. It allows the owner/manager to account quickly and accurately for business dollars. This four session seminar will give you the tools to understand the financial health of your small business. Our QuickBooks expert will take you through a hands on process in a computer lab using the QuickBooks desktop product. You will receive a complete introduction to QuickBooks including: Company File Setup & Customization, The Sales Process, Managing Expenses & Paying Vendors, Bank & Credit Card Reconciliations, and Reporting.

eBay for Beginners
6/23, 6p – 9p
Speaker: Nick Hawks
Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, setting up an account, listing items for sale, taking payments and shipping, taking and submitting photos, feedback, using PayPal, and shipping tips.

A Guide to Selling on Etsy
6/23, 1p – 4p
Speaker: Nick Hawks
Etsy is a rapidly growing online marketplace for selling handmade goods, vintage items and craft supplies. With more than 30 million members, there’s no better place to launch your own creative business. Attend this class to learn how to sell your art work, jewelry, crafts, and vintage items in this easy fast paced class! See just how easy it is to Grow Your Brand with a wealth of new customers and promotional tools. Learn how to register and start selling on Etsy. Escape the 9-5 grind and focus on your passion. You will be guided through planning the basics of your business strategy and given an in-depth look at Etsy’s tools to help you succeed online.
HAYWOOD COUNTY INTERESTS

History of Haywood - Haywood County is rich in history, from the founding in 1808 to present day. This course will be a casual stroll through time as participants learn about how the picturesque county has evolved in the heart of Appalachia. There will be a van tour of a few of the historic landmarks on the final day.
5/4, 5p – 9p
5/7, 9a – 1p
West Waynesville Career Connections Center, Room 113
23 Hendrix Street, Waynesville, NC 28786
Fees: $40

Hiking Haywood - This course is designed to introduce and prepare the beginning hiker for an enjoyable outdoor adventure. The instructor will give you a complete list of the things you need for an enjoyable and safe experience while on the trail. You will learn how to navigate the trails with a compass and a map while learning how to pack for the single day outing or an overnight experience. The final will be a van tour of the many trailheads in the area.
3/31, 6p – 9p
4/2, 8a – 4:30p
HCC Main Campus, Room 1510
Fees: $40

COMPUTER EDUCATION

Microsoft Excel - Haywood Community College wants to help improve your computer skills. Computers are now integrated into almost every career and now is the time to get a leg up on the competition as you climb the ladder.

Microsoft Excel – Beginner
1/11 – 1/12
3/14 – 3/15
5/9 – 5/10
7/11 – 7/12
5p – 9p, Room 113

Microsoft Excel – Intermediate
1/18 – 1/19
3/21 – 3/22
5/16 – 5/17
7/18 – 7/19
5p – 9p, Room 113

Microsoft Excel – Intermediate

Data File Management & Security - Learn how to manage all of the files on your computer. Manage photographs, documents, email while learning how to ensure everything can be kept safely.
1/26 – 1/27
3/29 – 3/30
5/24 – 5/25
7/26 – 7/27
5p – 9p, Room 113

Basics of Computer Repair - Learn how to make minor repairs or upgrades to your home computer. Out of memory, learn how to add more space without buying a new computer. Is your computer getting too hot, maybe you need to replace the fan? These are just a couple of the things you will learn.
2/22 – 2/23
4/18 – 4/19
6/20 – 6/21
5p – 9p, Room 113

MacBook Pro – This course will give you the knowledge to use your new MacBook, MacBook Pro or MacBook Air. We will cover basic setup, special functions and features, productivity and creativity, as well as messages and FaceTime. At the end of the class, you should leave feeling comfortable using your new device.
1/19 and 2/2, 6p – 9p
HCC Creative Arts Building- Room 7105
Fees: $60

iDevice - This course will give you the knowledge to use your new iPhone, iPad, or iPod touch. We will cover basic setup, special functions and features, productivity and creativity, as well as messages and FaceTime. At the end of the class, you should leave feeling comfortable using your new device.
2/16 and 3/1, 6p – 9p
HCC Creative Arts Building- Room 7105
Fees: $60

iPhoneography - Start using your apple iPhone as your primary camera. This workshop will cover tips and tricks for improving your pictures and snapshots taken with the iPhone. We will discuss basics of photography as well as the built in apps for taking and editing photos. We will also cover some third-party apps and accessories.
1/30, 9a – 1p
HCC Creative Arts Building- Room 7105
Fees: $60

Unless otherwise specified, computer classes will be held at the West Waynesville campus location unless otherwise noted. 23 Hendrix Street, Waynesville, NC 28786. Please contact Doug Burchfield at 564-5128 or ddburchfield@haywood.edu for more information.
CONTINUING EDUCATION REGISTRATION

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

Please print or type:

__________________________________________________________________________________________________
Last, First, and Middle Initial                Maiden
__________________________________________________________________________________________________
Mailing Address, City, State, Zip Code, and County
Phone:___________________________________
☐ Home    ☐ Business    ☐ Cell
Email:__________________________________________________________________________________________
Date of Birth (Month/Day/Year)__________/__________/__________
Are you a full time resident of North Carolina? ☐ Yes    ☐ No

Ethnic Origin: Are You?    Employment Status:
☐ Hispanic/Latino    ☐ Non Hispanic    ☐ Retired (R)
☐ American/Alaska Native    ☐ Asian    ☐ Unemployed - not seeking (UN)
☐ Black or African American    ☐ White    ☐ Unemployed - seeking (US)
☐ Hawaiian/Pacific Islander    ☐

Select One or More Races:
☐ American/Alaska Native    ☐ Asian    ☐ Employed 1-10 Hours (E1)
☐ Black or African American    ☐ White    ☐ Employed 11-20 Hours (E2)
☐ Hawaiian/Pacific Islander    ☐    ☐ Employed 21-39 Hours (E3)
☐ White    ☐    ☐ Employed 40 Hours or more (E4)

Gender: ☐ Male    ☐ Female

High School Name:____________________________________________________________________________________
Circle Highest Grade Completed:   0      1      2     3     4     5     6     7     8     9     10     11     12
High School Graduation Date:_________________________________________
☐ GED    ☐ Adult High School    ☐ 1-Yr. Vocational Diploma    ☐ Associates Degree    ☐ Bachelor’s Degree    ☐ Master’s Degree or Higher

SIGNATURE:___________________________________________________________________DATE:__________________________
By signing this form, student agrees the information is true and accurate and the legal residence given for tuition purposes is as shown. Student agrees to abide by the HCC Policies and Procedures and the Student Code of Conduct. Unprofessional behavior can place student’s participation in jeopardy and will be viewed as grounds for dismissal. A complete guide to conduct can be viewed here: www.haywood.edu/policies_and_procedures/policy/6/7. Student agrees to allow HCC to publish photographs, video footage and personal information pertaining to news releases or other publications or media normally considered to be that of a two-year college unless a disclaimer has been filed with the Director of Enrollment Management.

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<th>Course # (Ex: CAS-8020-501)</th>
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Registration Fees ONLY - No textbook/materials cost should be included.  

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

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

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

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

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

NAME___________________________________________________________ DATE____________

Total Amount Enclosed $_____________________________________________________________

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

(For Office Use Only)

Colleague ID#______________________________Entered By________________ Date_____________

If you have a documented disability that may have some impact on your work in this course and for which you may require accommodations, please contact the Coordinator of Disability Services in the Student Services Building (call at 627-4504). You will be required to provide documentation.
At HCC, we support traditional and non-traditional students who are changing their lives through education. We ask that you please consider making a gift to the Haywood Community College Foundation.

The attachment below can be mailed directly to us. You can also call the HCC Foundation at 828.627.4544 or give online at haywood.edu/foundation.

I WANT TO
PLEASE CHOOSE ONE
1  SUPPORT  (SCHOLARSHIPS)
2  IMPROVE  (BUILDING/EQUIP)
3  CREATE  (STUDENT OPPORTUNITIES)

Name ___________________________ Date ___________________________ Signature ___________________________
Address ___________________________ City ___________________________ State / Zip Code ___________________________
Telephone ___________________________ E-mail Address ___________________________ Are you an HCC alum?  ○ YES  ○ NO

☐ $ ___________ check is enclosed for your immediate use, made payable to HCC Foundation.
☐ I (we) pledge $ ___________ each year for ____________ year(s) to the Haywood Community College Annual Fund.
☐ I will give online at haywood.edu/foundation.
☐ My employer will match my gift. (Please contact your employer’s personnel office about matching your gift.)
☐ I have included HCC in my estate plan, or contact me to discuss a planned gift.

May we publish your name in the Annual Report and recognize your gift in other appropriate ways?  ○ YES  ○ NO
I want my gift to remain anonymous.  ○ YES  ○ NO

Checks and pledge cards should be directed and mailed to: HCC Foundation, Inc. Haywood Community College
185 Freedlander Drive, Clyde, NC 28721

Questions? Please call the HCC Foundation at 828.627.4544 or contact us by e-mail at pahardin@haywood.edu.
HCC is an equal opportunity institution and does not discriminate on the basis of race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information and veteran status. Office of Marketing and Communications January 2016