Puzzled? Find your perfect fit.
SCHOLARSHIPS

Haywood Community College has scholarship opportunities for Workforce Continuing Education courses. These scholarships cover most of the occupational courses listed in this catalogue. 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.

NEED MORE?

Please call the Workforce Continuing Education Department at 828-627-4669 or 828-564-4128 for further course information.
Creative Arts
CreativeArts.Haywood.edu
Students must be registered for classes at least one week prior to 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.

Music Theory- An introductory course for students wanting to learn to compose, and to read music notation, the course will provide a basic foundation in music theory. Instructor: Kim Neidlinger.
CSP 4000 15483: 4 wks, Tu 7/21- 8/11, 1p- 4p.
Register by 7/14.
CAB, Rm 7316, Main Campus.
Fees: $80

Banjo I- This beginning banjo class will explore the traditional southern Appalachian, claw hammer style banjo. Along with history of the banjo in WNC, this class will introduce you to the 5-string banjo. You will learn first position chords, basic right and left hand techniques, along with basic melodies. By the sessions end students will have knowledge and techniques to continue playing on their own. A recording device and an instrument tuner are recommended. Maximum of 6 students. Instructor: Travis Stuart.
CSP 4000 15484: 10 wks, Tu 10/6- 12/8, 6p- 7p.
Register or withdraw by 9/29.
CAB, Rm 7316, Main Campus.
Fees: $135

Banjo II- This class is for the intermediate to advanced banjo player (see prerequisite) wishing to further their skills on the Claw hammer style banjo, or students that have successfully completed Banjo I. Class will cover advanced right and left hand techniques such as drop thumb, chords structures, alternate tunings, ear training and basic music theory and rhythm structure. We will explore regional styles of old time banjo and study the works of some of the regions iconic old time banjo players. With an emphasis on playing by ear, this class will use some tablature at first, then 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 15479: 10 wks, Tu 10/6- 12/8, 7:30- 9p.
Register or withdraw by 9/29.
CAB, Rm 7316, Main Campus.
Fees: $152

Pre-requisite: Students must be able to play a few standard banjo tunes such as Cripple Creek, Old Joe Clark, in fairly moderate tempo. Instructor is welcome to any questions about this class.

Beginning Guitar I- 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 their choice. Maximum of 4 students. Instructor: Craig Neidlinger.
CSP 4000 15480: 8 wks, We 7/22- 9/9, 3p- 4p.
Register by 7/15.
CSP 4000 15485: 8 wks, We 9/23- 11/18, 5:30- 6:30p.
Register by 9/16.
CAB, Rm 7316, Main Campus.
Fees: $111

Beginning Guitar II- 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. Students must have successfully completed Guitar I or have equivalent abilities. Bring your acoustic guitar to class. Maximum of 4 students. Instructor: Craig Neidlinger.
CSP 4000 15486: 8 wks, We 7/22- 9/9, 4:15- 5:15. Register by 7/15.
CSP 4000 15487: 8 wks, We 9/23- 11/18, 4:15- 5:15. Register by 9/16.
CAB, Rm 7316, Main Campus.
Fees: $111
Intermediate Classical Guitar- For experienced guitarists who want 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. Maximum of 4 students. Instructor: Craig Neidlinger.
CSP 4000 15488: 8 wks, We 7/22- 9/9, 5:30- 6:30.
Register by 7/15.
CSP 4000 15489: 8 wks, We 9/23- 11/18, 3p- 4p.
Register by 9/16.
CAB, Rm 7316, Main Campus.
Fees: $111

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 this, along with the history of where and how these types of dances came to America and the music behind it. In class, you will also participate in square dance routines with a clogging team. Instructor: Kim Ross.
CSP 4000 15490: 8 wks, Th 8/6- 9/24, 6p- 7:30p.
Register by 7/30.
CAB, Rm 7316, Main Campus.
Fees: $80

Introduction to Stained Glass- In this course students will learn the basics of stained glass art. Students will select glass and materials, cut glass, grind and assemble stained glass windows. The course will focus on beginning students and take them through the complete copper foil stained glass process. Instructor: George Kenney.
CSP 4000 15491: 8 wks, Mo 9/21- 11/9, 6p- 8:30p.
Register by 9/14.
CSP 4000 15492: 8 wks, Tu 9/22- 11/10, 2p- 4:30p.
Register by 9/15.
CAB, Rm 7121, Main Campus.
Fees: $138 includes foil, solder & use of tools & equipment.

Beginner 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 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.
CSP 4000 15493: Sa 9/12, 9a- 6p. Register or withdraw by 9/4.
CAB, Rm 7121, Main Campus.
Fees: $64, includes dyed & natural reed.

Drawing on Site- Drawing ourselves and the world that surrounds us, students will explore on paper with pencil, graphite, feathers and ink, watercolors, gouache, water-soluble crayons, pencils and pastels. You will express yourself primarily in your own journal/notebook made of rag paper or heavy bond. In the classroom and out we will look and develop our imagery. You will be asked to begin drawing through guided exercises, from simple to more complex and planned to spontaneous. Students will be exposed to the work of artists such as: Pat Steir, Chuck Close, Van Gogh, Wayne Theibault, Alice Neel, Kiki Smith and the beautiful architectural drawings of Christo and Jean Claude through books, suggested reading and virtual museums. All levels of experience welcome. Drawing gives us the opportunity to personally express ourselves. Come join us for this gentle and guided drawing class. Instructor: Ruth Bloom.
CSP 4000 15494: 4 wks, Mo 8/3- 8/24, 1p- 4p.
Register by 7/27.
CAB, Rm 7105, Main Campus.
Fees: $69
Star Tunnel Book- Ever wonder or been curious about making a book, it’s the rage! You can create cards, sketchbooks and keepsakes all while enjoying the process. This course will teach you how to make a three layered, keepsake freestanding star dimensional card and how to make a binding and cover. Learn the basic structures without any sewing. This book has a wonderful structure, it is an unexpected surprise when you open your cover. Demonstrations and examples will be presented. No experience required. Instructor: Ruth Bloom.
CAB, Rm 7105, Main Campus.
Fees: $71

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 ‘homespun’ yarn. Spinning wheels provided. Instructor: Julie Wilson.
CSP 4000 15496: 2 wks, Tu 9/22- 9/29, 9a- 12p.
Register or withdraw by 9/15.
CAB, Rm 7306, Main Campus.
Fees: $46, includes supplies.

Beginning Loom Weaving- Begin your journey into the world of weaving. Since you have to be “warped” to weave, we will practice this repeatedly. In this class you will see how the loom helps you produce many weaves on one threading and you will also begin to understand color interactions. Woven structures and color interaction are the two basic elements of woven designs. We will practice the methods of working that are most efficient and ergonomic. You will leave the class with a sampler of structures and four napkins or two towels from your color studies. Instructor: Teena Tuenge.
CSP 4000 15498: 6 wks, Th 8/6- 9/10, 12p- 5p.
Register by 7/30.
CAB, Rm 7306, Main Campus.
Fees: $198, includes loom use and fiber.

Warping from the East & West- Learn two approaches to warping your loom from Japan and Scotland. Wind with multiple threads, beam without tangles and set up for easy threading and reeding in. Become undaunted and serene! Don’t let the dread of warping your loom keep your loom empty. Instructor: Beth Ross Johnson.
CSP 4000 15499: 6 wks, We 9/16- 10/21, 12:30p- 5:30p. Register by 9/9.
CAB, Rm 7306, Main Campus.
Fees: $177, includes cotton for weaving. Pre-requisite: Some weaving experience. Students should understand warping and may be familiar with reading a weave draft.

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 15500: 4 wks, Th 7/9- 7/30, 6p- 9p. Register by 7/2.
CSP 4000 15504: 4 wks, Th 1/14- 2/4/16, 2p- 5p. Register by 1/7/16.
CAB, Rm 7306, Main Campus.
Fees: $98, includes warp threads and handouts.

Tapestry Postcards- Weave some “postcards” to learn tapestry techniques. Landscapes lend themselves 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. Looms may not be taken from the classroom, but extra lab time for working on school looms will be provided. With instructor permission, students may create projects in order to become more proficient and independent. 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. Instructor: Teena Tuenge.
CSP 4000 15500: 5 wks, We 9/16- 10/21, 12:30p- 5:30p. Register by 9/9.
CAB, Rm 7306, Main Campus.
Fees: $177, includes cotton for weaving. Pre-requisite: Some weaving experience. Students should understand warping and may be familiar with reading a weave draft.
bring their own looms in order to be able to weave at home between class times. A small sampler and at least one “postcard” will be completed by the end of the class. Instructor: Teena Tuenge.

**Dyeing to Weave a Scarf** - Dyeing wool or other protein fiber and preparing to weave all in one class! You will plan a scarf and dye your own yarns with acid dyes prior to warping and weaving with them.

Students should have their own looms. Washing yarns will be done at home and weaving will be done at home upon completion of the class. Instructor: Teena Tuenge.

CSP 4000 15506: 4 wks, Th 10/22- 11/12, 1p- 4p. Register by 10/15.
CAB, Rm 7306, Main Campus.
Fees: $140, includes fiber and dyes.
Pre-requisite: Some weaving experience & access to a loom. Students should understand warping and may have familiarity with reading a weave draft.

**Dyeing to Weave** - Dyeing cotton and preparing to weave all in one class! You will plan a set of Rep weave place mats or small rug. Rep is a warp faced weave which can easily be done on 2 or 4 shafts. We will use at least two colors. Weaving goes quickly because one weft is very thick. We will also learn about using fiber reactive dyes on cotton as we dye the warp threads.

Students should have their own looms. Washing yarns, rag weft preparation and weaving will be done at home upon completion of the class. An in-class demonstration loom will be set up, however, for practicing techniques. Instructor: Teena Tuenge.

CSP 4000 15507: 4wks, Fr 8/7- 8/28, 1p- 4p. Register by 7/31.
CAB, Rm 7306, Main Campus.
Fees: $115, includes fiber and dyes.
Pre-requisite: Some weaving experience & access to a loom. Students should understand warping and may have familiarity with reading a weave draft.

**Batik with Natural Dyes** - Create your own textiles using one of the oldest resist dyeing techniques known as “Batik” the Indonesian word meaning “wax writing”. This process involves brushing or applying melted beeswax to fabric and paper to produce layers of natural dyes of Cochineal and Indigo; both brilliant in color to combine for the third color, purple. These fabrics are recognized for their crackle or veining that appears in the design. You will explore this technique creating an infinite number of patterns and designs for clothing and household applications.

Students will plan and layout a design on silk, apply wax, formulate dyes of Cochineal and Indigo, remove wax and create a finished product. Supplies for two projects included in the cost of the course. Come have some fun! No experience necessary. Instructor: Ruth Bloom.

CSP 4000 15505: 4 wks, We 9/9- 9/30, 9a- 12p instruction, 1p- 4p work time. Register by 9/2.
CAB, Rm 7306, Main Campus.
Fees: $119, includes fiber for weaving.

CSP 4000 15508: 4 wks, Mo 8/3- 8/24, 6p- 8:30p. Register by 7/27.
CAB, Rm 7306, Main Campus.

**Altered Images on Cloth** - Bring your favorite photos, from family portraits to vacation snapshots, and learn how to transfer digital images onto cloth with a color printer. Then we’ll embellish them with fabric dye, paint, hand embroidery and machine stitching to make them into one-of-a-kind small works of art. No experience required, but a sense of adventure is appreciated! Silk and cotton fabric and printing will be provided and covered by the materials fee. Instructor: Judi Jetson.

CAB, Rm 7306, Main Campus.
Fees: $128, includes fabric & printing.

**Artful Knitting** - This class for experienced knitters is designed to teach you to knit and use color creatively. Techniques covered include stranded color work, knitted flowers, 3-D embellishments, lovely lace and embroidery over knitting. Students will create samples that may be used to create their own unique knitted throw. Join us for the first time or continue to develop the skills you learned in the last class. Instructor: Judi Jetson.

CAB, Rm 7105, Main Campus.
Fees: $108
Pre-requisite: Basic knitting skills.

**Making Slow Shibori in an Express World** - Utilizing similar concepts, students will take fiber dyeing far beyond tie-dye. Using hand stitching, precise dyeing, and traditional methods, students will learn several shibori techniques, including 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 15512:** Sa 8/22, 9:30a- 5p.  Register by 8/14.
**CAB, Rm 7306, Main Campus.**  
Fees: $65, includes silk scarves & dyes.

**Fabulous & Felted Scarf** - This is a great way to make a nuno-felted scarf with texture, color and style. In this active class, students will learn to felt 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.  
**CSP 4000 15514:** Sa 8/8, 10a- 3:30p.  Register by 7/31.  
**CAB, Rm 7306, Main Campus.**  
Fees: $64, fiber supplies included.

**Felted Hats** - 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.  
**CSP 4000 15517:** Sa 9/5, 9a- 4:30p.  Register by 8/28.  
**CSP 4000 15518:** Sa 12/12, 9a- 4:30p.  Register by 12/4.  
**CAB, Rm 7306, Main Campus.**  
Fees: $72, includes fiber supplies.

**Quilting** - This course is designed for individuals interested in learning the art of quilting; from fabric selection to cutting, piecing, and quilting techniques. You will choose a project incorporating all the major quilt techniques, and learn to sandwich, quilt, and bind your masterpiece. It’s the perfect opportunity to start at the beginning and learn one step at a time—but it’s a great refresher course, too. You’ll be welcome whatever your background in quilting!  
**CSP 4000 15519:** We 8/19, 1p- 4p.  Register by 8/12.  
**CSP 4000 15520:** Tu 1/7/16, 1p- 4p.  Register by 1/12/16.  
**CAB, Rm 7306, Main Campus.**  
Fees: $30, includes fiber supplies.
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, 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 15526: 10 wks, Mo 9/14- 11/16, 10a- 2:30p. Register by 9/4.
CSP 4000 15527: 10 wks, Mo 9/14- 11/16, 5:30p- 9:30p, Register by 9/4.
CSP 4000 15528: 10 wks, Mo 11/30- 2/22/16, 10a- 2:30p, Register by 11/20.
CSP 4000 15529: 10 wks, Mo 11/30- 2/22/16, 5:30p- 9:30p, Register by 11/20.
1400 bldg, Main Campus.
Fees: $121

Sewing- Discover the pleasures of sewing in this introductory class. You will learn all about fabrics, patterns and the supplies needed to begin sewing. You will complete an individual project of your choice. The supply list will be given at the first class meeting. Students are welcome to bring their own portable sewing machine.  Instructor: Kate Brown
1400 bldg, Main Campus.
Fees: $185

Patternmaking for Professional Fashion Design- In this course, students will learn to take detailed body measurements and translate them onto paper in the forms of Front and Back Bodice Draft, Front and Back Skirt Draft, and the Sleeve Draft. These five drafts are the very foundation for creating unlimited designs using the Flat Pattern Method, which will then be applied to design personal blouses and skirts.  Instructor: Susan Stowell.
PRC 3104 15549: 10 wks, Fr 9/18- 11/20, 9a- 3:30p. Register by 9/11.
1400 bldg, Main Campus
Tuition: $180, Fees: $118

Fashion Draping- In this segment of Patternmaking and Draping For Fashion Design, students will learn basic draping techniques using a dress form and muslin to create dress, skirt and collar shapes which are then interpreted in the paper pattern form learned in the Patternmaking Class.  Instructor: Susan Stoewell.
PRC 3104 15550: 8 wks, Fr 1/8- 2/26/16, 9a- 3:30p. Register by 12/18.
1400 bldg, Main Campus
Tuition: $125, Fees: $118

Carving A-round- This woodcarving course is designed to explore all the basic techniques of carving in three dimensions. Students will be introduced to the fundamentals and will cover the different tools and their proper uses, the 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.
CSP 4000 15531: 8 wks, Tu 7/7- 8/25, 6p- 9p. Register by 8/30.
CAB, Rm 7121, Main Campus.
Fees: $119

HCC Community Craft Night
Goal: To better serve the community; to promote crafts, creativity, dialogue and community.
When: The 2nd Thursday of each month from 4p- 8p. Beginning Aug 13th.
Where: Creative Arts Building, multi-purpose room 7105
What: A community craft night open to students, alumni and community members. A chance for anyone interested to gather, create and communicate. 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 is provided, but rather a space for creation and conversation.
You are welcome to bring a bite to eat and any portable project of your choice to work on in a community setting. The goal: 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.
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 and will cover the different tools and their proper uses, the different types of wood, and what to use to your best advantage. Learn about carving styles from Egyptian to Art Nuevo. Instructor: Bob Orr.
CSP 4000 15532: 8wks, Tu 9/29- 11/17, 6p- 9p.
Register by 9/22.
CAB, Rm 7121, Main Campus
Fees: $119

Clay Basics- This clay basics course will cover just that, all the basics. Student 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 15482: 8 wks, Tu 9/8- 10/27, 6p- 9p
instruction/ We 4p- 7p lab. Register by 9/1.
CSP 4000 15533: 8 wks, Tu 1/12- 3/1/16, 2p- 5p
instruction/ We 4p- 7p lab. Register by 12/18.
CAB, Rm 7221, Main Campus.
Fees: $198 includes clay, glazes & firing.

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 15534: 8 wks, Th 9/17- 11/5, 6p-9p.
Register by 9/10.
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 15535: 8 wks, Th 9/17- 11/5, 2p-5p.
Register by 9/10.
CAB, Rm 7231, Main Campus
Fees: $148 includes supplies.
Pre-requisite: Basic jewelry skills.

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 pizzazz 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! And if you have previous experience in enameling you’re welcome to come play with us. Instructor: Terry Taylor.
CSP 4000 15536: Sa 8/29, 10a- 3p. Register by 8/21.
CAB, Rm 7231, Main Campus.
Fees: $38 supplies included.

Fast Enamel Earrings!- In this fast-paced class you’ll solve your holiday gift worries or go home with a handful of unique, handmade earrings for yourself! Make 4 different shapes—circular, rounded square, teardrop, and oval. We’ll use rubber stamps to make one-of-a-kind designs: they’re a quick & easy way to create decorative patterns. Sterling silver ear wires are included in the cost of the class. Instructor: Terry Taylor.
CSP 4000 15538: We 11/4, 1p- 4p. Register by 10/28.
CAB, Rm 7231, Main Campus.
Fees: $34 supplies included.
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 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. Previous students welcome to come play with techniques you’ve already learned. Instructor: Terry Taylor.

CSP 4000 15540: Sa 9/26, 10a- 4:30p. Register by 9/18.
CSP 4000 15541: Sa 10/24, 10a- 4:30p. Register by 10/16.
CSP 4000 15542: We 1/13/16, 10a- 4:30p. Register by 1/6/16.
CAB, Rm 7231, Main Campus.
Fees: $48

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.

CSP 4000 15546: 16 wks, Tu 8/18- 12/8, 7p- 11p. Register by 8/3.
Rm 3321, Main Campus.
Fees: $229.75
Pre-requisite: 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. Instructor: David Burnette.

CSP 4000 15547: 16 wks, Tu 8/18- 12/8, 6p- 10p. Register by 8/3.
CSP 4000 XXXX: 16 wks, Tu 1/12/16-5/3/16, 7p- 11p. Register by 12/18.
Rm 3321, Main Campus.
Fees: $229.75
Pre-requisite: 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.

CSP 4000 15548: 16 wks, We 8/19-12/15, 6p-10p. Register by 8/3. Rm 3321, Main Campus. Fees: $229.75. Pre-requisite: Successful completion of Hand Wrought Metals or PCJ 262.

Tool Making- This course introduces fundamental design and technical skills for producing tools used in a jewelry or blacksmithing studio. Topics include steel selection, tool design, introduction of hardening and tempering processes. Instructor: David Burnette.

• CSP 4000 XXXX: 16 wks, Tu 12/5-5/3/16, 6p-10p. Register by 12/18. Rm 3321, Main Campus. Fees: $229.75. Pre-requisite: Successful completion of Hand Wrought Metals or PCJ 262.

The Creative Arts Continuing Education department at HCC is looking for qualified, professional, enthusiastic instructors for the following classes:
• Guitar, banjo, mandolin, dulcimer, fiddle
• Lapidary
• Wood: including carving, furniture construction, etc.
• Metalsmithing
• Advanced Clay
• Drawing
• Painting
• Auto Upholstery
• Other classes that pertain to the creative arts and mountain 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.

American Bladesmithing Society Courses

American Bladesmithing Society Courses:

ABS Handles and Guards- This class is designed to continue the course of study set forth in the ABS Introduction to Bladesmithing course. This class includes detailed information on creating handles, both full tang, guards, butt caps, decorative file work, spiral dagger handles, handle material choices, guard material choices, pin stock, adhesives and overall finish. Students will be instructed on how to finish off a professional looking knife. Participants are expected to possess the skill and knowledge to forge, grind and heat-treat blades prior to this class. A limited amount and type of materials will be provided, students are welcome to furnish and bring their own handle and guard material. It is required that students enrolling in this workshop provide their own, finished blades ready to be completed. This week long course will be taught by ABS Certified Master Bladesmith James Rodebaugh.

CSP 4000 15171: M-F 6/8-6/12, 8a-5p. Main campus, 3300. Fee: $700, plus $1.25 for student insurance

ABS Introduction to Bladesmithing- The Bladesmith Lab class will be a project-based class. Students may bring any items pertaining to fixed blade knives. Forging, heat treat, grinding, and handles will be covered. ABS Instructor Jim Crowell will be available to help with student projects.

CSP 4000 15167: 2 wks, M-F 8/24-9/4, 8a-5p. Main campus, 3300. Fee: $850, plus $1.25 for student insurance

ABS Grinding Class- This class will teach the use of the 2x72 belt grinder. Students will learn the process of creating blade bevels, flat grind and hollow grind.

CSP 4000 15168: Th-Sa 10/8-10/10, 8a-5p. Main campus, 3300. Fee: $420, plus $1.25 for student insurance
Allied Health

Nurse Aide I- Short term training that prepares individuals to work as caregivers in a health care setting such as a nursing home, hospital or home health care. Students will attend 162 hours of instruction- 48 clinical hours and 114 classroom hours taught by a registered nurse. Approved by the North Carolina Division of Health Service Regulation.
Prerequisites: High School Diploma, GED or reading test results at a 9th grade level or above.
Classes:
1/14-4/28 - Mon., Tues., Wed. evenings - 5:30-9:30pm
1/14-4/27 - Mon. and Wed. - 8:15am-2:45pm
1/15-4/23 - Tues. and Thurs. - 8:15am-2:45pm
Summer 2015: Fast Track Nurse Aide Classes
5/7-6/23 - Mon. Tues., Wed., Thurs. - 8:15am-3:45pm
6/24-8/6 - Mon, Tues. Wed., Thurs. - 8:15am-3:45pm
Tuition: $227.25

Medication Aide- This course is designed to meet the training requirements for becoming qualified as a Medication Aide.
Prerequisites: High school diploma or GED and current listing on NC Nurse Aide I Registry.
Classes: June 2015 - 5:30pm-9:30pm
Dates to be announced.
Tuition: $80.00

Phlebotomy- This course prepares the student to draw blood specimens from patients in a clinical facility. Students will attend 207 hours of instruction: 87 class hours and 120 clinical hours.
Prerequisites: High School Diploma or GED
Classes: 2/3-5/12 Tues., Thurs. evenings from 6-9pm. Clinical hours will be outside of class time.
Tuition: $252.25

Call for Registration information: Contact Sandy Fischer at 565-4145 or sfischer@haywood.edu

EMS / Prehospital Personnel Training

Continuing Education for EMS and Prehospital Personnel- Monthly courses are held at the local fire departments within Haywood County. Call for further information on course dates/times.

ONLINE BLS and ALS Continuing Education- Monthly courses are held online for BLS and ALS level EMS and Prehospital personnel. Credit hours are granted upon successful completion of the course requirements. A great way to catch up on those required CE hours!
August - Spinal Trauma
September - Behavioral & Psychiatric Emergencies
October - Cardiac Emergencies
November - Chest Trauma
December - Infectious Diseases

ONLINE Critical Care - Monthly courses are held online for Critical Care level EMS and prehospital personnel. Credit hours are granted upon successful completion of the course requirements.
August - Mechanical Ventilation
September - 12 lead and 15 lead Interpretation,
October - Mechanical & Circulatory Assist Devices
November - Burn Care
December - High Risk Obstetrics

Complex Airway Course - Fall of 2015. 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.
**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. Fall dates TBD – Call for more information.

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

**Geriatric Education for EMS-ONLINE!**-
Offered Fall of 2015. Call for further information on course dates/registration.

**S.T.A.B.L.E.**- Sugar, Temperature, Airway, Blood Pressure, Lab Work, Emotional Support
Coming Winter of 2016. 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.

**EMT-Paramedic to Paramedic Transition Course ONLINE**- Meets the National Registry of EMT’s requirements for transition from NREMT to NRP. NCOEMS approved. Call for further information on course dates/registration.

**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 – 8/15, 9/19, 10/17, 11/21
Health Care Provider Classes – 9/19
ACLS/PALS Recertification classes–July 13th
ACLS EP Classes – September 28th
Other classes scheduled as needed

**AMLS/PHTLS/PEPP/ITLS**
PEPP Classes – August 19th
ITLS Classes – September 25th and 26th
AMLS Classes - October 29th and 30th
Other classes scheduled as needed

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

---

**Fire and Rescue Classes**

**Certification Classes:**
- Firefighter 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 fire fighting 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.

**Haywood County Fire & Rescue College**
Haywood Community College
September 25 – 27, 2015
The Haywood County Fire and Rescue College is in its sixth year. It offers fire and rescue training to personnel located in North Carolina and the rest of the United States. The minimum age for participants in the Fire & Rescue College is 16 years of age. All participants between the ages of 16 and 18 must have written permission from their high school principal. High School Release form or letter must be returned with the registration form.

Learn about personal protective equipment (PPE), fire alarms and communications, fire behavior, emergency vehicle driver, fire ventilation, SMART Triage, basic pump operations, and other Level I and Level II, technical rescue, and fire and rescue training.

For more information concerning Fire and Rescue Training, please check the HCC website: www.haywood.edu/continuing_education/fire_training

Dee Massey, Fire Coordinator, may be reached at dmassey@haywood.edu or by phone at 828-565-4247.
Law Enforcement Training

Basic Law Enforcement - 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 night class that will begin early Fall 2015. There will be an Informational Meeting to review the application process late summer. Chief Scott Sutton is the current 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 at 828-565-4241 or rssutton@haywood.edu

Inservice-Training

Mandatory inservice-training for law enforcement personnel will be offered during the fall. This includes Basic Updates, Firearms, Taser, CPR/First Aid, Telecommunicator, and Detention… Times and locations TBD. For further information or to pre-register call Tyler Trantham at 828-627-4548 or pttrantham@haywood.edu

Automotive

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.

Emission Standards, On Board Diagnostics (OBD)

Emission Recertification - This course is a recertification class required by the State of North Carolina for the Emission II Inspection Program. It ensures that licensed mechanics understand OBD technology pertaining to emissions testing.

Special Interests

Computer Numerical Control (CNC) Programming - ISC-3102 - This course provides 2-D programming techniques that include drill, tap, engrave, pocketing, and contour. This course will use MasterCam as the programming software. Students will have the opportunity to work in the Advanced Machining lab using the HAAS simulator and HAAS CNC machine. Upon completion students can expect to complete a part from a blueprint using the CAD/CAM software.

Date: 8/3/15 – 8/5/15
Time: 9am – 1pm
Day: M, T, W
Location: 3051 Regional High Tech Center
Cost: $70
Computer Use Fee: $5
Introduction to Water Jet Cutting Technologies- ISC-3102 - A water jet is a tool that is capable of cutting a wide variety of materials using a high pressure jet of water mixed with garnet. This course introduces students to program, setup and operate water jet cutting equipment. Students will create their own name plate to take home with them.

Date: August 3-5th
Time: 9:00 -1:00 pm
Day: M, T, W
Location: Room 3041 Regional High Tech Center
Cost: $70
Industrial Supply Fee: $100

Manicurist- COS-3101 - 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.

Date: 8/18/2015 – 11/12/2015
Time: T, W, TH 4pm – 11:00pm & SAT 9:00am-4:30pm
Location: 3210
Cost: $180 plus books and nail technician kits & $22 student insurance fee

College & Career Readiness

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

- Career College
- Compensatory Education
- English as a Second Language (ESL)
- 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, and by employers as any other high school diploma earned across the nation. There is no cost to the student for tuition, books or materials.

Class Locations:
Monday-Friday 8a-12:30p 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 four subject areas in preparation for taking the High School Equivalency Diploma (GED®) test. These four subject areas are: Language Arts, Mathematics, Science and Social Studies.

Class Locations:
Monday-Thursday 8a-12:00p Room 335-B Main Campus
Monday-Thursday 9a-12p Room 380 Main Campus
Monday-Thursday 5:30p-8:30p Room 335-B Main Campus
On-line classes are also available.
Fees: Free classes and materials.
GED Testing service does charge a fee for the test. The Haywood Community College Foundation has established a scholarship fund for qualified students who need assistance with the testing fees.

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

**Class Locations:**
- Monday-Thursday 8a-12p Main Campus
- Monday-Thursday 5:30p-8:30p Main Campus
- On-line classes are also available.

**Fees:** Free

**English as a Second Language (ESL)** is a program of instruction designed for adults who are limited English proficient and whose primary language is not English. These students need to improve their speaking, reading, writing, and understanding of the English language to enable them to further their education or obtain employment. For information, please call 828-565-4182.

**Class Locations:**
- Tuesday & Thursday 9a-Noon Clyde Central United Methodist Church
- Monday & Wednesday 6p-8p Bethel Baptist Church

**Fees:** Free

**Career College** is a two-year postsecondary certificate program for adults with intellectual or developmental disabilities. This entry-level program provides a foundation for transitioning into a career or additional coursework. The students further develop reading, math and computer skills along with participating in a hands-on practicum experience within a specific program of study.

**Class Locations:**
- Monday-Friday 8a-3:30p Main Campus

For more information, please call 565-4182.

**Compensatory Education** is a community college program for adults (17 and older) with intellectual disabilities or adults with brain injury functioning at a level of intellectual disability. The program is designed to help the individual acquire and maintain basic and life skills needed to function successfully in daily living. This will result in the individual becoming an active participant in the community through work, socialization, home life and faith community.

**Class Locations:**
- Day classes are available at Haywood Vocational Opportunities for clients of HVO. Evening classes are held Tuesday and Thursday at The Waynesville Towers from 6:30-8:30 pm. For more information, please call 565-4182.

**Fees:** Free

**Authorized Pearson Vue GED® Testing Center**

Schedule to take your GED® 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. 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:
1) To schedule your test, please call 828-627-4648. Available times are: Mondays @ 1pm, Tuesdays @5:15pm, and Fridays @ 10am
2) 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.
3) College & Career Readiness is located in the 300 building in Suite 372.
4) 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.
5) Bring your picture ID with you to the test session. You will not be allowed to test without showing your valid identification.
6) Plan to arrive 10-15 minutes prior to your testing time. Allow approximately 45 minutes to take your test.
7) Your test results will be emailed to you by the end
of the next working day.

8) Please call to schedule your test as soon as possible. Scheduling early will allow time for any needed remediation.

Test Scores Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>TABE Reading Level</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLET</td>
<td>A</td>
<td>10th</td>
</tr>
<tr>
<td>EMT</td>
<td>A</td>
<td>10th</td>
</tr>
<tr>
<td>Medical Responder</td>
<td>A</td>
<td>10th</td>
</tr>
<tr>
<td>Nurse Aide</td>
<td>A</td>
<td>9th</td>
</tr>
</tbody>
</table>

Minimum Remediation Requirements:

1 Grade Level.........................12 Hours of study
2-4 Grade Levels....................20 Hours of study
4 or more Grade Levels............40 Hours of study

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

CareerWorks (HRD)

Career Works – Human Resource Development
HRD Program is designed to assist students who are unemployed or underemployed 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
(Formerly known as ESC)
1170 North Main Street
Waynesville, NC 28786
828.456.6061 – 9:00 to 5:00 Monday – Thursday

Goodwill Career Connections
23 Hendrix Street
Waynesville, NC 28786
828.246.9233 – 9:00 to 5:00 Friday

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. Be prepared to earn the Gold!
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.

*Dates and locations are subject to change. Keep checking our website SBC.HAYWOOD.EDU for updates!*

BUSINESS STARTUP SERIES

**How to Price Your Product or Service**
Tuesday, September 1, 6 – 9 pm
HCC Auditorium, right rear section.
Speaker: D. Knipe
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, and breakeven point)
- Identify factors involved in developing good financial assumptions
- Learn how to calculate the break-even point for a sample business

**How to Start a Business**
Tuesday, September 8, 6 – 9 pm
HCC Auditorium, right rear section
Speaker: R. Seagle, Seagle Management Consulting
No one starts a business to have the life drained out of them, but it happens way too often. Your first year in business is make-or-break time. It can be a time of excitement, confusion and turmoil. Starting off on the right foot can create the foundation for a lasting, profitable business. This is a “soup-to-nuts” seminar with speaker Russ Seagle will cover all the important issues you need to consider when starting your business:

- Choosing a business name and a location
- Licenses, permits, franchises, and purchasing an existing business
- Types of risk businesses face and insurance issues, various tax issues
- Challenges of managing a business, family-owned business issues, and common

**Marketing Your Business**
Tuesday, September 15, 9 am - noon
HCC Auditorium, right rear section
Speaker: Ten Biz
Learn the value of a marketing plan including the importance of market analysis in projecting sales. Market research for a sample business will demonstrate the connection between a marketing plan and a cash flow statement. Identify market tools and prepare a marketing plan for a sample business.

**Financing Your Business**
Wednesday, September 16, 11:30am – 1:30pm
HCC Auditorium, right rear section
Speaker: The Support Center, T. Snider
Join the Haywood Community College Small Business Center and The Support Center to learn more about the resources available to assist start-ups and existing small businesses. In addition to free counseling provided by the Small Business Center, The Support Center offers loan programs for all types of small companies, particularly women, minority, contractors and other underserved businesses in North Carolina. They also offer a “no equity” requirement loan for Veteran and Service-Disabled-Veteran-owned businesses across the state.
BUSINESS STARTUP SERIES

How to Write a Business Plan
Tuesday, September 22, 6 – 9pm
HCC Auditorium, right rear section
Speaker: R. Seagle, Seagle Management Consulting
The old bromide is true: “Failure to plan is planning to fail.” While you can never perfectly foretell the future, you can lay out a reasonable plan for how your business will start, operate, attract customers, deal with competitors, and MAKE MONEY. Learn a simple technique for writing an effective business plan. Discover what really needs to be there, what detracts from your message, how to say what’s important, and how to use your plan to communicate your business idea to lenders, investors, customers, vendors, and others. Also learn the most effective method for improving your business plan.

How to Find Your Customers
Tuesday, October 6, 6 – 9pm
HCC Auditorium, right rear section
Speaker: Ten Biz
Build your customer base through the creation of a strong marketing plan. During this three hour seminar you will gather Industry and Market data; Learn methods and tools to assist you as you analyze industry, market and economic trends/characteristics; and uncover your competition and their competitive advantage.
Attendees will:
• Explore marketplace viability and pinpoint potential competitors
• Describe target market and distribution channels
• Develop core marketing message and corresponding strategy

Business Taxes
Tuesday, October 20, 2 – 4 pm
HCC Auditorium, right rear section
Speaker: K. Bargsley, NC Dept. of Revenue
The North Carolina Department of Revenue, North Carolina Industrial Commission, and North Carolina Department of Commerce Division of Employment Security representatives will cover basic requirements to help businesses in North Carolina understand the laws and obligations necessary to be compliant. Topics covered:
• The basics of tax compliance from registering your business, withholding from employees, and sales and use tax requirements.
• Workers’ Compensation laws and the types of businesses required to carry workers’ compensation insurance and how to obtain it.
• Unemployment insurance laws, employment taxes, and the appeals process

Basics of Bookkeeping
Tuesday, October 13, 6 – 9 pm
HCC Auditorium, right rear section
Speaker: Ten Biz
Get answers to basic bookkeeping questions. New and prospective business owners will learn about accrual and cash basis accounting, what are expenses and revenues, manual and software bookkeeping options, outsourcing, and what your business actually needs when it comes to bookkeeping.
Twitter Made Easy
Wednesday, September 30, 11 am – 1pm
HCC Library, Room 206
Speaker: C. Brown, Lady Bizness
Twitter is a great resource and marketing tool for small businesses that know how to use its power. This 2 hour workshop will teach you the following:
• How to start a page from scratch with an enhanced profile
• How to use hashtags to garner attention for your brand
• How to create lists and engage influencers
• How to gain new followers with proven applications

Facebook Made Easy
Wednesday, September 30, 2 – 4pm
HCC Library, Room 206
Speaker: C. Brown, Lady Bizness
Every business should have a Facebook page! Learn how to use your page to brand your business and engage your customers. This 2 hour workshop will teach you the following:
• How to start a page from scratch
• How to schedule messages that save you time
• How to automate your marketing and keep people on your page
• Apps that integrate to make your business stand out

Instagram Made Easy
Thursday, October 1, 8am – 11am
HCC Library, Room 206
Speaker: C. Brown, Lady Bizness
Instagram is the it thing in social media. Find out how your business can benefit from this platform and grow sales online. This workshop will teach you the following:
• How to start an Instagram page for your business
• How to gain followers and keep them engaged daily
• How to integrate Instagram into your current marketing plan
• Apps that can be used to make your photos stand out & save you time

GENERAL SMALL BUSINESS SEMINARS

Meet the Banker: a behind the scenes look into Business Banking and Small Business Lending
Thursday, September 24, 3-5pm
HCC Auditorium, Right Rear Section
Speakers Panel
Looking for financing or simply to open a business banking account? This seminar will provide an introduction to a wealth of Small Business Banking and Lending opportunities to assist you in finding the right fit for your business. Panelist will also share best practices and an insider’s view into the world of roundtable business banking.

Small Business Roundtable
Wednesdays , September 30, October 21, November 18  8:30 – 10:30am
HCC Library, Room 207
The Small Business Roundtable series will provide small business owners the opportunity to network and learn from one another in an intimate setting. The morning series will feature a topic of the month for discussion, an introduction to the Small Business Center and various avenues to assist with business start-up, growth and expansion.

The Financial Puzzle
Wednesday, September 30, 6 – 9pm
HCC Auditorium, Right Rear Section
Speaker: C. Brown, Lady Bizness
What is a balance sheet or income statement? What do the numbers mean? Do you know how to read these numbers to truly understand the condition of your business? You will learn basic financial terminology, what numbers you need to understand most and what role an accountant should play in helping you grow and control your business. This program is especially helpful for non-financial managers.
Every business should have a Facebook page! Learn how to use your page to brand your business and engage your customers. This 2 hour workshop will teach you the following:
• How to start a page from scratch
ONLINE RETAIL OUTLETS FOR SMALL BUSINESS OWNERS

**eBay for Beginners**  
Wednesday, October 7, 1 – 4pm  
NEED LOCATION  
Speaker: N. 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.

**eBay Build Your Business**  
Wednesday, October 7, 6 – 9pm  
Regional High Technology, Center Auditorium  
Speaker: N. Hawks  
This session is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Plus learn those “tricks of the trade” that you have to know to become an eBay PowerSeller!

**A Guide to Selling on Etsy**  
Thursday, October 8, 1 – 4pm  
Regional High Technology, Center Auditorium  
Speaker: N. 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. In fact, sellers took home over 860 million in sales in 2012 alone. 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. Share the story of your craft in your profile, item photos, and shop banner. Escape the 9-5 grind and focus on your passion. You will be guided through planning the basics of your business strategy and given an in-depth look at Etsy’s tools to help you succeed online.

**A Guide to Selling on Amazon**  
Thursday, October 8, 6 – 9pm  
Regional High Technology, Center Auditorium  
Speaker: N. Hawks  
Amazon is the leading e-commerce website in the United States with more than $74.45 billion dollars in 2013 net sales. Amazon has more than 237 million active customer accounts worldwide. In this fast paced class you’ll learn how to register online, choose the account that fits your goals, and list an item on Amazon to maximize your probability. You’ll learn how to ship your items and minimize your expenses. Learn how to make the most money with every sale.

**ONLINE RETAIL OUTLETS FOR SMALL BUSINESS OWNERS**

- How to schedule messages that save you time
- How to automate your marketing and keep people on your page
- Apps that integrate to make your business stand out

**Social Engagement for Nonprofits**  
Thursday, October 1, 12 – 2pm  
HCC Auditorium, Right Rear Section  
Speaker: C. Brown, Lady Bizness  
How do you get your board, volunteers, and donors on the same page? You have to engage each segment and create consistency. This workshop will teach you the following: What outlets can be used for Nonprofits? Creating a message on multiple platforms! Automating your message & saving time with social media! How to Use Social Media to work with existing campaigns!

**Perfecting your Pitch**  
Thursday, October 1, 6 – 9pm  
HCC Auditorium, right rear section  
Speaker: C. Brown, Lady Bizness  
Being able to articulate your vision to possible investors and shareholders is key to getting what your business needs. Potential clients will ask you what do you do and how can you help them. This 3 hour workshop will help you:  
- Master your Elevator Pitch  
- Offer best networking practices.  
- Introduce your business to the rest of the World.

**Choosing Your Legal Structure**  
Monday, October 12, 6 – 8pm  
HCC Auditorium, Right Rear Section  
Speaker: C. Wells, Griffin, Wells PA  
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.

**Mobile Payment Systems for the Small Business Owner**
Monday, October 19, 5 – 7pm
HCC Building 200, Room 201
Speaker: J. Grantham, Manic Social
Does the world of mobile payment systems, credit card processing, and online payment systems seem a bit daunting? This two hour crash course will provide you with an overview of the most popular payment systems for business owners, hands-on experience in setting up and maintaining three of the most popular mobile payment system, and an understanding of popular mobile payment systems and methods to use them to your full advantage.

**Professional Craft Artist Business Planning Series** (8 Weeks)
Monday, October 5 - November 23
Co-Sponsored by The Support Center
Speaker, TenBiz
Registration Fee $75
Experience a hands-on curriculum, specifically designed to address needs and challenges faced by current and prospective craft artist business owners. Craft businesses are unique ventures and require special business planning methods. The 8 week series will provide will provide you with the tools needed to move your business forward, including a presentation of your business idea and a written “Creative Business Plan.”

**Quickbooks (4 Part Series)**
Tuesdays, November 3 – 24, 6 – 9pm
HCC Building 200, Room 203
Speaker: T. Snider
$100 registration fee
Take the fear out of financial accounting! This 4 session seminar will give you the tools to understand the financial health of your small business. Start with the basics of bookkeeping and then launch into QuickBooks in order to learn more advanced financial management systems.

**We Want You**
Thinking about starting a business in Haywood County or growing an existing business? Take advantage of our programs, services, and resources… let the Small Business Center be your partner for success.

**Cost**
Confidential counseling services, seminars and access to resource libraries are free of charge. Some workshops require a minimal registration fee.

**Consulting**
Small Business Centers provide free, confidential counseling services for new and existing businesses. Call 828-627-4512 for an appointment.
5K Registration

Early Registration (April 1 - May 31) - $20
Regular Registration (June 1 - August 31) - $25
Late Registration (September 1 - September 19) - $30

Fun Run Registration - 1 Mile
$15 (t-shirt and finisher medal included)

All registrants will receive a free t-shirt and access to that day's music, food, car show and family activities on campus.

register today @ haywood.edu
General Information

Registration Process

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

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

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

Computer Use and Technology Fee: The registration fee for continuing education classes includes a $5 computer use and technology fee. The fee is required of all students enrolled in continuing education computer classes.

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

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

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

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

2. If a class is canceled due to insufficient enrollment, the student will receive 100% refund.

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

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

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

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

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

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

E-Mail: __________________________________________________________

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

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

Ethnic Origin:  Are you?
□ Hispanic/Latino  □ Non Hispanic

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

Gender:  □ Male  □ Female

High School Name:

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

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

SIGNATURE: _____________________________________________ DATE: __________________

By signing this form, student agrees the information above is true and accurate and the legal residence given for tuition purposes is as shown. Student agrees to abide by the HCC Policies and Procedures and the Student Code of Conduct. Unprofessional behavior can place student’s participation in jeopardy and will be viewed as grounds for dismissal. A complete guide to conduct can be viewed here: www.haywood.edu/policies_and_procedures/policy/6/7. 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.

Registration Fees ONLY – No textbook/materials cost should be included. Tuition Total
Continuing Education Registration

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.

☐ 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.
## Programs of Study

<table>
<thead>
<tr>
<th>Program</th>
<th>Associate</th>
<th>Diploma</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate in Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate in General Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate in Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Systems Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Construction Technology - Green Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collision Repair and Finishing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer-Integrated Machining</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Systems Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Engineering Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish &amp; Wildlife Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Management Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare Business Informatics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulture Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial Systems Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manicuring / Nail Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manicuring / Nail Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assisting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Crafts - Clay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Crafts - Fiber</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Crafts - Hand-Wrought Metals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Crafts - Jewelry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Crafts - Wood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School-Age Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 July 2015

Education changes everything.