Drones
PROVIDE ADDED TOOL FOR SEARCH & RESCUE
On the Cover:
Allen Newland, HCC graduate and owner of A Shot Above of WNC, demonstrates how drones can help search and rescue efforts.

Dates, locations and fees of all courses listed are subject to change.
Shine & Dine
BLACK AND WHITE GALA

SEPTEMBER 13, 2019
at 6:00 P.M.
Laurel Ridge Country Club
DINNER • MUSIC • AUCTION

Black & White Gala to support
THE HCC ADVANCED MANUFACTURING
AND AUTOMOTIVE PROGRAMS

3 WAYS TO PURCHASE TICKETS
Online at hccgalaevents.com
Call the HCC Foundation at 828.627.4522
Visit the HCC Foundation Office

TICKETS GO ON SALE
AUGUST 1

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BEGINNING WEAVING: FLOOR LOOM

Begin your journey into the world of weaving. We will practice warping repeatedly during our time together. 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 design. 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: Deanna Lynch

Course Code: CSP 4000 24291
Location: Creative Arts Building, room 7306B
Date: W 8/21 – 9/24
Time: 1 – 5p
Registration Deadline: 8/14

CONTEMPORARY TEXTILES

This course provides a survey of weaving and textile traditions from 1900 to present, including major technical developments in industry, current trends and critical analysis. Topics include the Arts and Crafts Movement, the Bauhaus, the influence of new fibers on industry, and contemporary fiber art and textile designers. Upon completion, students should be able to recognize the work of contemporary fiber artists and critically analyze their work. Instructor: Amy Putansu

Course Code: CSP 4000 24292
Date: M,W 8/26 – 9/16
Time: 9a – 1p
Registration Deadline: 8/19

Cost: $227
Location: Creative Arts Building, room 7206
Course Code: PCF 210
Date: T 8/20 – 12/10
Time: 2 – 3p
Registration Deadline: 8/13

Please find complete course descriptions, supply lists and begin the registration process on our website www.creativearts.haywood.edu.

Classes are offered in a first-come-first-served basis. Students must register and pay by the registration deadline in order to ensure a spot in the class. Students must withdraw via email or phone in order to receive a refund for the class. Students who do not withdraw and also do not show up for class will still be billed for the class. For the most up-to-date information on classes, events, facilities, registration and directions, please visit creativearts.haywood.edu or follow us on Facebook: www.facebook.com/haywoodcommunitycollegecreativearts

Please contact hcc-creativearts@haywood.edu or (828) 565-4240 with questions or to register.
**INTERMEDIATE WEAVING: FLOOR LOOM**

This class is for anyone who has taken a beginning weaving class and wishes to expand their knowledge. We will talk about how to read weaving drafts, where to find weaving patterns, ideas about selecting colors and yarns. We will also cover some of the main ways to create variety in your weaving. You will leave class with a completed scarf or set of towels and a list of new ideas and places to start. Instructor: Deanna Lynch

**Cost:** $227

**Location:** Creative Arts Building, room 7306B

**Course Code** | **Date** | **Time**
--- | --- | ---
CSP 4000 24295 | M,W 9/30 – 10/16 | 9a – 1p
Registration Deadline: 9/23

**Course Code** | **Date** | **Time**
--- | --- | ---
CSP 4000 24296 | W 10/2 – 11/6 | 1 – 5p
Registration Deadline: 9/25

**ADVANCED WEAVING: FLOOR LOOM**

Advanced weaving is open to anyone who is comfortable dressing the loom and would like to dive in deeper to learn about complex weave structures. You will be able to choose your own project from your own stash of drafts and ideas or you can come to class and choose from one of the projects made available by the instructor. Each project will be designed to stretch your knowledge of weaving a little farther! Instructor: Deanna Lynch

**Cost:** $227

**Location:** Creative Arts Building, room 7306B

**Course Code** | **Date** | **Time**
--- | --- | ---
CSP 4000 24297 | W, F 11/13 – 12/6 | 10a – 2p
Registration Deadline: 11/6
HISTORY OF TEXTILES

This course is a cultural survey of the major weaving traditions of the world. Topics include weaving traditions of North and South America, Asia, Africa, and Europe. Upon completion, students should be able to recognize materials, design, and techniques of various cultures and demonstrate an understanding of social implications of the textile craft. *This is an online course with interactive student forum.* Instructor: Amy Putansu

Please call 828.565.4135 to register

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<td>PCF 121−IN1</td>
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Registration Deadline: 1/6

QUILTING & UPHOLSTERY

QUILTING

This project-based course is designed for individuals interested in learning the art of quilting. 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! Instructor: Lani Hendrix

Cost: $191
Location: 1400 building, upstairs

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Registration Deadline: 9/25

Up to 35 projects will be completed. Cost: $191

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Registration Deadline: 9/26

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 new masterpiece. Instructor: Lani Hendrix

Cost: $155
Location: 1400 building, downstairs

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Registration Deadline: 9/23

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Registration Deadline: 9/23

GOAT MILK LAVENDER OATMEAL SOAP

Basics of soap chemistry, safety precautions, equipment, and most importantly, the art of soap making will be covered in this workshop with a focus on the alchemy of the soothing qualities of lavender and oatmeal. Each student will make and take home two pounds of goat milk process lavender oatmeal soap. All supplies are included, but please wear long sleeved shirts, close-toed shoes, and bring an apron if you have one. Instructor: Rachael Austin

Cost: $75
Location: Creative Arts Building, Room 7105A

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Registration Deadline: 8/17

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Registration Deadline: 11/2
WOOD & GLASS

WOODWORKING ON A BUDGET 1

Throughout this course, students will garner a strong understanding of the basic hand tools and produce a wooden tool box and a product of their choosing. This course will place an emphasis on making the craft of woodworking an enjoyable and attainable hobby for anyone. Instructor: Bill Weinert

Cost: $204
Location: Creative Arts Building, Room 7121
Course Code Date Time
CSP 4000 24306 M 8/19 – 9/30 5 – 9p
Registration Deadline: 8/12

INTRODUCTION TO INSTRUMENT BUILDING: CIGAR BOX & STRUMMER DULCIMER STICK

Learn the joy of building stringed instruments in this beginner class. Open to all levels of woodworkers, topics will cover instrument history, construction, fine-tuning and even how to play the instrument. Students will complete at least one instrument of their own creation. Instructor: Bill Weinert

Cost: $204
Location: Creative Arts Building, Room 7121
Course Code Date Time
CSP 4000 24307 W 8/21 – 9/25 5 – 9p
Registration Deadline: 8/14

FLY ROD MAKING

Build or restore your own fly rod. Students will have a choice between building a graphite 9 ft. four-piece rod, or for a small additional cost of between $25 and $50, you may choose to build a bamboo rod between 6 ft. and 8 ft. long in a two-piece rod with two tips. Methodology of rod building will consist of techniques that are well over 100 years old. All materials will be provided but students are welcome to bring a rod for evaluation and restoration. Instructor: Tommy Thomas

Cost: $365
Location: Creative Arts Building, Room 7121
Course Code Date Time
CSP 4000 24185 T, Th 9/10 – 11/5 7 – 9p
Registration Deadline: 9/3

INTERMEDIATE INSTRUMENT BUILDING: DULCIMER

This course is open to students with a comfortable understanding of woodworking. Students will learn all the skills necessary to design and build a dulcimer. Students will complete at least one instrument of their own creation. Instructor: Bill Weinert

Cost: $204
Location: Creative Arts Building, Room 7121
Course Code Date Time
CSP 4000 24308 W 10/2 – 11/6 5 – 9p
Registration Deadline: 9/25

WOODWORKING ON A BUDGET 2

Throughout this course, students will garner a strong understanding of basic hand held power tools, as well as expand their abilities with hand tools, while they work to craft a fine side table. This course will place an emphasis on making the craft of woodworking an enjoyable and attainable hobby for anyone. Instructor: Bill Weinert

Cost: $204
Location: Creative Arts Building, Room 7121
Course Code Date Time
CSP 4000 24309 M 10/7 – 11/18 5 – 9p
Registration Deadline: 9/30

BEGINNING STAINED GLASS

In this course, students will learn the basics of stained glass art. Students will select and cut glass, as well as 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
ADVANCED INSTRUMENT BUILDING: GUITARS

This course is open to students with a comfortable understanding of woodworking. Students will learn all the skills necessary to design and construct an acoustic guitar. Students will complete at least one instrument of their own creation. Instructor: Bill Weinert

Cost: $204
Location: Creative Arts Building, Room 7121
Course Code: CSP 4000 24310
Date: T 11/12 – 12/17
Time: 5 – 9p
Registration Deadline: 11/5

WOODWORKING ON A BUDGET 3

Throughout this course, students will garner a strong understanding of basic power tools, as well as expand their abilities with hand tools, while they work to craft a small cabinet. This course will place an emphasis on making the craft of woodworking an enjoyable and attainable hobby for anyone. Instructor: Bill Weinert

Cost: $204
Location: Creative Arts Building, Room 7121
Course Code: CSP 4000 24311
Date: M 11/25 – 12/11
Time: 5 – 9p
Registration Deadline: 11/18

PHOTOGRAPHY & DIGITAL ARTS

DSLR CAMERA BASICS

We will cover the ins and outs of shooting in full manual mode on your camera. We will talk about focus, aperture, shutter speed, white balance, and ISO, as well as composing photographs. Instructor: Phillip Turner

Cost: $111
Location: Creative Arts Building, room 7105
Course Code: CSP 4000 24312
Date: T 8/6 – 8/27
Time: 6 – 8p
Registration Deadline: 7/30

PHOTOGRAPHING THE MOUNTAINS

Calling all sunset chasers! Join us for a hands-on experience analyzing composition and determining exposure in a variety of locations and conditions. We will cover considerations when setting up your shots, as well as tools and techniques that help create your vision. Students should have general working knowledge of their camera including how to change aperture, shutter speed, white balance and ISO (a good class to learn this would be DLSR Camera Basics). We will spend time shooting in Shutter priority, Aperture priority and Manual modes on the camera. Instructor: Phillip Turner

Cost: $111
Location: Creative Arts Building, room 7105
Course Code: CSP 4000 24313
Date: T 9/10 – 10/1
Time: 6 – 8p
Registration Deadline: 9/3

LIGHTING FOR PORTRAITS & PRODUCTS

Come learn about light! We will go over the qualities of light, what to look for in a scene and how to modify light both on location and in the studio. We will get hands on with several different lighting setups in the studio, as well as spend some time outside working with natural light. Students should have a general working knowledge of their camera, including how to change aperture, shutter speed, white balance and ISO (a good class to learn this would be DLSR Camera Basics). We will spend time shooting in Shutter priority, Aperture priority and Manual modes on the camera. Instructor: Phillip Turner

Cost: $111
Location: Creative Arts Building, room 7105
Course Code: CSP 4000 24314
Date: T 10/15 – 11/5
Time: 6 – 8p
Registration Deadline: 10/8
**IPHONE PHOTOGRAPHY**

Learn how to use the iPhone as your only camera. We will discuss how to use the default apps, as well as third-party applications to make stunning photographs that were once only possible with dedicated lens cameras. Other class topics include editing photos on your phone, as well as photo back-up and sharing options. Instructor: Phillip Turner

Cost: $111  
Location: Creative Arts Building, room 7105

**MUSIC**

**STRING CLASS 1**

Students will learn basic concepts such as plucking, simple bow articulations, ear-training exercises, scales and classical and folk tunes. Students will also learn practice techniques, as well as some ensemble and performance techniques in a fun and comfortable environment. Violin, cello, viola and string bass are all welcome in this class. Beginning to intermediate levels are appropriate. Students will need to provide their own instrument. Instructor: Ashley Winters

Cost: $197  
Location: Creative Arts Building, room 7315

**STRING CLASS 2**

Students will continue to build on the physical and theoretical music skills learned in String Class I, but the goal will be focused more on playing as an ensemble, going much deeper into performance studies. New students must place into this course level. Violin, cello, viola and string bass are all welcomed in this class. Students will need to provide their own instrument. This class is for intermediate to advanced students. Instructor: Ashley Winters

Cost: $197  
Location: Creative Arts Building, room 7315

**VOCAL CLASS**

This class addresses functional techniques in singing for students seeking to develop vocal and musical abilities. Areas covered include: breathing, posture, practice techniques and exercises, voice placement, diction, phrasing, interpretation, performance preparation and execution. Develop a repertoire based on your ‘style’ and ability! Whatever genre you wish to sing, these techniques will make you a better singer in every way. Beginner to intermediate levels welcome. Instructor: Julie McConnell

Cost: $167  
Location: Creative Arts Building, room 7315

**PIANO 1**

Want to learn how to play the piano? With the right tools, teacher, and a little focus, you may be surprised at how quickly you can become proficient in basic piano. With an introduction to the keyboard through the study of notation, hand positions, chord formations, scales and sight-reading, students will learn to read and perform piano techniques through step-by-step teaching methods. This class is designed for the absolute beginner, or those with a minimal knowledge of piano. Instructor: Julie McConnell

Cost: $221  
Location: Creative Arts Building, room 7315
PIANO 2

Piano Class II will continue to build on the physical and theoretical music skills learned in Piano Class I. New students must place into this course level. The instructor will assess your level at the first class meeting. Students will need to buy a companion book. Instructor: Julie McConnell

Cost: $221
Location: Creative Arts Building, room 7315
Course Code | Date       | Time
--- | --- | ---
CSP 4000 24276 | W 9/25 – 12/4 | 7 – 8:30p
Registration Deadline: 9/18

JEWELRY

BEGINNING JEWELRY FABRICATION 1

In this 10-week course, students will acquire working knowledge of jewelry and fabrication skills. Students will design and fabricate pieces in the studio and are encouraged to explore and examine contemporary trends in jewelry and metalsmithing through the study of working jewelry makers. The course will cover techniques commonly used in jewelry and metalsmithing, including sawing, piercing, sanding and filing, forming, oxidation, basic stone setting and finishing. These techniques are explored and executed through the creation of individual projects, such as a textured and pierced cuff bracelet, a pair of stud or dangle earrings, and a sterling silver pendant with a bezel set stone. Instructor: Greta Lutman

Cost: $391
Location: Creative Arts Building, Room 7231
Course Code | Date       | Time
--- | --- | ---
CSP 4000 24299 | T 9/3 – 11/5 | 2 – 5p
Registration Deadline: 8/27

INTERMEDIATE JEWELRY: ADDING COLOR

In this 10-week course, we will focus on exploring ways to incorporate color into jewelry pieces using several different techniques. We will practice basic enameling on copper and on fine silver. In addition, we will explore techniques for creating anodized titanium pieces and adding intense or subtle color to the finished piece. Students will make multiple samples during class while learning how the materials behave. During the last few weeks of the class, we will be using these samples, or creating new designs, to use in other forms of jewelry. We will learn various cold connections such as rivets, tab construction and bezels in order to make finished pieces. Instructor: Greta Lutman

Cost: $391
Location: Creative Arts Building, Room 7231
Course Code | Date       | Time
--- | --- | ---
CSP 4000 24301 | W 9/4 – 11/6 | 6 – 9p
Registration Deadline: 8/28

METAL

FORGING A JAPANESE HAMMER

This style hammer is also known as a cutler’s hammer and a dog’s head hammer. The unique design makes it perfect for forging the bevels on a knife blade. It’s ergonomic shape allows for accurate forging and reduces arm fatigue. In this course, we will punch and drift the eye, forge the head, heat treat, and haft the handle so that each student leaves with a finished hammer. Instructor: Matthew Shirey

Cost: $238
Location: 3300 building, room 3327
Course Code | Date       | Time
--- | --- | ---
CSP 4000 24268 | F, S, Su 8/9 – 8/11 | 9a – 5p
Registration Deadline: 8/2
Course Code | Date       | Time
--- | --- | ---
CSP 4000 24274 | F, S, Su 11/8 – 11/10 | 9a – 5p
Registration Deadline: 11/2

CHEF KNIFE

This 3-day class requires students to have general knife grinding knowledge prior to this class. Students will be instructed on how to construct a full tang chef knife, including handle material selection, pin stock, adhesives, and overall finish techniques. Materials and supplies will be provided to make a finished chef knife. Instructor: Ken Hall
BEGINNING HANDWROUGHT
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. Upon completion, students should be able to heat and use a variety of metals to create tools and shape basic metal projects. Instructor: Josh Lyle

Cost: $381
Location: 3300 building, room 3327
Course Code  Date  Time
CSP 4000 24264  M 8/19 – 12/16  6 – 10p
Registration Deadline: 8/12

BASIC KNIFE
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 attachments methods. Upon completion, students should be able to select appropriate techniques, materials, and designs to produce a basic functional or decorative knife. Instructor: Josh Lyle

Cost: $381
Location: 3300 building, room 3327
Course Code  Date  Time
CSP 4000 24263  T 8/20 – 12/10  6 – 10p
Registration Deadline: 8/13

GUIDED OPEN FORGE
Students will have the opportunity to use shop equipment to work on blacksmith or bladesmith projects. An experienced instructor will be on hand to provide guidance and assistance. Prerequisite: *ALL STUDENTS MUST HAVE TAKEN OR CURRENTLY BE ENROLLED IN A HAND WROUGHT CLASS AT HCC.* Instructor: Josh Lyle. Class meets 8/24, 9/14, 10/12, 11/2, 12/7

FORGING AXES
When men and women like Daniel and Rebecca Boone headed west to build a new life on the frontier, the belt axe was an essential part of their kit. For collecting firewood, creating shelter, and carving utensils, a hatchet is the perfect tool. In this course, we will forge a Kentucky Belt Axe from a block of 4140 carbon steel. If time allows, students may attempt a second axe of whatever design they choose. Instructor: Matthew Shirey

Cost: $427
Location: 3300 building, room 3327
Course Code  Date  Time
CSP 4000 24269  W 9/4 – 11/20  6 – 9p
Registration Deadline: 8/28

FORGING TOOLS FOR WOODWORKERS
There are few things as gratifying as forging a tool then taking that tool to the wood shop and using it to make something else! In this course, we will learn the basics of forging axes, adzes, drawknives, chisels, etc. Students will focus on crafting simple, well-made tools that are tempered to hold a keen edge and designed to work. Whether a beginner or more experienced blacksmith, this class will be a great opportunity to develop your understanding of forging and metallurgy. Instructor: Matthew Shirey

Cost: $250
Location: 3300 building, room 3327
Course Code  Date  Time
CSP 4000 24270  Th 9/5 – 10/17  3 – 6p
Registration Deadline: 8/30
Cost: $225
CSP 4000 24272  Th 11/7 – 12/19  3 – 6p
Registration Deadline: 10/31
BASIC BLACKSMITHING
If you’ve ever wanted to try blacksmithing, this course is a perfect opportunity to get your hands dirty! Students will become familiar with basic forging techniques and fire control while completing one or more simple projects of their choice. Come have fun in the forge and get a taste of how things where done in the old days! Instructor: Matthew Shirey

Cost: $250
Location: 3300 building, room 3327
Course Code Date Time
CSP 4000 24271 Th 9/5 – 10/17 6 – 9p
Registration Deadline: 8/29
Cost: $225
CSP 4000 24273 Th 11/7 – 12/19 6 – 9p
Registration Deadline: 10/31

TOMAHAWK CLASS
This class will cover the following topics: selection of steel, forging, drifting the eye, heat treating and handle construction. The objective of the class is for each student to complete a tomahawk. Instructor: Josh Lyle

Cost: $187
Location: 3300 building, room 3327
Course Code Date Time
CSP 4000 24262 F, S, 9/20 – 9/21 9a – 5p
Registration Deadline: 9/13

SMALL CAMP KNIFE
This 3−day class will provide students with an introduction and general knowledge of forging and grinding blades. Students will be instructed on how to construct a 5” full tang small Camp knife, including handle material selection, pin stock, adhesives, and overall finish techniques. Instructor: Rob Singleton

Cost: $265
Location: 3300 building, room 3327
Course Code Date Time
CSP 4000 24275 F, S, Su 10/18 – 10/20 8a – 5p
Registration Deadline: 10/11

FRICTION FOLDER
In this two-day class, students will be instructed on how to construct a friction folder knife, including handle material selection, pin stock and overall finish techniques. Materials and supplies will be provided to make a finished friction folder. Instructor: Ken Hall

Cost: $199, room 3327
Location: 3300 building
Course Code Date Time
CSP 4000 24266 S, Su 11/16 – 11/17 8a – 5p
Registration Deadline: 11/8

 LEATHER SHEATH
ABS Journeyman Smith Ken Hall will instruct a two−day class on making a leather sheath for a medium−sized fixed blade knife. The class will cover the following topics: leather selection, making a pattern, cutting leather, basic tooling, dying and hand stitching. The objective of the class is for each student to complete a sheath for one of their knives. Students must bring a completed knife to make a sheath for. Instructor: Ken Hall

Cost: $174
Location: 3300 building, room 3327
Course Code Date Time
CSP 4000 24267 S, Su 12/14 – 12/15 8a – 5p
Registration Deadline: 12/7

FUTURE OFFERINGS
The U.S. Constitution The primary focus of the course will be on the text of the Constitution, along with a discussion of the more important Supreme Court decisions interpreting the Constitution. This is not a law−school level course, but a general overview of the U.S. Constitution.

Conversational German This course is a study in basic German. The focus will be on communicating on a basic level. Although some consideration of German grammar will be necessary, the principal focus will be on conversational German.

Please call (828) 627−4669 for dates and times for the US Constitution and Conversational German classes.
Haywood Community College graduate Allen Newland was excited to take part in Wilderness Weekend and demonstrate how drones can help search and rescue efforts.

“As someone heavily involved in drones, and also working with Haywood County doing search and rescue, HCC asked me to come up and demonstrate during its Wilderness Weekend,” Newland said. “The first one I was part of was at Camp Hope. We go up and talk to the search and rescue folks, doing hands-on demonstrations, talk about the technology and the legal ramifications of everything. Then, we do a live demonstration.”

Especially in the mountains, drones can be a huge help for search and rescue officials who in the past were forced to cover huge swaths of steep and isolated wilderness areas just on foot.

“With drones, we are able to cover areas quickly that would take a long time on foot, which is wonderful because we have such harsh terrain in Western North Carolina,” Newland said. “We can now cover a large field in a matter of minutes, whereas on foot you’d have to get a large number of people to walk through it. And dangerous areas — waterfalls, cliffs — places that you would have to put a person in peril to search it, where now we can do it really quick with the drone.”

The drones won’t replace the boots on the ground that are critical in search and rescue efforts, but they add another layer of thoroughness and safety when time is of the essence.

“Drones are another tool in the bag for search and rescue,” Newland said. “But, it’s a wonderful tool because we can cover a lot of ground in a small amount of time, gathering a lot of data in a matter of minutes and possibly spot small, subtle clues that you might not be able to notice unless you walked right over it.”

Newland admits to having a keen interest in emergency services and Haywood Community College, so he is more than happy to do what he can to help students and the school.

“I’ve always been involved with Haywood Community College because that’s where I went to school, and my wife works there, too. So, we’ve always had a tight relationship with HCC,” he said. “Besides, anything to do with emergency services is a passion for me, very near and dear to my heart. I feel like by doing this I can give back to my community in a small way.”
**BASIC 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. The next delivery of the Basic Law Enforcement Training will be a day class that will begin in October of 2019. Packets are available now and will be due by September 1st. For more information on the BLET program, please contact Fred Clontz at (828) 627–4548 or by email at HCC-lawenforcementtraining@haywood.edu.

**DETENTION OFFICER CERTIFICATION**

This certification-related Detention Officer Certification Course (DOCC) is offered under guidelines and requirements as set forth by North Carolina Sheriffs’ Education and Training Standards Commission. Properly certified state instructors are used in all topic areas. Trainees must successfully pass a State-administered exam, as well as demonstrate competency in all skill areas in order to be eligible for certification as a detention officer. Lecture, demonstrations and practical exercises are primary methods of instruction. For more information on the DOCC program, please contact Fred Clontz at (828) 627–4548 or by email at HCC-lawenforcementtraining@haywood.edu.

**FIRE CLASSES**

**DRIVER OPERATOR PUMPS SERIES**

Successful completion will result in the following certifications: Complete NC Driver Operator—Pumps series NC Emergency Vehicle Driver NC TIMS NC Driver Operator-Mobile Water Supply Total hours: 156 January – June 2020 on Monday and Wednesday nights 6–10pm with some Saturdays for skills assessments. Saturday classes will begin at 8am.

**HCC FIRE ACADEMY**

Haywood Community College’s annual Fire Academy consists of all the required courses to receive your NFPA 1901 Certification. Junior Firefighters are welcome but may not receive the full certification until 18 years of age.

Each student will be required to have the 4th edition Firefighting Skills book from Jones and Bartlett. Turnout gear is not provided. Anyone under 18 will be required to have permission from their fire chief and a minor permission form from their principal before entering class. No students under the age of 16 are eligible.

Tuesdays and Thursdays, 6–10pm. Some Saturdays will be required. Saturday classes start at 8am.
Weekend Classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinklers</td>
<td>07/13, 07/14</td>
<td>8a−5p</td>
</tr>
<tr>
<td>Loss Control</td>
<td>07/27, 07/28</td>
<td>8a−5p</td>
</tr>
<tr>
<td>Rescue</td>
<td>08/09 6p−10p, 08/10, 08/11</td>
<td>8a−5p</td>
</tr>
<tr>
<td>Safety and Survival</td>
<td>09/07, 09/08</td>
<td>8a−5p</td>
</tr>
<tr>
<td>Emergency Medical Care</td>
<td>09/21, 09/22</td>
<td>8a−5p</td>
</tr>
<tr>
<td>Fire and Life Preparedness</td>
<td>10/05, 10/06</td>
<td>8a−5p</td>
</tr>
<tr>
<td>Fire Control</td>
<td>10/18, 10, 10/20, 11/02, 11/03</td>
<td>8a−5p</td>
</tr>
</tbody>
</table>

If you have any questions in regards to the classes listed please contact: Dee Massey at (828) 565-4247 or dmassey@haywood.edu.

UPCOMING CLASSES

NC Certification Technical Rescue
NC Certification Rapid Intervention
NC Certification Fire Officer
NC Certification Fire Instructor
NC Certification Aerial

Week night classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Water Supplies</td>
<td>07/09, 07/11, 07/16, 07/18, 07/23</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>07/25, 07/30, 08/01, 08/06</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Fire and Life Safety</td>
<td>08/08, 08/13, 08/15</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Building Construction</td>
<td>08/20, 08/21/18 08/22, 08/27</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>08/29, 09/03</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Mayday</td>
<td>09/05, 09/10</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Safety and Survival</td>
<td>09/12, 09/16 09/17 06/18</td>
<td>6p−10p</td>
</tr>
<tr>
<td>Fire Control</td>
<td>09, 09/24, 09/26, 10/01, 10/03, 10/08</td>
<td>6p−10p</td>
</tr>
<tr>
<td>TIMS</td>
<td>09/21, 10/05</td>
<td>8a−6p</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>10/10</td>
<td>6p−10p</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
<td>10/15, 10/17, 10/22, 10/24, 10/29, 10/31, 11/05, 11/07, 11/12, 11/14</td>
<td>6p−10p</td>
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</tbody>
</table>
EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) is a system that provides emergency medical care and transportation of sick and injured patients. EMS is most easily recognized when emergency vehicles or helicopters are seen responding to emergency incidents. EMS is much more than a ride to the hospital, though. It is a system of coordinated response and emergency medical care, involving multiple people and agencies. A comprehensive EMS system is ready every day for every kind of emergency.

EMERGENCY MEDICAL RESPONDER (EMR)

WHO: First responders such as firefighters and law enforcement officers have the training and knowledge to provide immediate life-saving interventions at the scene of an emergency while awaiting the arrival of ambulances.

EMERGENCY MEDICAL TECHNICIAN (EMT)

WHO: EMTs provide out-of-hospital emergency care and transportation for sick or injured patients who access the EMS system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life-threatening emergencies.

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

WHO: The primary focus of the Advanced Emergency Medical Technician is to provide basic and advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system.

PARAMEDIC

WHO: The Paramedic possesses complex knowledge and skills that enables them to initiate advanced-level care before the patient reaches the Emergency Department.

CPR COURSES

Community CPR – Community CPR is for non-medical providers that need the skill for employment or want to have the skill in the event of an emergency. Courses are taught at 23 Hendrix Street, Waynesville NC, 28786

Course Cost: $50

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>SEF-3001-11113</td>
<td>8/14/2019</td>
<td>5pm – 10pm</td>
</tr>
<tr>
<td>SEF-3001-11114</td>
<td>9/11/2019</td>
<td>8am – 1pm</td>
</tr>
<tr>
<td>SEF-3001-11115</td>
<td>10/9/2019</td>
<td>5pm – 10pm</td>
</tr>
<tr>
<td>SEF-3001-11116</td>
<td>11/13/2019</td>
<td>5pm – 10pm</td>
</tr>
<tr>
<td>SEF-3001-11117</td>
<td>12/11/2019</td>
<td>8am – 1pm</td>
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</tbody>
</table>

CPR for Healthcare Providers – CPR for healthcare providers and members of public safety

Course Cost: $70

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>SAF-3010-11121</td>
<td>8/21</td>
<td>5pm – 10pm</td>
</tr>
<tr>
<td>SAF-3010-11127</td>
<td>9/18</td>
<td>8am – 1pm</td>
</tr>
<tr>
<td>SAF-3010-11122</td>
<td>10/16</td>
<td>5pm – 10pm</td>
</tr>
<tr>
<td>SAF-3010-11123</td>
<td>11/20</td>
<td>5pm – 10pm</td>
</tr>
<tr>
<td>SAF-3010-11124</td>
<td>12/18</td>
<td>8am – 1pm</td>
</tr>
</tbody>
</table>
ALLIED HEALTH PROGRAMS

NURSE AIDE I

Nurse Aide I provides 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 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:
August 2019
Day Class: Mondays and Wednesdays 8:15am–2:45pm
August 14th–December 9th

Evening Class: Mondays, Tuesdays and Wednesdays
5pm–9pm

August 19th–December 4th
Tuition: $228.25

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

PHLEBOTOMY

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

87 class hours and 120 clinical hours

Prerequisites: High School Diploma or GED

Classes: Monday and Thursday evenings from 6–9pm

September 2019
Dates: 9/5/19–12/19/19
Clinical hours will be outside of class time.
Tuition: $253.25
Registration: Contact Sandy Fischer at (828) 565-4145 or sfischer@haywood.edu

MEDICATION AIDE

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

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

Dates: November 7th, 12th and 14th, 8am–4:30pm
Tuition: $80.00
Registration: Contact Sandy Fischer at (828) 565-4145 or sfischer@haywood.edu
NOTARY PUBLIC EDUCATION

This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, to apply for commissioning as a notary you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in N.C. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. The required textbook, Notary Public Guidebook for North Carolina is included in the cost of the course. Students are encouraged to read through the textbook prior to attending the course. Students must present a current photo ID to be admitted to class. All classes are on Saturdays.

Course Code     Date       Time
CSP−4000−15093  8/3        9am – 5pm
CSP−4000−15094  9/7        9am – 5pm
CSP−4000−15095  10/5       9am – 5pm
CSP−4000−15096  11/2       9am – 5pm
CSP−4000−15097  12/7       9am – 5pm
CSP−4000−15098  1/11/20    9am – 5pm
Course Fee: $100

For more information, please contact the Continuing Education Department at (828) 627–4669.

DEFENSIVE DRIVING

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

To Register:
• Drivers must register no later than three days prior to the class beginning.
• No late arrivals will be admitted to class.
• Refunds will NOT be granted for failure to attend class.
• The cost of the class is $75 for DDC−4 and $130 for DDC−8
  *NO Personal Checks Accepted*
• You must register in person on the main campus of Haywood Community College.

DEFENSIVE DRIVING DDC - 4 CLASSES:
CSP−9919−15048  8/5        6–10pm
CSP−9919−15081  8/17       9am– 1pm
CSP−9919−15049  9/9        6–10pm
Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an exam.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>AUT-3003-11072</td>
<td>08/10</td>
</tr>
<tr>
<td>AUT-3003-11073</td>
<td>10/12</td>
</tr>
<tr>
<td>AUT-3003-11074</td>
<td>12/07</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Code</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Safety Inspection</td>
<td>SEF-3001-11081</td>
<td>8/6 &amp; 8/8</td>
</tr>
<tr>
<td>Emissions/OBD</td>
<td>SEF-3001-11088</td>
<td>8/20 – 8/22</td>
</tr>
<tr>
<td>Auto Safety Inspection</td>
<td>SEF-3001-11147</td>
<td>9/3 &amp; 9/5</td>
</tr>
<tr>
<td>Emissions/OBD</td>
<td>SEF-3001-11152</td>
<td>9/17 &amp; 9</td>
</tr>
<tr>
<td>Auto Safety Inspection</td>
<td>SEF-3001-11148</td>
<td>10/1 &amp; 10/3</td>
</tr>
<tr>
<td>Emissions/OBD</td>
<td>SEF-3001-11153</td>
<td>10/15 &amp; 10/17</td>
</tr>
<tr>
<td>Auto Safety Inspection</td>
<td>SEF-3001-11149</td>
<td>11/5 &amp; 11/7</td>
</tr>
</tbody>
</table>

For more information, please contact the Continuing Education Department at (828) 565-4241.
WORKFORCE DEVELOPMENT

HUMAN RESOURCE DEVELOPMENT

Human Resources Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. The courses are offered in blocks to equip you with the knowledge, values, and practical skills essential for successful job placement and retention.

Enrollment may be tuition-free if the participant qualifies for at least one of the following items:
- Currently unemployed
- Received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earn wages at or below two hundred percent (200%) of the federal poverty guidelines.

CAREER READY 101

This course will prepare students for the National Career Readiness Certificate and other ACT WorkKeys testing required by local employers. It is highly recommended that students take the Career Ready 101 class to prepare for the ACT WorkKeys testing. Courses will be held online with the exception of orientation the first night of class.

WORKKEYS TESTING

Haywood Community College is an approved testing site for the ACT WorkKeys curriculum. Students can earn the National Career Readiness Certificate or test for entry level positions with local employers. Testing is held in the afternoons from 5:30 pm until 10 pm. Testing dates for 2019 are as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>7/11</td>
<td>8/8</td>
<td>9/5</td>
<td>10/3</td>
<td>11/14</td>
<td>12/12</td>
</tr>
<tr>
<td>Dates</td>
<td>7/25</td>
<td>8/22</td>
<td>9/19</td>
<td>10/17</td>
<td>11/27</td>
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<tr>
<td>Dates</td>
<td></td>
<td></td>
<td>10/31</td>
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</table>

CAREER PLANNING

The Career Planning course will help students gain perspective on their career interests while devising a written action to make the goals real and achievable.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Dates</th>
<th>Orientation Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD−3003−15099</td>
<td>9/10−9/12</td>
<td>6 pm – 10 pm</td>
</tr>
<tr>
<td>HRD−3003−15100</td>
<td>11/19 – 11/21</td>
<td>6 pm – 10 pm</td>
</tr>
</tbody>
</table>

CAREER READINESS PATHWAYS

The Career Readiness course will help students with understanding how to obtain the right credential or degree for entry level positions in their field of choice. The course will also help students with soft skills. Soft skills, according to many employers, are the key to securing and retaining long term employment. The course is a complete approach to helping students reach their career goals.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD−3004−15106</td>
<td>8/12 – 8/29</td>
</tr>
</tbody>
</table>

Please email us at HCC-HRDtraining@haywood.edu for more information or call (828) 564–5128.
North Carolina Wildlife Resources Commission Game Warden Shawn Martin has a strong affinity for students at Haywood Community College, and that’s why he’s become so involved in the college since returning to Western North Carolina.

“For me, it’s about helping them build that foundation that will help them out in their career and give them the insight to see if this is something they want to do,” said the 1999 HCC graduate. “Something in the path of our conversation, maybe our time in the field or a volunteer experience, could show them what side of this profession they may want to go into. That’s what I enjoy about doing this.”

Martin went through HCC’s well-known Fish & Wildlife Program, which he credits with helping him land his job with the state.

“I’m a full-time game warden and wildlife officer for the state of North Carolina. And I’ve been involved in law enforcement for 19 years now,” he said. “Initially, I was stationed in the Outer Banks, and then transferred back to Western North Carolina. When I came back here, I started going back to HCC and giving back to the students going through the programs I once attended.”

Martin initially started teaching the “Policy & Law” classes through the Fish & Wildlife Program, giving students a perspective of what goes on in the real world outside of the classroom side of things. Since 2009, he’s been on the HCC advisory board for the Fish & Wildlife Program.

“About two years ago, I started teaching in the HCC Public Services Training Facility, where I instruct in-service training, CPR and firearms,” he said. “It’s about being able to give back from a perspective from the Fish and Wildlife side of it, the law enforcement side of it, and the past law enforcement knowledge.”

Martin’s professional experience gives him an insider’s perspective on what students need to do in order to get jobs after they graduate.

“We let the students do ride-alongs with us out in the field, and also provide them with volunteer experience, which is something that can help build their resume and start networking at a younger age,” he said.
The Small Business Center at Haywood Community College actively serves Haywood County, the “First 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 recent Guide for New Businesses 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, growing and sustaining a small business. (828) 627.4512 or SBC.haywood.edu

To register for seminars and workshops, please contact us at: SBC.haywood.edu or (828) 627-4512

*Dates and locations are subject to change. Seminars are subject to cancellation. Visit SBC.haywood.edu for schedule updates.

BUSINESS STARTUP SERIES

HOW TO START A BUSINESS
Tuesday, August 27 • 5:30–8:30 p.m.
Speaker: Russ Seagle
Understand the basics of starting a small business in this seminar that takes you from idea to opportunity. Learn key strategies for startup, financing and marketing, as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

HOW TO WRITE A BUSINESS PLAN
Tuesday, September 10 • 5:30–8:30 p.m.
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
market analysis. Discover the variety of market research tools that will give you information about your industry and customers. Get the data you need to test the feasibility of a new business, find the competition and potential customers interested in your proposed product or service.

**MARKETING YOUR BUSINESS**

Tuesday, October 1 • 5:30−8:30 p.m.
**Speaker:** Russ Seagle
Marketing for the 21st century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising, and grassroots marketing. Explore the components of an effective marketing plan in this seminar.

**BASICS OF BOOKKEEPING**

Thursday, October 24 • 5:30−8:30 p.m.
**Speaker:** tenBiz
Gain a workable knowledge of how to properly record financial transactions for your small business. Discover the three most important financial reports and how to use them to make the best informed business decision. If you’re a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

**YOUR SMALL BUSINESS TAXES**

Tuesday, October 29 • 9−11 a.m.
**Speaker:** 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.

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.

**FINANCING YOUR SMALL BUSINESS**

Monday, September 16 • 11:00 a.m.—12:00 p.m.
**Speaker:** NC Rural Economic Development 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? to how will this business make money and will it be enough to pay back a loan or attract an investor? In this online seminar, 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 FIND YOUR CUSTOMERS**

Tuesday, September 24 • 5:30−8:30 p.m.
**Speaker:** tenBiz
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
GENERAL SMALL BUSINESS SEMINARS

HOW TO PRICE YOUR PRODUCT OR SERVICE
Wednesday, July 31 • 9−10 a.m.
Speaker: tenBiz
Identify internal and external factors to consider in setting prices for products and services and learn to estimate potential market share. This online seminar introduces competitive and cost analysis as a tool to assist you, the small business owner in exploring pricing strategies that will position your company for long-term financial success.

CHOOSING YOUR SMALL BUSINESS LEGAL STRUCTURE
Wednesday, August 28 • 9−10 a.m.
Speaker: tenBiz
This online seminar will provide information on the different types of legal structures of a small business. It will cover the basic advantages and disadvantages of each of the following: Sole Proprietorship, Partnership, S and C Corporation, and Limited Liability Company.

SUCCESSION PLANNING FOR SMALL BUSINESS
Thursday, September 5 • 11 a.m. – 1 p.m.
Speakers: Melanie Isis Herman, Michael Palermo and Samantha Winogrond
Your business started with a plan. It grew and became successful with a plan. Shouldn’t you have a plan to transition out of your business? It’s the right way to take care of your family, partners, and employees.
Key points of this seminar include:
• The effects of failing to plan for transitioning out of your business
• Getting your businesses’ finances in order for a prospective purchaser
• Discussing your transition with family, partners, and employees
• Working with your trusted advisor team to create and implement your succession plan

MERCHANDISING—MAKING A GOOD FIRST IMPRESSION
Wednesday, September 25 • 9−10 a.m.
Speaker: tenBiz
What if you could increase your Small Business sales significantly without spending any additional money? It’s very possible, simply by understanding what your customers are drawn to and improving your display! Making the most of a retail sales area and giving your customer a great experience means being strategic about how you design your space and organize your merchandise. During this online seminar, explore your products through the eyes of your customers, determine what grabs their attention and create a layout system that effectively highlights your products and makes people want to buy them.

SMALL BUSINESS ROUNDTABLE
Bring your lunch, your business cards and your questions! Each Small Business Roundtable will feature a topic of interest for the current and prospective small business owner.
Wednesday, September 25 • 11:30 a.m. – 1 p.m.
Wednesday, November 20 • 11:30 a.m. – 1 p.m.

DEVELOPING BRAND MERCHANDISE
Wednesday, October 30 • 9−10 a.m.
Speaker: Sequoyah Fund
During this webinar for the creative small business owner, attendees will learn how to expose more people to your art, to make the world a more beautiful place, and to create additional streams of income for you, the small business owner.

SALES AND USE TAX
Tuesday, November 19 • 9−11 a.m.
Speaker: NC Department of Revenue
This workshop will help small business owners better understand their sales and use tax obligations. Attendees will receive hands-on experience preparing sales and use tax
returns in addition to learning about sales and use tax basics, participants will learn about the most common types of sales and use taxes collected, and how to register an account.

WORKING WITH ANGRY CUSTOMER BEHAVIORS IN YOUR SMALL BUSINESS
Wednesday, November 20 • 9–10 a.m.
Speaker: Andrew Sanderbeck
Oh yes...they're out there and sometimes they are on a mission to tell and show you how they feel. The good news is that you, the small business owner can choose to turn the situation into a positive experience. During this online seminar, small business owners will learn techniques and questions to transition angry customers into brand enthusiasts.

SUMMITS AND SERIES

eBay for Small Business Series

STARTING YOUR BUSINESS ON EBAY: THE BASICS OF SELLING ON EBAY
Thursday, November 14 • 9 a.m.–noon
Speaker: Nick Hawks
A great seminar for the “beginner,” small business owner, or the entrepreneur wanting to make eBay a primary business tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller’s account, choosing formats & categories, writing descriptions that sell, submitting photos, feedback, starting up and using a PayPal account, shipping tips and pricing philosophies that will make you an eBay Top Rated Seller!!

BUILDING YOUR BUSINESS ON EBAY: BEYOND THE BASICS
Thursday, November 14 • 1–4 p.m.
Speaker: Nick Hawks
This session is for small business owners having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Topics in this fast-paced session will include: Starting and growing an eBay business, Finding merchandise to sell, Creating professional listings, Marketing your business on eBay, Managing active listings, Resolving issues & feedback, and protecting your eBay business. Plus learn those “tricks of the trade” that you have to know to become an eBay PowerSeller!

UNDERSTANDING EBAY STORES: SELLING FROM YOUR EBAY WEBSITE
Thursday, November 14 • 5–8 p.m.
Speaker: Nick Hawks
Take your eBay e-commerce experience to the next level. This hands-on course is a fantastic way to provide a step-by-step approach to small businesses who are ready to become eBay Store owners. You will learn how to start, brand, and optimize your eBay store website. Understand how to market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the “Quick Store Tune-Up” feature and “Manage My Store” page to customize your eBay Store, plus learn tips for search engine optimization (SEO) that will bring even more internet shoppers to your eBay Store.

Social Media & Tourism

SOCIAL MEDIA & TOURISM MARKETING TOOLKIT FOR SMALL BUSINESS OWNERS
Thursdays, August 1–October 3
5:30–8:30 p.m.
Speaker: Haywood County Tourism Development Authority
Discover the latest tourism marketing trends and how successful small businesses employ social media and digital marketing strategies to grow their business. Attendees will gain actionable tips to improve marketing, utilization of Facebook and Instagram, Google Analytics, and your overall online presence.

Social Media Presence and Workflow - Thursday, August 1
Analytics, Reviews and ROI - Thursday, September 5
Creating an Experience That Sells - Thursday, October 3
Website Development

**WORDPRESS FOR SMALL BUSINESS SUMMIT**

Monday, October 14
9 a.m. - 4 p.m.
Speaker: Boomer Sassman

Are you new to WordPress and want some hands-on support in setting up your website? This one-day, multi-session summit is designed to take you, the small business owner, from a blank slate to a fully functioning website before you walk out the door. Participants can either bring their own laptop or utilize a computer in the HCC lab.

- **WordPress 1**
  Monday, October 14 • 9 a.m. – Noon
- **WordPress 2**
  Monday, October 14 • 1 – 4 p.m.

Agribusiness

**AGRIBUSINESS PRE-LAUNCH SERIES**

Tuesdays, November 5–19
3–4:15 p.m.

Agribusinesses are unique ventures and require special business planning methods. This online webinar series is designed to address three essential elements of Agribusiness development – Marketing, Planning, and Resources. Attendees will gain valuable insight into the business model behind their venture and tools needed to move their agribusiness forward.

- **Agribusiness Planning**
  Tuesday, November 5
- **Agribusiness Resources**
  Tuesday, November 12
- **Agribusiness Marketing**
  Tuesday, November 19

**AGRIBUSINESS SUMMIT**

Thursday, December 5 • 9 a.m. – 4 p.m.

The one-day, multi-track summit is designed for the specific needs of current and prospective Agribusinesses including farmers, value-added processors, beverage manufacturers, food service businesses and more. Food, beverage and agriculture-based businesses are unique ventures and require special business planning methods. This not-to-miss, one-day event will provide attendees with the tools needed to move an agribusiness forward. In addition to informative seminars and workshops, attendees will have the opportunity to network with others in the field, meet firsthand with industry specific resource providers and business coaches.

Online Webinars

**IGNITING INNOVATION – MINDSPARK LIVE**

Join the NC Small Business Center Network from 12–1 p.m., the first Wednesday of the month for a live webinar on a wealth of small business topics.

Monthly topics will include:
- August 7 – Branding with a Bang!
- September 4 - Building Your Business Around Your Community
- October 2 – Make an Offer They Can’t Refuse
- November 6 – Simple, Effective Customer Service Tips
- December 4 – Apps for Small Business
Haywood Community College with funding from the Appalachian Regional Commission is implementing an Advanced Manufacturing accelerator for the purpose of utilizing the skillsets obtained by alumni, current students and prospective students through multiple curricula and continuing education offerings.

Project AMI will provide a “maker space,” equipped with the technology and equipment needed to create projects using manufacturing techniques such as machining, welding and 3D printing. The AMI facility will provide a safe and resourced space where aspiring entrepreneurs can develop and manufacture products without the high start-up costs of their own facility. Additionally, the services of HCC’s award-winning Small Business Center are inextricably linked to the facility.

Through Project AMI, Haywood Community College hopes to spawn multiple businesses and employment in high-skill/high wage manufacturing.

**Anticipated Accelerator equipment at launch to include the following:**

- Vertical Milling Machine
- CNC Lathe
- Manual Lathe
- 3D Printer (2)
- Vertical Press
- Surface Grinder
- Multi-process Welder (2)
- Plasma Cutter
- Horizontal Band Saw
- Vertical Band Saw
- Assorted Miscellaneous Smalls: Tooling and Supplies
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
- Testing for BLET, EMT, Medical Responder, Nurse Aide

To register for orientation, please call (828) 627−4700.

ADULT HIGH SCHOOL (AHS)
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. There is no cost to the student for tuition, books or materials. For more information, please call (828) 627−4700.

Days/Time/Locations:
Monday-Friday 8 a.m.–12:30 p.m.
Room 318 Main Campus
On-line classes are also available.
Fees: Free

THE HIGH SCHOOL EQUIVALENCY DIPLOMA
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 equivalency 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 exams. 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.
ENGLISH AS A SECOND LANGUAGE

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) 627-4648.

Days/Time/Locations:
Tuesday & Thursday 9 a.m.–12 p.m.
Clyde Central United Methodist Church
Fees: Free

CAREER COLLEGE

Career College is a 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.

Days/Time/Locations:
Monday-Friday 8 a.m.–3:30 p.m. • Main Campus
For more information, 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 a.m.–6 p.m., Wednesday 8 a.m.–8 p.m., and Friday 8 a.m.–4 p.m. 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 Patricia at (828) 627−4700 or email at psmith@haywood.edu.

COLLEGE & CAREER READINESS TESTING SCHEDULE FOR BLET, MEDICAL RESPONDER & NURSE AIDE

Testing Requirements:

1) To schedule your test, please call (828) 627−4700. Available times are: Tuesdays 9 a.m. & 5 p.m.
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) Pay the $10 fee at the College Business Office.
4) College & Career Readiness is located in the 300 building in Suite 372.
5) 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.
6) Bring your picture ID & receipt of payment with you to the test session. You will not be allowed to test without showing your valid ID.
7) Plan to arrive 10−15 minutes prior to your testing time. Allow approximately 45 minutes to take your test.
8) Your test results will be emailed to you by the end of the next working day.
9) Please call to schedule your test as soon as possible. Scheduling early will allow time for any needed remediation.
REGISTRATION FOR FALL SEMESTER NOW UNDERWAY.

FOR MORE INFO:
HAYWOOD.EDU/REGISTRATION OR HCC-ADVISING@HAYWOOD.EDU 828.627.2821